



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 21, 2020, at 4 p.m.
Teleconference**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.574, 19-20

1. General Functions

Pledge of Allegiance

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

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 International Travel Update Due to the COVID-19 Pandemic
- 2.4 E Auditorium Renovation/Remodel – Change Orders
- 2.5 Financial Audit Report 2020-126, For the Fiscal Year Ended June 30, 2019
- 2.6 Standard Health Sciences Clinical Affiliation Agreements for the Dental Assisting Program with:
 - Aguirre Orthodontics, PA d/b/a Sappington Orthodontics
 - Gator Dental Surgery Associates, PLLC
 - Visible Smile Dentistry, LLC
- 2.7 Community Education Enrich Brochure and Continuing Workforce Education Enhance Brochure – Summer 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 (Faculty)

Agreements, Grants

- 4.4 Criminal Justice Training Trust Funds Grant
- 4.5 Santa Fe College Spring Arts Festival Grant

Finance Items

- 4.6 Report of Purchases for February and March 2020
- 4.7 Colonel Harry M. Hatcher, Jr., Property Survey 20-07

5. Facilities Items
 - 5.1 E Auditorium Renovation/Remodel Project Completion
 - 5.2 License Agreement with the City of Gainesville for the Blount Center Expansion Project
6. Finance Items
 - 6.1 Amendments to the Agreements for Manual Food Services Due to the COVID-19 Pandemic with:
 - La Fortuna Latin Market & Deli, LLC
 - Subway Real Estate, LLC
 - SWF Operations, LLC d/b/a Domino's Pizza
 - 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2020
7. Rules
 - 7.1 Temporary Suspension of Rule 3.22: Criminal Background Checks Due to the COVID-19 Pandemic
 - 7.2 Ratification of Emergency Signature Authority for Amended Rule 4.2: Grading System Due to the COVID-19 Pandemic
8. Agreements/Grants
 - 8.1 Dual Enrollment Articulation Agreement with Hart 2 Hart Academy, Inc.
 - 8.2 Memorandum of Understanding with the City of Tallahassee for Access to the Electronic License and Vehicle Information System for the benefit of the Santa Fe College Police Department
 - 8.3 National Student Clearinghouse Aspen Fellows Program Authorization Form
 - 8.4 Termination of the Agreement with the University of Florida for Student Clinical Experience at the University of Florida for the Benefit of the Colleges of Dentistry, Medicine, and Pharmacy
 - 8.5 Ratification of Emergency Signature Authority for the College Affiliation Agreement with Orange Park Medical Center, Inc. d/b/a Orange Park Medical Center
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of February 18, 2020

401.565, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 18, 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
419.73, 19-20

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

International Travel Update Due to the COVID-19 Pandemic

Information Item
101.165, 19-20

On September 17, 2019, the Board approved seven study abroad programs for the spring and summer of 2020. The programs to Belize and Jamaica were completed successfully. All other study abroad programs planned through the end of summer 2020 have been cancelled. Similarly, only one staff international travel approved on January 21, 2020, has taken place. All other faculty and staff international travel has been cancelled or postponed.

On March 19, 2020, the U.S. Department of State issued a level 4 global health advisory warning all Americans to avoid international travel due to the COVID-19 pandemic. The advisory also noted that there was a high probability that Americans could get stranded in foreign locations as governments throughout the world shut their borders and limit people's mobility in an effort to contain the spread of the pandemic. Santa Fe College will not authorize any student, faculty, or staff to travel internationally while this global health advisory is in place. Moreover, the College will not authorize any travel to countries that have a level 4 travel warning advising Americans not to travel to those locations.

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

E Auditorium Renovation/Remodel – Change Orders

Information Item
412.1212, 19-20

Project Background & Description:

This project involves the design, renovation, and remodel of SF's E Auditorium. Originally built in 1975, E Auditorium is one of the original buildings on the Northwest Campus and 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. 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.

