



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

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.577, 20-21

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 21, 2020
- 1.2 Approval of Board Meeting Minutes of June 16, 2020
- 1.3 Organization of the Board for 2020-2021

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 College Catalog for 2020-2021
- 2.4 Community Education Enrich Brochure – Fall A Term and Continuing Workforce Education Enhance Brochure – Fall Term
- 2.5 Amended Rule 2.8: Prohibition Against Discrimination and Harassment

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Career Service Staff
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Contract Staff (Community and Continuing Workforce Education)
- 4.4 Contract Staff (Faculty)

Agreements/Grants

- 4.5 Adult Education and Family Literacy – Adult General Education Grant
- 4.6 Adult Education and Family Literacy – Integrated English Literacy and Civics Education Grant
- 4.7 Bulletproof Vest Partnership Grant
- 4.8 Carl D. Perkins Career and Technical Education (CTE) Postsecondary Programs, Section 132 Grant
- 4.9 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2021-2022

Finance Items

4.10 Report of Purchases for June 2020

5. Personnel Items

5.1 Evaluation of the President

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

6.2 Buildings I & J Reroof Project – Construction Documents (Phase III Documents) and Guaranteed Maximum Price

6.3 Facility Site Designation – Santa Fe College Blount Hall

7. Finance Items

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

7.2 Second Amendment to Agreement for Investment Management Services with PFM Asset Management Services, LLC (Due to the COVID-19 Pandemic)

7.3 Second Amendment to Agreement for Investment Management Services between the Florida College Risk Management Consortium and PFM Asset Management Services, LLC (Due to the COVID-19 Pandemic)

7.4 Ratification of Emergency Signature Authority for the Approval of Purchase Greater Than Category 5, Florida Statute § 287.017: IT Upgrades, CCS Presentation Systems (Due to the COVID-19 Pandemic)

8. General Institutional Items

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8.3 Direct Support Organization Final Usage Report of College Resources for the Year 2019-2020

8.4 Direct Support Organization Estimated Use of College Resources for the Year 2020-2021

8.5 Face Covering (Mask) Protocol (Due to the COVID-19 Pandemic)

9. Agreements/Grants

9.1 Interlocal Agreement with the City of Gainesville for Student Access to Bus Service

9.2 State of Florida Statewide Voluntary Prekindergarten Provider Contract

9.3 College Affiliation Agreement with Fort Walton Beach Medical Center, Inc.

9.4 First Amendment to the College Affiliation Agreement with North Florida Regional Medical Center, Inc. d/b/a North Florida Regional Medical Center

9.5 Florida-Caribbean Louis Stokes Alliance & Regional Center of Excellence Articulation Agreement with the University of the Virgin Islands

9.6 Dual Enrollment Articulation Agreement with Passage Christian Academy

9.7 Third Amendment to the Dual Enrollment Articulation Agreement with P.K. Yonge Developmental Research School (Due to the COVID-19 Pandemic)

- 9.8 Ratification of Emergency Signature Authority for the Fourth Amendment to the Dual Enrollment Articulation Agreement with the School Board of Alachua County (Due to the COVID-19 Pandemic)
 - 9.9 Ratification of Emergency Signature Authority for the Memorandum of Understanding with the Florida Department of Education (Due to the COVID-19 Pandemic)
 - 9.10 Santa Fe College Higher Education Emergency Relief Fund – IHE/Institution Grant
- 10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
 - 11. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of June 16, 2020

401.568, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 16, 2020, are presented for approval.

Board Action Requested

Approval

Organization of the Board for 2020-2021

416.160, 20-21

To be presented at the meeting.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.76, 20-21

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

District Board of Trustees
July 21, 2020

Agenda Item: 2.3

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

College Catalog for 2020-2021

Information Item
400.672, 20-21

The annual Santa Fe College Catalog includes policies, procedures, and a variety of academic information and requirements. The 2020-2021 catalog is presented for information at the following link: <https://catalog.sfcollege.edu>. The online-only catalog will be updated throughout the year to reflect the addition of new programs that may be approved by the Board and to update other information as needed.

