



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 18, 2020, at 4 p.m.
Blount Center, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.573, 19-20

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 18, 2020
- 1.2 Approval of Board Meeting Minutes of January 21, 2020

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Community Education Enrich Brochure – Spring 2020

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 Continuing Contracts Candidates for 2020-2021

Agreements, Grants

- 4.6 Community Policing – Technology Improvement 2019-2020 Byrne Grant

Finance

- 4.7 Report of Purchases for January 2020
- 4.8 Colonel Harry M. Hatcher, Jr. Property Survey 20-06

5. Personnel Items

- 5.1 Amendment #1 to President's Contract

6. Facilities Items

- 6.1 Blount Center Expansion – Construction Documents (Phase III Documents) and Amendment No. 1 to Agreement for Construction Management Services Establishing a Guaranteed Maximum Price
- 6.2 Buildings I and J Reroof Project – Budget Approval (Minor Project)

6.3 Title III Y Building Learning Commons Renovation/Remodel – Project Completion

7. Finance Items

7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2020

7.2 Report of Investments, Quarter Ending December 31, 2019

7.3 Acceptance of Donations, 20-04

8. General Institutional Items

8.1 Approval of Expenditures from Equipment and Program Enhancement Funds

8.2 Deletion of Courses Not Taught in the Last Five Years

8.3 Association of Zoos and Aquariums Accreditation Application for the Santa Fe College Teaching Zoo

8.4 Santa Fe College Statement on Free Expression

8.5 President Emeritus Designation – Dr. Jackson N. Sasser

8.6 International Travel – **ADDED**

9. Rules

9.1 New Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect

10. Agreements/Grants

10.1 College Affiliation Agreement with Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center for the Cardiovascular Technology Program

10.2 Third Amendment to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar

10.3 Student Support Services – Regular Program Grant

10.4 Student Support Services – Project STEM3S Grant

10.5 Student Support Services – Veterans Project SERVE Grant

10.6 The Building Bridges Network for Integrating Biophysical and Quantitative Concepts into Life Science Education – National Science Foundation Grant

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

12. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of January 21, 2020

401.564, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 21, 2020, 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
419.72, 19-20

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

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

Community Education Enrich Brochure – Spring 2020

Information Item
415.182, 19-20

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President after the February 10, 2020, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Citizen's Requests

423.79, 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
February 18, 2020

Agenda Item: 4.1

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

Career Service Staff

403.562, 19-20

The individuals listed below are being recommended for appointment.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Eric Leppin	Library Support Specialist
^ Chia Hsin Lien	Administrative Assistant, Student Life
Tim Lochridge	Accountant
Sarah Stroup	Administrative Assistant, Health Sciences
Justin Trebour	Financial Aid Representative

Part Time

<u>Name</u>	<u>Position</u>
Crystal Johnson	Child Care Center Teacher

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
February 18, 2020

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)

411.457, 19-20

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

Executive/Managerial

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Andrew Barnes <i>MS, Liberty University</i>	Vice President for Administrative Affairs and Chief Financial Officer

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Sergio Caballero <i>MS, University of Florida</i>	Academic Lab Manager, Biotechnology Programs
Gary Cothren <i>BS, Nova Southeastern University</i>	Director, Facilities Operations
Edward Shaw <i>PhD, University of Florida</i>	Coordinator, Cultural Programs

Part Time

<u>Name</u>	<u>Position</u>
Stephanie Annarumma	Specialist, Mathematics
^ David Banes	Specialist, Assistant Baseball Coach
Karin DeWitt	Specialist, Learning Commons
^ Dannon Grubb	Specialist, Assistant Baseball Coach
Laurence James-Woodley	Specialist, Mathematics
Melissa Nunez	Specialist, Fine Arts
Justina Wilkerson	Specialist, Adult Education

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
February 18, 2020

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)

404.468, 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
Lester Hunt

Position
Canaan In The Bronze Age

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
February 18, 2020**

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.828, 19-20

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

Appointment

Full Time

Name
Sherry Adams
PhD, University of Florida

Position
Assistant Professor, Science for Health Programs

Part Time

Name
Patrick Breslin
Miranda Carrington
Yoly Farley
Monica Greatorex
Benjamin Ingle
Yongwoon Jung
Pedro Rodriguez

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
February 18, 2020

Agenda Item: 4.5

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

Continuing Contracts Candidates for 2020-2021

402.829, 19-20

The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are recommended for the award of continuing contract for the 2020-2021 contract year.