After receiving 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 project's architectural firm. Brame Heck Associates from Gainesville was the selection committee's top choice and an agreement for services was negotiated; the Board Chair signed the agreement on June 19, 2018.

After receiving approval to advertise, select, and negotiate a contract for construction management services, an information item was sent to the Board on July 17, 2018, summarizing the selection process for the construction management firm. Parrish McCall Constructors, Inc. from Gainesville was the selection committee's top choice and an agreement for construction management services was negotiated; the Board Chair signed the agreement on July 5, 2019.

On July 16, 2019, the Board approved the construction documents (Phase III Documents), a guaranteed maximum price (GMP) in the amount of \$2,653,269, and Amendment No. 1 to the Agreement for Construction Services for the project.

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. To date, five change orders for owner direct purchases of materials totaling \$756,416.93 have been executed resulting in a sales tax savings of \$43,429.26.

Change Order Number Six, as signed by the President on January 13, 2020, decreases the contract for the E Auditorium Renovation Remodel by \$3,088.63 and was necessary to transfer the direct purchase of audio/visual equipment from Jax Stage Lighting to Sound Ideas due to the original vendor being unable to deliver the proposed equipment per contract.

Change Order Number Seven, as signed by the President on February 20, 2020, increases the contract for the E Auditorium Renovation Remodel by \$18,498.48 for enhancements to the project funded from the owner direct purchase sales tax savings. These enhancements include added acoustical performance features, protective surfaces in the acoustical curtain pockets, hardware revisions requested by the Fine Arts Department, and paint on the stage floor.

The original contract sum totaled \$2,653,269.00. With Change Orders 1 – 7, the revised contract sum is \$1,937,259.92, and remains within the amount approved by the Board.

District Board of Trustees
April 21, 2020

Agenda Item: 2.5

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

Financial Audit Report 2020-126, For the Fiscal Year Ended
June 30, 2019

Information Item
201.880, 19-20

The Financial Audit for the fiscal year ended June 30, 2019, has been released. This report will be available on the State of Florida Auditor General's website under "reports" and is included with this agenda.

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

Standard Health Sciences Clinical Affiliation Agreements for the Dental
Assisting Program with:
Aguirre Orthodontics, PA d/b/a Sappington Orthodontics
Gator Dental Surgery Associates, PLLC
Visible Smile Dentistry, LLC

Information Item
408.2480, 19-20

Aguirre Orthodontics, PA d/b/a Sappington Orthodontics

This Santa Fe College standard affiliation agreement with Sappington Orthodontics will allow students in the Dental Assisting program to participate in clinical training at the practice's Gainesville dental office. The agreement automatically renews annually unless either party cancels the agreement.

Gator Dental Surgery Associates, PLLC

This Santa Fe College standard affiliation agreement with Gator Dental Surgery Associates, PLLC will allow students in the Dental Assisting program to participate in clinical training at the practice's Gainesville dental office. This agreement expires on January 1, 2022.

Visible Smile Dentistry, LLC

This Santa Fe College standard affiliation agreement with Visible Smile Dentistry, LLC will allow students in the Dental Assisting program to participate in clinical training at the practice's Gainesville dental office. The agreement automatically renews annually unless either party cancels the agreement.

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

Community Education Enrich Brochure and Continuing Workforce
Education Enhance Brochure – Summer 2020

Information Item
415.183, 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 at the April 13, 2020, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Continuing Workforce Education (CWE) courses and programs. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure (“Enhance”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the April 13, 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

423.80, 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.

Because the meeting will be conducted virtually, individuals wishing to be heard may contact general.counsel@sfcollge.edu to notify the College that they wish to address the Board during this agenda item.