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

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

Information Item
415.184, 20-21

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 July 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 July 13, 2020, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

Amended Rule 2.8: Prohibition Against Discrimination and Harassment

Information Item
410.572, 20-21

Key changes to Rule 2.8: Prohibition Against Discrimination and Harassment are being proposed to ensure compliance with new Title IX regulations. Significant changes include updating the definition of sexual harassment, updating the definition of unwelcome conduct, adding a definition of consent, updating jurisdiction for sexual harassment cases, adding supportive measures in lieu of interim measures, adding the ability to remove individuals on an emergency basis, and updating sections on confidentiality and retaliation.

Proposed updates also align Rule 2.8 with the College's new Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect, to list the College's newly appointed Equity Officer/Title IX Coordinator by name as required by law, and to bring the College into compliance with new Title IX regulations that are scheduled to take effect on August 14, 2020.

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

Citizen's Requests

423.83, 20-21

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
July 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

403.566, 20-21

The individuals listed below are being recommended for appointment. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of July 2, 2020.

Appointment

<u>Name</u>	<u>Position</u>
Sarah Ingley	Library Circulation Supervisor
Karma Kelts	Assessment Specialist, Disability Resource Center

Promotion

<u>Name</u>	<u>Position</u>
Michael Christy	Moving Supervisor

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
July 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)

411.462, 20-21

The individuals listed below are being recommended for appointment for 2019-2020 or 2020-2021, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of July 2, 2020.

Executive/ Managerial

Appointment

Lara Zwilling
MHS, University of Florida

Equity Officer and Title IX Coordinator

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Rubina Brar <i>MS, Weber University</i>	Academic Lab Manager, Nursing
Troy Johnson <i>AS, ITT Technical Institute</i>	Project Manager
Asley Pollas <i>BS, University of Florida</i>	Advising Specialist, Blount Center
* Ann Thebaut <i>PhD, Purdue University</i>	Interim Instructional Specialist, Engaging in Ethics
Mark Thomas <i>MA, University of Florida</i>	Project Manager

Part Time

Name
Kevin Peoples

Position
Specialist, College Achievement Program

* Grant Funded

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
July 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 (Community and Continuing Workforce Education)

404.469, 20-21

The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of July 2, 2020.

Community Education

Appointment

Part Time

<u>Name</u>	<u>Position</u>
Lauren Donnellan	College for Kids
Keiana Swanigan	College for Kids

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
July 21, 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)

402.832, 20-21

The individuals listed below are being recommended for appointment for 2020-2021, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of July 2, 2020.

Appointment

<u>Name</u>	<u>Position</u>
David Smith <i>DMA, University of Colorado Boulder</i>	Assistant Professor, Fine Arts
Michele Thomas <i>MA, University of Florida</i>	Assistant Professor, Business Programs
Xumin Zhang <i>PhD, University of Florida</i>	Interim Assistant Professor, Business Programs

Part Time

<u>Name</u>
Sarah Almond
George Garbutt

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 21, 2020

Agenda Item: 4.5

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

Adult Education and Family Literacy – Adult General Education Grant

409.2287, 20-21

The purpose of this project is to assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and to assist adults in completing high school or the equivalent. Approximately 350 students will be served by this project.

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

Duration of this project is July 1, 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
July 21, 2020

Agenda Item: 4.6

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

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

409.2288, 20-21

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

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

Duration of this project is July 1, 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
July 21, 2020**

Agenda Item: 4.7

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

Bulletproof Vest Partnership Grant

409.2289, 20-21

Funding from this grant will assist in replacing bulletproof vests for Santa Fe College Police Department officers. Over the next two years, 12 vests will be replaced according to the replacement cycle specified by the Bulletproof Vest Partnership. The U.S. Department of Justice will reimburse Santa Fe College for 50% of the cost of the vests and vest carriers.

The amount of funds requested from the U.S. Department of Justice is \$4,800, with a cash match of \$4,800 from Santa Fe College.

Duration of this project is July 1, 2020, through June 30, 2022.

Operating budget impact: From existing College budget.

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
July 21, 2020

Agenda Item: 4.8

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

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

409.2290, 20-21

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

The amount of funds requested from the Florida Department of Education, Division of Career and Adult Education is \$116,784, 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
July 21, 2020

Agenda Item: 4.9

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

Institutional Application to Participate in Federal Student Financial
Aid Programs for Fiscal Year 2021-2022

409.2291, 20-21

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

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

Duration of this project is July 1, 2021, through June 30, 2022.