Rimjhim Banerjee-Batist	Assistant Professor, Business Programs
Mari Jayne Frederick	Assistant Professor, Information Systems Technology
Christopher Gay	Assistant Professor, Natural Sciences
Kelli Harker	Assistant Professor, Nursing Programs
Brian Lee	Assistant Professor, Natural Sciences
Shawna Mansfield	Assistant Professor, Fine Arts
Lillian Orenduff-Bartos	Assistant Professor, Fine Arts
Deloris Paul	Assistant Professor, Nursing Programs
Daniel Stepp	Assistant Professor, Fine Arts
James Weichold	Assistant Professor, Natural Sciences
Marie Young Trabbic	Assistant Professor, Health Information Technology

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
February 18, 2020

Agenda Item: 4.6

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

Community Policing – Technology Improvement 2019-2020 Byrne Grant

409.2269, 19-20

Funding from this grant will allow for the acquisition of an electronic message board that the Santa Fe College Police Department can use for community policing and special events, crime prevention and crime alerts, street closures, and traffic control, direction, and enforcement. The equipment package includes a trailer, message board, and power supply (battery and solar).

The amount of funds requested from the Edward Byrne Memorial Justice Assistance Grant is \$9,990, with no matching funds from Santa Fe College.

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

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.

C O N S E N T

District Board of Trustees
February 18, 2020

Agenda Item: 4.7

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

Report of Purchases for January 2020

202.661, 19-20

Below are the total amounts and a summary of purchases for the month of January 2020.

Purchasing	\$1,573,512.51
Risk Management Consortium	<u>27,200.00</u>
Total	<u>\$1,600,712.51</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y77587 (Fund 7)	\$ 131,248.00	Contract	Scherer Construction & Engineering of North Florida	V Building Solar System Water Softener General Maintenance
Y77588 (Fund 7)	\$ 269,408.00	Contract	Scherer Construction & Engineering of North Florida	NW Campus Roof Walkovers and Guardrails Campus Safety
Y77589 (Fund 7)	\$ 364,425.00	Contract	Blakeland, LLC	B, F, and U Buildings Storefront Replacement Deferred Maintenance
Y77650 (Fund 7)	\$ 90,145.00	Contract	Sound Ideas	Direct Purchase – Stage Lighting E-Auditorium
Y77699 (Fund 2)	\$ 156,000.00	Exempt	University of Florida	Student Health Care Center Health Care Center
Y77754 (Fund 1)	\$ 111,250.00	Contract	Dell Marketing	Thin Client Computers (250) Information Technology
	\$1,122,476.00			

Purchase orders for awarded bids/contracts: 2
(All Temp Force)

Amount: \$2,250.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 280

Amount: \$475,986.51

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
February 18, 2020

Agenda Item: 4.8

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

Colonel Harry M. Hatcher, Jr. Property Survey 20-06

200.953, 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 January 21, 2020, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 20-06. The following table is a summary of the items by disposition method and a detailed list of all items from each category is attached.

Disposition Method	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	7	83,711.81	83,711.81	0
TOTAL	<u>7</u>	<u>83,711.81</u>	<u>83,711.81</u>	<u>0</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

District Board of Trustees
February 18, 2020

Agenda Item: 5.1

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

Amendment #1 to President's Contract

411.458, 19-20

To be presented at the meeting.

Board Action Requested

Approval

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

Blount Center Expansion – Construction Documents (Phase III Documents) and Amendment No. 1 to Agreement for Construction Management Services Establishing a Guaranteed Maximum Price

412.1209, 19-20

Project Background & Description:

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

On April 18, 2017, the Board approved a project budget of \$32,531,029 and the College's request to advertise, select, and negotiate a contract for architectural design services. An information item was sent to the Board on November 14, 2017, summarizing the selection process for the architectural firm. Harvard Jolly, Inc. from St. Petersburg was the selection committee's top choice, and an agreement for services was negotiated by College staff and signed by the Board Chair on February 20, 2018.