C O N S E N T

District Board of Trustees
April 21, 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

403.563, 19-20

The individuals listed below are being recommended for appointment.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Heather Albright	Academic Assistant, Fine Arts
Marriette Ellis	Records Assistant, Transcript Evaluator
^ Jeffrey Hagin	Fitness Center Manager
Taylor Patton	Program Support Specialist, Blount Center
* Elayna Rexrode	Administrative Assistant, Innovative Product Development Center (IPDC)
Daniel Simic	Senior Financial Aid Specialist
Charles Zimmerman	Plumber

Lateral

<u>Name</u>	<u>Position</u>
Joseph Johnson	HVAC Trades Helper

Part Time

<u>Name</u>	<u>Position</u>
Ashley Adams	Unclassified Part-time, Zoo
Kylie Akin	Unclassified Part-time, Zoo
Brianne Burkett	Unclassified Part-time, Zoo
Laura Castillo	Unclassified Part-time, Zoo
Brooke Clemons	Unclassified Part-time, Zoo
Joy Combs	Unclassified Part-time, Zoo
Katelyn Copenhaver	Unclassified Part-time, Zoo
Morgan Ellison	Unclassified Part-time, Zoo
Tarra Ferrante	Unclassified Part-time, Zoo
Barbara Figuiere Decurey	Unclassified Part-time, Zoo
Brodie Foley	Unclassified Part-time, Zoo
Mary Grasso	Unclassified Part-time, Zoo
Kaitrinn Hannen	Unclassified Part-time, Zoo
Lauren Hayes	Unclassified Part-time, Zoo
Cheyenne Herndon	Unclassified Part-time, Zoo
Alice Huber	Unclassified Part-time, Zoo
Kimberly Jones	Unclassified Part-time, Zoo

Bora Kalem	Unclassified Part-time, Zoo
Damien Kline	Unclassified Part-time, Zoo
Kelli Lewis	Unclassified Part-time, Zoo
Keeley Mcpherson	Unclassified Part-time, Zoo
Kaelara Mecie	Unclassified Part-time, Zoo
Niamh Payson	Unclassified Part-time, Zoo
Brittany Perry	Unclassified Part-time, Zoo
Sarah Policastro	Unclassified Part-time, Zoo
Raquel Rubio-Maysonet	Unclassified Part-time, Zoo
Hailee Schaffer	Unclassified Part-time, Zoo
Shannon Schmitt	Unclassified Part-time, Zoo
Benjamin Sharpless	Unclassified Part-time, Zoo
Claire Shields	Unclassified Part-time, Zoo
Daniel Simmons	Unclassified Part-time, Zoo
Katalina Wallace	Unclassified Part-time, Zoo

* Grant Funded

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 21, 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)

411.459, 19-20

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

Executive Managerial

Promotion

Full Time

<u>Name</u>	<u>Position</u>
Tyran Butler <i>PhD, University of Florida</i>	Associate Vice President, Career and Technical Education
Liam McClay <i>MA, Florida State University</i>	Associate Vice President, Governmental Affairs and Facilities Services

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Colin Benner <i>MEd, American College of Education</i>	Coordinator, Financial Aid Client Services
David Forest <i>MSW, Florida State University</i>	Counseling Specialist
Glenn Griggs <i>BS, Florida A&M University</i>	Coordinator, Financial Aid Eligibility

Part Time

<u>Name</u>	<u>Position</u>
Nancy Dean	Specialist, Learning Commons
Olivia Ivings	Specialist, Blount Student Services
Sanjiv Jagtap	Specialist, Mathematics
Beth Lawton	Specialist, Adult Education
Casey Newman	Specialist, Admissions
Peter Silver	Specialist, Adult Education

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
April 21, 2020**

Agenda Item: 4.3

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

Contract Staff (Faculty)

402.830, 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

Ahmed Al Zaidy
Nicole Benda
Steven Blundell
Parker Downes
Jeffrey Drushal
Justin Hanson
Amy Italiano
Brett Justice
Catherine Lester
Traci Lofing
Antionette McFarlane
Kevin Oberlin
Stephanie Pridgen
Michael Rodenwoldt
Stephen Ruck
Christopher Seymour
Jordan St. Clair
Christopher Wagoner
Casey Walsh

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 21, 2020

Agenda Item: 4.4

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

Criminal Justice Training Trust Funds Grant

409.2274, 19-20

This project provides advanced and specialized training to approximately 1,065 law enforcement, correctional, probation, and parole officers in the College's service district. The training may include courses such as Hostage Negotiations, Instructor Techniques, Breath Test Operator, Speed Measurement, Defensive Tactics Instructor, Crisis Intervention Team Training, Field Training Officer, Line Supervision, Stress Management Techniques, Advanced Report Writing, Emergency Preparedness for Correctional Officers, Profiling and Professional Traffic Stops, and Domestic Violence/Juvenile Sexual Offender, and other requested courses.