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
July 21, 2020

Agenda Item: 5.1

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

Evaluation of the President

411.463, 20-21

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.

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

412.1219, 20-21

Each year, all Florida College System institutions are required to complete a capital Legislative Budget Request, which consists of four parts:

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

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

Attached is the Capital Improvement Plan (CIP-2 Summary) for SF based on the 2018 Educational Plant Survey. This plan will serve as the legislative funding request for 2021-2022 Public Education Capital Outlay (PECO) funds that cover the proposed renovation, remodeling, and new construction for the next five years. Since this is an annual report, modifications can be made to the rolling five-year plan each year.

Board Action Requested

- A. Approval of the state-funded projects identified in the CIP-2 Summary to be included in Santa Fe College's Florida College System Capital Improvement Plan**
- B. Approval of the Request for Operating Costs of New Facilities**
- C. Approval for the President to certify the completed 2021-2022 Legislative Budget Request forms without further review by the Board**

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

Buildings I & J Reroof Project – Construction Documents (Phase III Documents) and Guaranteed Maximum Price

412.1220, 20-21

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.

On February 18, 2020, the Board approved a project budget of \$636,000 for the design, removal, and replacement of the existing roofs on Buildings I and J. The total size of this project is 26,960 square feet. The lightweight insulating concrete deck on both buildings is in good condition and does not need to be replaced.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	Scherer Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$636,000
Source of Funds:	PECO – General Maintenance

Project Status:

College staff have received, reviewed, and approved the project's construction documents (Phase III Documents), supervised the Construction Manager's competitive bidding of all trade packages, and are negotiating a Guaranteed Maximum Price (GMP) amount not to exceed \$590,454.

Board Action Requested

- A. Approval of Construction Documents (Phase III Documents)**
- B. Approval of the Guaranteed Maximum Price not to exceed of \$590,454**

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

Facility Site Designation – Santa Fe College Blount Hall

412.1221, 20-21

The Florida Department of Environmental Protection (FDEP) provides the public with current and comprehensive information regarding petroleum storage systems on underground facility sites across Florida. The names of these sites are captured in public records and reflect property ownership.

Under FDEP's public records, the College's property located at 530 W. University Ave. in downtown Gainesville is currently titled in the name of "Santa Fe Community College Endowment Corp." The property was previously owned by the Endowment Corp., which changed its name to Santa Fe College Foundation, Inc., before being transferred to the College through a special warranty deed on November 30, 2017.

Completion of FDEP's Storage Tank Facility Registration Form will allow the College to change the official facility identification for the future home of Blount Hall to "The District Board of Trustees of Santa Fe College, Florida" in order to accurately reflect the real property owner information in the public records.

Board Action Requested

- A. Approval to change FDEP's facility identification for the future home of Blount Hall from "Santa Fe Community College Endowment Corp." to "The District Board of Trustees of Santa Fe College, Florida"**
- B. Delegation of authority to the Associate Vice President for Governmental Affairs and Facilities Services to sign FDEP's Storage Tank Facility Registration Form upon legal review and approval by the President and other appropriate College officials**

District Board of Trustees
July 21, 2020

Agenda Item: 7.1

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

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

201.888, 20-21

Closing for the fiscal year ending June 30, 2020, will be completed on August 15, 2020. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is preliminary and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2019-2020 will be presented at the September Board meeting.

Board Action Requested

Approval

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

Second Amendment to Agreement for Investment Management Services with PFM Asset Management Services, LLC (Due to the COVID-19 Pandemic)

408.2493, 20-21

The current Agreement for Investment Management Services between Santa Fe College and PFM Asset Management Services, LLC (PFM) expires on July 31, 2020.

Due to changes in SF senior leadership as well as the COVID-19 pandemic, a solicitation for investment services during the preferred window (March – May) was deemed impractical. The College therefore proposes a six-month extension to the agreement which will allow for an informed review of the desired specifications for the new solicitation process, which will commence by September 2020. The solicitation will include separate specifications for the College and the Florida College System Risk Management Consortium, which also uses the services of the awarded vendor under a separate agreement.

This second amendment extends the agreement through January 31, 2021.