The Board also approved the College's request to advertise, select, and negotiate a contract for construction management services on September 19, 2017. An information item was sent to the Board on April 17, 2018, summarizing the selection process for the construction management firm, with Parrish McCall Constructors, Inc. from Gainesville being 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.

In July 2018, the Board approved a request for funds from the U.S. Department of Commerce's Economic Development Administration (EDA) to expand and enhance the College's small business incubator within this project. Based on the forthcoming grant award from the EDA and the review of the schematic design by the construction manager, the Board approved increasing the total project budget to \$36,493,446 on October 16, 2018. The College received the award from the EDA on May 23, 2019, for the amount of \$4,764,080, and the agreement between the College and the construction manager was subsequently crafted to incorporate federal grant requirements. The Board Chair signed the agreement on January 28, 2020. A copy of the executed Agreement for Construction Management Services is attached for the Board's information.

Project Status:

College staff have received, reviewed, and approved the construction documents (Phase III Documents) for the project which will be available for the Board to review at the meeting. The documents have also been forwarded to the EDA for review. Once approved by the EDA, the construction manager will solicit bids for each of the construction trades.

In order to advance the project while additional funding is secured, College staff will oversee the construction manager's competitive bidding process and will negotiate an initial guaranteed maximum price (GMP) not to exceed \$6,500,000 for demolition, site development, underground utilities, and structural steel. The College will request to increase the GMP at a future date through a contract amendment when additional project funds are allocated.

Board Action Requested

- A. Approval of Construction Documents (Phase III Documents)**
- B. Delegation of authority to the Board Chair to execute Amendment No. 1 to Agreement for Construction Management Services that establishes a GMP for demolition, site development, underground utilities, and structural steel not to exceed \$6,500,000 upon legal review and approval by the President, the Vice President for Administrative Affairs, the Associate Vice President for Governmental Affairs and Facilities Services, and other appropriate College officials**

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

Buildings I and J Reroof Project – Budget Approval (Minor Project)

412.1210, 19-20

Project Background & Description:

With over 500,000 square feet of roofs with varying ages currently on the Northwest Campus, it is imperative that one major roof is replaced each year. In 2012, SF worked with a roofing consultant to evaluate the condition of a group of older roofs on the Northwest Campus in order to make recommendations for repair, restoration, and replacement. The consultant evaluated the original gravel surfaced built up roofs on I and J Buildings, installed in 1985, and determined they were in fair condition. The consultant suggested minor repairs and recommended that the roofs be slated for future replacement. Facilities Services has continued to maintain and periodically examine these roofs since then and has determined that at 35-years-old, both are beyond their warranty period and useful life.

This project involves the design, removal, and replacement of the existing roofs on Buildings I and J, a project encompassing 26,960 total square feet. The lightweight insulating concrete deck on both buildings is in good condition and will not need to be replaced.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	To be determined
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$636,000.00
Source of Funds:	PECO – General Maintenance

Project Status:

College staff have reviewed the history of these roofs, have reviewed the scope of this project and compared it to recent roofing projects of similar size and scope, and are requesting that the Board approve the budget in the amount of \$636,000.

Board Action Requested

Approval of the estimated project budget of \$636,000

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

Title III Y Building Learning Commons Renovation/Remodel –
Project Completion

412.1211, 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 was approved on May 15, 2018; and the third year 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. On November 13, 2018, the Board accepted staff's recommendation to award the bid to D.E. Scorpio Corporation and entered into a construction services agreement based on a stipulated sum. The general contractor was provided a notice to proceed on December 17, 2018.

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 required change order proposals that were reviewed and approved by all parties. Therefore, this procurement process for construction necessitated the use of formal contract changes that have been provided to the Board as information items throughout the course of the project.

This project was substantially completed on September 6, 2019, and reached final completion on December 12, 2019. College staff has received and approved all project close out documentation, including the Certificate of Occupancy and Certificate of Final Inspection. The original contract sum totaled \$813,264. With Change Orders 1–17, the final revised contract sum is \$1,037,596.62, which remains within the amount budgeted through the Title III SIP grant.

Final Project Costs	Amount
Design	\$186,242.00
General Contractor	\$1,037,596.92
Other Construction Costs	\$130,867.85
Furniture & Equipment	\$524,148.20
Miscellaneous	\$4,817.76
Total	\$1,883,672.73

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 January 2020

201.878, 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 January 31, 2020.