The amount of funds requested from the Florida Department of Law Enforcement is \$85,200, 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 designee Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements and related documents associated with this grant.

C O N S E N T

District Board of Trustees
April 21, 2020

Agenda Item: 4.5

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

Santa Fe College Spring Arts Festival Grant

409.2275, 19-20

The purpose of this project is to request in-kind services from the City of Gainesville for the 2021 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, and dumpster placement. Approximately 100,000 area residents attend this festival annually.

The amount of funds requested from the City of Gainesville is 32,500, with no matching funds from Santa Fe College.

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

C O N S E N T

**District Board of Trustees
April 21, 2020**

Agenda Item: 4.6

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

Report of Purchases for February and March 2020

202.662, 19-20

Below are the total amounts and a summary of purchases for the months of February and March 2020.

Purchasing	\$1,533,802.13
Risk Management Consortium	<u>2,268,447.00</u>
Total	<u>\$3,802,249.13</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y77936 (Fund 7)	\$ 67,200.00	Contract	CCS Presentation Systems	Classroom Projectors (40) Student Technology Infrastructure
Y77969 (Fund 1)	\$ 40,325.04	Contract	CCS Presentation Systems	Digital Media Technology Classroom Upgrade Information Technology
Y78007 (Fund 6)	\$ 210,000.00	Exempt	Mercer Health & Benefits LLC	Health & Welfare Consulting Risk Management Consortium
Y78008 (Fund 6)	\$ 855,000.00	Contract	FBMC Benefits Management	Employee Benefits Administration Risk Management Consortium
Y78146 (Fund 7)	\$ 81,135.48	Contract	WW Gay Mechanical	NW Campus Pony Plant Cooling Tower Fill Replacement Campus Safety
Y78204 (Fund 1)	\$ 39,923.84	Contract	Dell Marketing	Computers (20) and Monitors (36) for Developers Information Technology
Y78253 (Fund 1)	\$ 45,000.00	Exempt	Honorlock, Inc.	Online Exam Proctoring Distant Learning Support
Y78254 (Fund 6)	\$ 896,997.00	RFP	Johns Eastern Company Inc.	Claims Administration Services Risk Management Consortium
Y78257 (Fund 7)	\$ 116,639.84	Contract	OEC Business Interiors	Physics Labs Furniture Building I Labs & Classrooms
Y78258 (Fund 7)	\$ 117,997.17	Contract	CCS Presentation Systems	Physics Labs Audio-Visual System Building I Labs & Classrooms

Y78285 (Fund 1)	\$ 37,990.29	Exempt	E-Techservices.com	Passport Advantage Software Maintenance Information Technology
Y78302 (Fund 6)	\$ 51,500.00	Exempt	James Moore & Co.	Auditing Services Risk Management Consortium
Y78303 (Fund 6)	\$ 135,150.00	Exempt	Fire Prevention Specialists, Inc.	SREF Inspections for Colleges Risk Management Consortium
<hr/>				
\$2,694,858.66				

Purchase orders for previously awarded bids/contracts: 4 Amount: \$54,382.00
3 Temp Force @ \$31,802.00
1 Probo Medical (Ultrasound Machine) @ 22,580.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 432 Amount: \$1,053,008.47

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 21, 2020

Agenda Item: 4.7

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

Colonel Harry M. Hatcher, Jr., Property Survey 20-07

200.955, 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 March 24, 2020, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 20-07. 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	113,087.26	113,087.26	0
TOTAL	<u>3</u>	<u>113,087.26</u>	<u>113,087.26</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

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

E Auditorium Renovation/Remodel Project Completion

412.1213, 19-20

Project Background & Description:

This project involves the design, renovation, and remodel of SF's E Auditorium. Originally built in 1975, E Auditorium is one of the original buildings on the Northwest Campus and 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. 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.