Board Action Requested

Approval

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

Second Amendment to Agreement for Investment Management Services between the Florida College Risk Management Consortium and PFM Asset Management Services, LLC (Due to the COVID-19 Pandemic)

408.2494, 20-21

The current Agreement for Investment Management Services between the Florida College Risk Management Consortium (FCSRMC) and PFM Asset Management Services, LLC (PFM) expires on August 31, 2020.

Due to changes in SF senior leadership as well as the COVID-19 pandemic, a solicitation for investment services during the preferred window (March – May) was deemed impractical. The College therefore proposes a five-month extension to the agreement which will allow for an informed review of the desired specifications for the new solicitation process, which will commence by September 2020. The solicitation will include separate specifications for the Florida College System Risk Management Consortium and the College, which also uses the services of the awarded vendor under a separate agreement.

This second amendment extends the agreement through January 31, 2021. The Consortium's Executive Director and the FCSRMC's Operations Committee both recommended approval of the extension.

Board Action Requested

Approval

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

Ratification of Emergency Signature Authority for the Approval of Purchase Greater Than Category 5, Florida Statute § 287.017: IT Upgrades, CCS Presentation Systems (Due to the COVID-19 Pandemic)

202.666, 20-21

In order to respond to the ever-changing landscape of the COVID-19 pandemic and to allow faculty and students to follow the College's social distancing guidelines for the Fall 2020 semester, SF will need to transform some of its large spaces into functional classrooms and come up with creative solutions for the utilization of smaller rooms. As such, some of these spaces will require significant IT upgrades to accommodate the change in delivery of instruction due to the coronavirus. Five large rooms on the Northwest Campus and at the Andrews Center have been identified for upgrades and six additional rooms will be identified in the coming weeks as IT staff work to overhaul the necessary technology to support both in-person and online courses. A detailed plan of the proposed IT upgrades, the associated costs and funding source, and the solicitation and procurement process is attached.

The Board has authorized the Chair, or Vice Chair in the Chair's absence, to execute items 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 purchase, pending ratification by the Board.

Board Action Requested

Ratification

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

International Travel

400.673, 20-21

The Florida College System Risk Management Consortium (FCSRMC) is seeking permission to allow the following FCSRMC officials to participate in international travel opportunities in the coming months:

Mr. Chauncey Fagler and/or one other FCSRMC Board Member and/or FCSRMC Staff, travel to London, England, December 2020

The purpose of the travel is to meet with the Lloyd's of London and various other London insurance markets to secure property coverage for the Consortium's 27 member colleges. The 27 colleges represent \$9.1 billion in property, over 175 campuses, and over 2,400 buildings/contents, including vehicles and watercraft. This is the fifth year that Mr. Chauncey Fagler, FCSRMC Executive Director, and a Consortium Board member have been approved by the Consortium Board to make this trip. The Consortium Board recognizes that this helps ensure proper coverage is solicited at competitive rates for the colleges. Meetings with London insurance markets are tentatively scheduled to occur in December 2020 and any extension of travel time will be personal.

All international travel is subject to the requirements stated in the existing rules, regulations, and guidelines.

Travel dates are subject to change. If it is determined that conditions related to the COVID-19 pandemic will prevent safe travel, this travel opportunity will be cancelled.

Board Action Requested

Approval of international travel and authorization for FCSRMC officials to modify dates of travel and destination (within the designated country) upon approval of the FCSRMC Operations Committee

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

College Calendar for 2021-2022

414.82, 20-21

The Calendar Committee is recommending the proposed 2021-2022 academic calendar for the Board's consideration. The calendar is compliant with State Rules and guidelines.

In addition, the Calendar Committee is proposing a two-part plan to compensate for lost instructional time due to storm closures. To compensate for up to three lost instructional days, faculty members will develop plans that incorporate alternative methods, days, and times to provide instruction. To compensate for days lost beyond three days, the Calendar Committee is recommending an alternate calendar for the end of fall term that includes shifting the last day of classes to two days later, shifting the dates of final exams, and shifting the grades due date.

Board Action Requested

Approval

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

Direct Support Organization Final Usage Report of College Resources for the Year 2019-2020

400.674, 20-21

In accordance with Rule 2.3: Direct Support Organization Use of College Resources (as per Florida Statute § 1004.70), the Office for Advancement received permission from the Board on June 18, 2019, to use approximately \$269,598 in salaries (a portion of nine positions) and approximately 1,083 square feet of physical office space, along with necessary office equipment and supplies, for the 2019-2020 fiscal year (FY) to provide professional services in support of Santa Fe College Foundation activities.