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	54,071,068	65.02	52,710,669	61.10
Expenditures	42,597,069	43.47	46,516,977	52.67

Board Action Requested

Approval

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

Report of Investments, Quarter Ending December 31, 2019

201.879, 19-20

Demand deposits are maintained in the Board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average adjusted rate (not less than 0), Month of December 2019	1.05%
Interest earnings, quarter	\$ 9,075
Interest earnings, fiscal year to date	\$ 24,831

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost. The Participant Yield reflects a 365-day basis and adjustments for realized earnings, fees expenses, and other accounting items.

Participant Yield, net of costs, at December 31, 2019	1.83%
Interest earnings, net of costs, quarter	\$ 23,188
Interest earnings, net of costs, fiscal year to date	\$ 65,654

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month. The Effective Rate reflects an annualized rate net of fees assessed to participants.

Annualized effective rate, net of costs, at December 31, 2019	2.52%
Interest earnings, net of costs, quarter	\$ 457,680
Interest earnings, net of costs, fiscal year to date	\$ 923,891

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those which the College finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective Duration	1.89 Years
Yield-to-maturity @ cost	2.26%
Earnings, quarter	\$ 42,685
Earnings, fiscal year to date	\$ 96,893

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2019/2020	\$ 1,111,269
Total interest earnings fiscal year to date 2018/2019	\$ 760,798

Board Action Requested

Approval

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

Acceptance of Donations, 20-04

200.954, 19-20

Donation #1

Walmart Distribution Center #7035 has donated the items listed below to Santa Fe College Police Department.

Qty	Description	Cost
36	Gun Holsters, Blackhawk Serpa for Glocks 17/22/31	\$1,836.00
42	Rifle Slings, Blackhawk Storm Sling QD Single-Points	966.00
1	Rifle Rests, Caldwell "Lead Sled S.I. sight in Edition"	80.00
12	Knives, Ontario model 499 MOD	480.00
	Total	<u>\$3,362.00</u>

Board Action Requested

Approval

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

Approval of Expenditures from Equipment and Program Enhancement Funds

400.662, 19-20

The Santa Fe College Foundation requests permission to expend up to \$154,000 from the following Equipment and Program Enhancement Funds. The equipment, to be identified by Department Chairs, will be used to train roughly 5,000 students in various Degree and Certificate Programs.

<u>Equipment and Program Enhancement Fund:</u>	<u>Expend up to:</u>
Athletic Program	\$ 2,500
Automotive Technology	\$ 2,000
SF Employees and Dependents Scholarships	\$ 37,500
C.L. Blount Automotive Equipment Fund	\$ 25,000
Fine Arts Enhancement Fund	\$ 15,000
SF Nursing Equipment Trust Fund	\$ 20,000
Dental Instructional Equipment Enhancement	\$ 12,000
Arts and Sciences Instructional Equipment	\$ 15,000
Roszel Equipment Fund	\$ 25,000

Board Action Requested

- A. Approval**
- B. 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 fund expenditure**
- C. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

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

Deletion of Courses Not Taught in the Last Five Years

400.663, 19-20

To stay in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2020-2021 academic year, the following courses have not been taught in the last five years or more and need to be purged from the Statewide Course Numbering System catalog inventory for Santa Fe College. This is a yearly catalog house-cleaning task that requires Board of Trustees approval.

Course Number	Title	Last Year Offered
CTS2311	Linux System Security	2014
DAA1306	Ethnic Dance	2013
ITA1120	Italian 1	2012
ITA1121	Italian 2	2012
MTB1103	Business Mathematics	2013
MUT1001	Fundamental Music 2	2013
MVP1211	Secondary Percussion	2013
MVP2421	Applied Music Percussion	2013
MVS2127	Guitar 3	2013
MVW2421	Applied Music Woodwind	2013
PCB1030L	Ecology Lab	2013
OST2257	Medical Terminology	2013
OST2464	Medical Manager	2013
OST2467	Body Systems for OST	2013
OST2471	Medical Office Career Preparation	2014
REL2210	Old Testament	2012
SLS1531	Standards of Academic Progress	2014
SON1000	Principles and Protocols of Imaging	2014