After receiving 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 project's architectural firm. Brame Heck Associates from Gainesville was the selection committee's top choice and an agreement for services was negotiated; the Board Chair signed the agreement on June 19, 2018.

After receiving approval to advertise, select, and negotiate a contract for construction management services, an information item was sent to the Board on July 17, 2018, summarizing the selection process for the construction management firm. Parrish McCall Constructors, Inc. from Gainesville was the selection committee's top choice and an agreement for construction management services was negotiated; the Board Chair signed the agreement on July 5, 2019.

On July 16, 2019, the Board approved the construction documents (Phase III Documents), a guaranteed maximum price (GMP) in the amount of \$2,653,269, and Amendment No. 1 to the Agreement for Construction Services for the project. Following approval of the GMP, College staff gave the construction manager notice to proceed with the project on August 9, 2019. The project was substantially complete on March 12, 2020, and reached final completion on April 10, 2020.

College staff has received and approved all project close out documentation, including the Certificate of Occupancy and Certificate of Final Inspection.

Final Project Costs	
Design	\$ 268,435.93
Construction	2,688,264.17
Furniture & Equipment	37,425.06
Miscellaneous	<u>5,874.84</u>
Total:	<u>\$ 3,000,000.00</u>

Board Action Requested

Approval

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

License Agreement with the City of Gainesville for the Blount Center Expansion Project

412.1214, 19-20

In conjunction with the Blount Center Expansion project, this license agreement calls for the City of Gainesville to grant Santa Fe College a license for the purpose of constructing, maintaining, and using a certain right-of-way for an open-air plaza for the Blount Center. The College will compensate the City a total of forty dollars for the license. Additionally, SF will install and maintain utility infrastructure, sidewalks, curbs, hardscape, trellis, lighting, outdoor furniture, landscaping, and bike racks in the plaza.

The license is for a period of 40 years and will automatically renew from year to year thereafter unless terminated by either party with notice of at least 90 days prior to the end of the license year.

Each party is required to indemnify and hold harmless the other party up to the limits of \$200,000 per person and \$300,000 per occurrence. Although contrary to common practice at the College, SF has determined that the benefits of the license likely outweigh the risks associated with indemnifying the other party, particularly in light of the mutual indemnification.

Board Action Requested

- A. Approval of the License Agreement and delegation of authority to the Board Chair to sign the Agreement**

- B. Delegation of authority to the President to execute the Memorandum of License Commencement Date (Exhibit B) upon legal review and approval by 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.

Amendments to the Agreements for Manual Food Services Due to the COVID-19 Pandemic with: 209.203, 19-20
La Fortuna Latin Market & Deli, LLC
Subway Real Estate, LLC
SWF Operations, LLC d/b/a Domino's Pizza

The closure of the College due to the COVID-19 pandemic has caused severe disruption to services provided by the contracted vendors in the College's food court. With the majority of the student population not expected to be on campus through June, the primary patrons of these food services are no longer present (through no fault of the vendors). As a result, the College has determined the most equitable way for the College to mitigate this significant loss of sales is to relieve each contractor of the obligations of rents and commissions during this period.

Under the amendments to the manual food services agreements with La Fortuna, Subway, and Domino's, rent would not be required for the months of April, May, and June of 2020, and commissions would not be required for March, April, May, and June of 2020. Additionally, contact information is updated in the Domino's Pizza amendment, and nondiscrimination, force majeure, and FERPA provisions are updated in the Subway amendment.

A summary of the impact from each restaurant appears below. All estimates of lost commissions are based on commissions paid in 2019 (rounded to the nearest dollar).