Board Action Requested

Approval

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

Association of Zoos and Aquariums Accreditation Application for
the Santa Fe College Teaching Zoo

400.664, 19-20

The Santa Fe College Teaching Zoo is applying for accreditation by the Association of Zoos and Aquariums (AZA). The Zoo has been accredited by AZA since 2000 and must apply for accreditation every five years. Accreditation is a multi-step process which begins with an extensive application covering animal welfare, veterinary care, safety and security, finances, governing authority, staff, conservation, education, scientific advancement, guest services, and strategic planning. The application is followed by an accreditation inspection team site visit in the summer, and an accreditation decision will be reached in September 2020.

The SF Teaching Zoo is unique among its peers as it is the only accredited facility on the grounds of a college dedicated to the instruction of the next generation of animal care professionals. Continued accreditation is critical to the reputation of the Zoo, the ability to acquire animals, attract potential students and qualified staff, and to the success of the graduates of the Zoo Animal Technology Program. If successful, this accreditation will be effective until 2025.

Board Action Requested

Approval

Santa Fe College Statement on Free Expression

400.665, 19-20

At the January 21, 2020, Board meeting, the Board was asked to adopt the Florida College System Council of Presidents' (FCS COP) Statement of Free Expression as signed by President Ava Parker, Chair of the FCS COP. At the time of the Board meeting, the statement had been submitted for approval via the College's shared governance processes and was approved by the Career Service Council. The College Senate, however, required additional time for review. As such, the Board approved the request to formally adopt the statement, subject to potential modification from the College Senate.

Based upon the College Senate's review and recommendation, the College recommends that, in addition to having adopted the FCS COP statement last month, the Board should adopt its own Statement on Free Expression, which is individualized for Santa Fe College and adds the following sentence to the last paragraph:

"Therefore, the timing and manner of any assessment of free expression and intellectual freedom at an institution is ideally left to the institution's Board of Trustees or its designee and to processes sanctioned by its primary accreditors."

Board Action Requested

Approval

President Emeritus Designation – Dr. Jackson N. Sasser

400.666, 19-20

It is recommended that the Board honor Dr. Jackson N. Sasser for his years of distinguished service to Santa Fe College by conferring upon him the title of President Emeritus, effective February 1, 2020. President Emeritus is an honorary designation that allows for inclusion as a guest of honor in special events of the College and other privileges as determined by the Board.

Board Action Requested

Approval

A D D E D

District Board of Trustees
February 18, 2020

Agenda Item: 8.6

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

International Travel

101.164, 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 official to participate in international travel opportunities in the coming months:

Mr. Mike Laffey, travel to San José, Costa Rica, May 5-9, 2020

Mr. Mike Laffey, Coordinator of International Student Services, will travel to San José, Costa Rica, to participate in the EducationUSA Western Hemisphere Regional Forum, sponsored by the U.S. Department of State. As part of this trip, Mr. Laffey will raise awareness about Santa Fe College and will recruit new international students by meeting with EducationUSA advisers from countries throughout Central America, South America, and the Caribbean, and by representing SF at a higher education college fair in San José for students and parents. The majority of SF's F-1 international students are from the western hemisphere, so this event aligns with our international recruitment strategies, and this is the second time that an SF staff member has traveled to recruit students in Costa Rica. New F-1 student enrollment from Costa Rica at American colleges and universities has increased by 1% in 2018-2019 as compared to the previous year. The return on investment from recent international recruitment trips is over 1000%. Mr. Laffey will remain in San José during his week in the country and will work with local EducationUSA staff to arrange transportation and accommodations. There is currently no U.S. Department of State travel warning in place for Costa Rica. 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 and destination (within the designated country) upon approval of the President or designee

New Rule 2.16: Mandatory Reporting of Child Abuse,
Abandonment, and Neglect

410.564, 19-20

Florida Statute imposes a \$1 million fine if college administrators, upon receiving information from faculty, staff, or other college employees, do not report known or suspected child abuse, abandonment, or neglect to the Florida Department of Children and Family Services or prevent others from making such reports. When these changes came into effect, the mandatory reporting requirements were addressed with the members of SF's Coordinating Council, and the College has consistently encouraged and required this reporting. SF's insurance carrier has requested that the College put the current reporting practice into an official rule rather than continuing to rely only on Florida Statute. New Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect, closely follows the law and defines "administrators" as the highest-level employees of the College.