The loss of revenue from the La Fortuna agreement would be an estimated \$1,878 in rent and an estimated \$1,367 in commissions. (By contract, La Fortuna normally has the option of being closed in May and June and only paying half rent or being open and paying full rent. Since there will not be students present, the option – as it usually presents itself – is not available.)

The loss of revenue from the Subway agreement would be \$2,708 in rent and an estimated \$5,322 in commissions.

The loss of revenue from the Domino's agreement would be \$3,495 in rent and an estimated \$3,333 in commissions.

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 March 2020 201.881, 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 March 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	63,986,483	76.94	64,635,561	74.93
Expenditures	54,867,829	55.99	58,675,968	66.44

Board Action Requested

Approval

Temporary Suspension of Rule 3.22: Criminal Background
Checks Due to the COVID-19 Pandemic

410.565, 19-20

Currently, Rule 3.22: Criminal Background Checks states in relevant part: “New employees who began work on, or any time following, August 1, 2003, will be fingerprinted for the purpose of conducting criminal background checks. This applies to the following positions: full-time, part-time, volunteers, interns, and other positions of special trust or responsibility or those in sensitive locations as designated by the President.”

Although the College does not anticipate making many new hires during the time that it is conducting remote operations due to the COVID-19 pandemic, it has been necessary to do so and may be necessary to continue to do so on a case-by-case basis as we move forward. For example, the College hired several zookeepers on an emergency basis for the necessary care of the animals formerly provided by students as part of their educational process. Accordingly, temporary positions have been created as a result of the pandemic crisis, and 18 zookeepers were able to be fingerprinted on March 17, 2020, but the remaining 14 were not. In lieu of fingerprinting, the College will conduct an online public records search for each new employee to attempt to determine if there is any criminal history that would preclude employment on this temporary basis.

The College has determined that there exists an immediate danger to public health, safety, and welfare, which immediate danger necessitates the suspension of the fingerprinting requirement on a temporary basis in light of the need for physical social distancing to contain and mitigate transmission of the virus until such time as it is safe to return to work and to safely process fingerprints, as determined by the College President. This emergency suspension of the fingerprinting requirement will only be effective for as long as is necessary to protect the health, safety, and welfare of the public and will apply to the foregoing temporary positions as well as any future positions deemed by the College President to be essential for hire during remote operations.

Board Action Requested

Approval

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

Ratification of Emergency Signature Authority for Amended Rule 4.2: Grading System Due to the COVID-19 Pandemic

410.566, 19-20

Due to the COVID-19 pandemic, all College courses have been moved online almost overnight. Proposed changes to College Rule 4.2 give students who are particularly impacted by the pandemic (and potential future state or national emergencies) the flexibility they need to acclimate to the transfer to online courses and allow students to choose their health and safety over grades by authorizing the President to adopt non-punitive grades of S (Satisfactory performance) and U (Unsatisfactory) as an alternative to traditional letter grades. This option is intended to apply imminently to students and courses impacted by the COVID-19 pandemic and long-term as may be applied in extraordinary circumstances in the future as the President deems necessary and appropriate during a state of emergency.

Based on the foregoing, the College has determined that, pursuant to Florida Statute § 120.54 on emergency rules, there exists an immediate danger to the welfare of our students, which danger necessitates the immediate adoption of this Rule 4.2. In order to address the threat to student welfare in a timely manner, the College has utilized an abbreviated and fair procedure for the initial adoption of this emergency rule. The College has circulated the draft rule among members of the College community for feedback, and the College will publish notice of this rule change on its website and in a newspaper of general circulation as soon as practicable and will comply with any other requirements set forth in Florida's Administrative Procedures Act in order to effectuate a long-term rule change in accordance with our customary practices.

In addition to the Satisfactory/Unsatisfactory option, College staff identified an improvement to the rule concerning placement of the "I" or "Incomplete" grade, and the modifications were made accordingly.