Board Action Requested

Approval

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

College Affiliation Agreement with Tallahassee Medical Center,
Inc. d/b/a Capital Regional Medical Center for the Cardiovascular
Technology Program

408.2478, 19-20

The College has been working with Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center since 2004. The current agreement expires this year and continuation of the relationship will allow SF students in the Cardiovascular Technology Program to participate in clinical training at this Tallahassee hospital. The agreement is effective from June 16, 2020, for a five-year term unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

College Goal: Technology - Provide information and communications technology infrastructure and services to support the College's mission.

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

408.2479, 19-20

The Memorandum of Understanding (MOU) for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) for the Office of the Registrar grants the Registrar access to the FDHSMV's systems to verify residency for tuition purposes. The College has executed two extension amendments to the MOU to maintain access to the system while the FDHSMV and SF work out the details of a new agreement.

The FDHSMV has now proposed a third amendment which extends the original agreement until September 3, 2020, in order to allow the Registrar's Office to maintain access to the FSMSMV's databases and continue normal operations while the College continues to work with the FDHSMV to finalize a new agreement.

Board Action Requested

Approval

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

Student Support Services – Regular Program Grant

409.2270, 19-20

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students to increase student success as measured by retention, graduation, and transfer rates to four-year programs. Individual counseling, tutoring, and other academic support will constitute the core of the program. Program components include mindset intervention strategies, financial literacy, and academics to career pathway guidance. This project also assists students in securing admission to and financial assistance for enrollment in four-year higher education institutions. This is year one 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 first year is \$323,779, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.6 million.

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

Student Support Services – Project STEM3S Grant

409.2271, 19-20

The purpose of this project is to provide supplementary support services that promote academic completion for students in science, technology, engineering, and mathematics (STEM) disciplines. The project aims to increase the number of low-income, first-generation students and students with disabilities progressing through post-secondary, STEM-focused education. The program will seek to increase student success as measured by retention, graduation, and transfer rates to four-year programs. Individual counseling, tutoring, and other extensive work in the academic subjects will constitute the core of the program. Program components include mindset intervention strategies, financial literacy, and academics to career pathways. This project also assists STEM students in securing admission to and financial assistance for enrollment in four-year higher education institutions. This is year one of a five-year project. This project will serve approximately 120 students per year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education for the first year is \$253,032, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.3 million.

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

Student Support Services – Veterans Project SERVE Grant

409.2272, 19-20

The purpose of this project is to provide supplementary support services that promote veteran student academic completion. The project will increase the number of low-income, first-generation veterans and veterans with disabilities progressing through post-secondary education as measured by retention, graduation, and transfer rates to four-year programs. Individual counseling, tutoring, and other academic co-curricular support will constitute the core of the program. Program components include mindset intervention strategies, financial literacy, and academics to career pathways. This project also assists veteran students in securing admission to and financial assistance for enrollment in four-year higher education institutions. This is year one of a five-year project. This project will serve approximately 120 students per year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education for the first year is \$253,032, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.3 million.

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

The Building Bridges Network for Integrating Biophysical and Quantitative Concepts into Life Science Education – National Science Foundation Grant

409.2273, 19-20

This project aims to establish a network of researchers and educators to develop methods to integrate biophysical and quantitative concepts as key components of undergraduate life science education. Santa Fe College will oversee organizing both the annual virtual network meeting and the annual in-person meeting. In addition, SF will contribute the following to the project: 1) initiate a module on cell membranes and a module on endocytosis and exocytosis; 2) create some related educational materials; 3) provide leadership and guidance to assist network participants in developing educational activities and curriculum for each module; 4) test modules in SF's undergraduate biology classes; and 5) assist the steering committee Project Director in organizing and evaluating the network and its activities and vetting and evaluating modules and educational materials. This is year one of a five-year project.

This project is a partnership between the University of Illinois at Chicago as the fiscal agent and Santa Fe College as a subcontractor. The amount of funds requested from the University of Illinois through the National Science Foundation for year one is \$11,795, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$49,345.

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.

Santa Fe College Foundation Liaison's Update and Board Members' Remarks