The Board Chair has authorized immediate implementation of this proposed rule change under these extraordinary circumstances in accordance with the attached memo.

Board Action Requested

- A. Ratification of the Board Chair's approval and immediate implementation of the Satisfactory/Unsatisfactory grading option for Spring 2020 in accordance with guidance promulgated by the College to students regarding the parameters and consequences of selecting this option**
- B. Recognition that this item also constitutes the customary Information Item for the long-term changes to the rule**

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

Dual Enrollment Articulation Agreement with Hart 2 Hart Academy, Inc.

408.2481, 19-20

This articulation agreement with Hart 2 Hart Academy, Inc., located in Columbia County, allows for participation in SF's High School Dual Enrollment Program for qualified, approved secondary students on a part-time or full-time basis. The agreement takes effect on August 1, 2020, with automatic annual renewal unless either party terminates the agreement in writing. Section 1007.271, Florida Statutes, authorizes the College to enter into dual enrollment agreements with private schools such as Hart 2 Hart Academy.

Board Action Requested

Approval of the agreement and authorization for the President or designee to administer the terms and conditions of the agreement, including terminating the agreement as provided in the agreement

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

Memorandum of Understanding with the City of Tallahassee for Access to the Electronic License and Vehicle Information System for the benefit of the Santa Fe College Police Department

408.2482, 19-20

The Electronic License and Vehicle Information System (ELVIS) is a software interface portal created by Florida State University that provides free interstate access to criminal justice, driver's license, and intelligence information, as well as access to electronic forms and reporting. This agreement will allow the Santa Fe College Police Department to access the ELVIS interface. The agreement takes effect on April 21, 2020, and will remain in effect until terminated by either party in accordance with the termination provision.

Board Action Requested

Approval

National Student Clearinghouse Aspen Fellows Program
Authorization Form

408.2483, 19-20

This authorization form permits the National Student Clearinghouse to submit transfer student outcome data to the Aspen Institute, including the percentage of students who completed a degree at SF, transferred to a four-year institution, and completed at the four-year institution. This data will be used in an institutional assessment project conducted by the Aspen Fellows Program for the benefit of Santa Fe College. There will be no charge to the College for this study. This authorization form may be terminated by either party with fourteen days' written notice.

Board Action Requested

Approval

Termination of the Agreement with the University of Florida for Student Clinical Experience at the University of Florida for the Benefit of the Colleges of Dentistry, Medicine, and Pharmacy

408.2484, 19-20

Executed in 2003, the agreement with the University of Florida for Student Clinical Experience at UF allowed students to participate in clinical training with the Colleges of Dentistry, Medicine, and Pharmacy. Although the agreement was superseded by the Health Sciences, Information Technology Education, and Business Programs Affiliation Agreement executed on May 21, 2019, this cancellation notice has been created in an abundance of caution to satisfy comments from the Commission on Dental Accreditation. Students will be able to continue training at UF under the 2019 agreement.

Board Action Requested

Approval

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

Ratification of Emergency Signature Authority for the College
Affiliation Agreement with Orange Park Medical Center, Inc. d/b/a
Orange Park Medical Center

408.2485, 19-20

The College Affiliation Agreement with Orange Park Medical Center, Inc. d/b/a Orange Park Medical Center will allow SF students in the Cardiovascular Technology Program to participate in clinical training at this Orange Park facility. The agreement is effective from January 1, 2020, for a period of five years unless terminated by either party in accordance with the termination clause.

The Board has authorized the Chair, or Vice Chair in the Chair's absence, to execute documents, contracts, and change orders requiring Board approval before the next Board meeting if waiting for the meeting would create operational or financial difficulties for the College. Based on the justification set forth in the attached memorandum, Chair G.W. Blake Fletcher used emergency signature authority to authorize this agreement, pending ratification by the Board.

Board Action Requested

Ratification

District Board of Trustees
April 21, 2020

Agenda Item: 9

Santa Fe College Foundation Liaison Update and Board Members' Remarks