Due to the COVID-19 pandemic, approximately three months were spent working in remote locations and donor-related events were cancelled or postponed. Several positions were unable to complete anticipated activities that would have been performed on behalf of the Foundation, which reduced the percentage of time spent working on Foundation projects/events. Therefore, the SF Foundation utilized approximately 11% less salary and 25% less space than requested and approved for the FY 2019-2020.

Board Action Requested

Certification that the Office for Advancement submitted the attached DSO final usage report of College resources for FY 2019-2020 to provide professional services in support of Santa Fe College Foundation activities in accordance with Santa Fe College Rule 2.3, per Florida Statute § 1004.70

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

Direct Support Organization Estimated Use of College Resources
for the Year 2020-2021

400.675, 20-21

In accordance with Rule 2.3: Direct Support Organization Use of College Resources (as per Florida Statute § 1004.70), the Office for Advancement is asking permission to use approximately \$240,171 in salaries (a portion of nine positions) and approximately 1,083 square feet of physical office space, along with necessary office equipment and supplies, for the 2020-2021 fiscal year (FY) to provide professional services in support of Santa Fe College Foundation activities. The final estimated value for 2020-2021 will depend upon filling vacant positions.

Board Action Requested

Certification that the Office for Advancement submitted the attached DSO estimated usage report of college resources for FY 2020-2021 to provide professional services in support of Santa Fe College Foundation activities in accordance with Santa Fe College Rule 2.3, per Florida Statute § 1004.70

Face Covering (Mask) Protocol (Due to the COVID-19 Pandemic)

400.676, 20-21

The College is taking the threat of COVID-19 seriously and is following the recommendations of the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health in an effort to provide a healthy and safe environment for faculty, staff, students, and visitors. Cloth face coverings (commonly referred to as face masks) are recommended by the CDC in public settings when there is a chance of interacting with others when social distancing (also known as physical distancing) cannot be easily and clearly maintained. They are not a substitute for physical distancing, washing hands, and staying home when ill, but they are helpful when combined with these measures. The attached protocol details the expectations for wearing face coverings on College property, including consequences for non-compliance.

Board Action Requested

Approval

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

Interlocal Agreement with the City of Gainesville for Student Access to Bus Service

408.2495, 20-21

This Interlocal Agreement with the City of Gainesville for Student Access to Bus Service continues the relationship between Santa Fe College and the City to provide unlimited public transit services to SF students for a three-year period. The SF Transportation Access Fee funds this project, which currently includes five bus routes. Through the agreement, the College demonstrates its commitment to increasing educational access to underserved students, boosting economic development in the local community, reducing demand for on-campus parking, and providing a sustainable alternative to commuting.

Board Action Requested

Approval

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

State of Florida Statewide Voluntary Prekindergarten Provider
Contract

408.2496, 20-21

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

The ELC has established an online portal to execute the agreement and upload related documentation. As such, to expedite implementation of the agreement, College staff request that signature authority be delegated to the Provost and Vice President for Academic Affairs or designee.

Board Action Requested

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

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

College Affiliation Agreement with Fort Walton Beach Medical Center, Inc.

408.2497, 20-21

The College Affiliation Agreement with Fort Walton Beach Medical Center, Inc. will allow students in SF's Cardiovascular Technology and Clinical Laboratory Science Programs to participate in clinical training at this facility. The agreement is effective from June 26, 2020, for a period of five years unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

First Amendment to the College Affiliation Agreement with North Florida Regional Medical Center, Inc. d/b/a North Florida Regional Medical Center

408.2498, 20-21

This First Amendment to the College Affiliation Agreement with North Florida Regional Medical Center, Inc. (NFRMC) adds a Starke facility location to the agreement. SF students previously trained at this facility when it was owned by a different entity. This amendment will give SF's Cardiovascular Technology, Central Sterile Processing Technology, Clinical Laboratory Sciences, Computed Tomography, Diagnostic Medical Sonography, Emergency Medical Services, Health Services Administration, Nuclear Medicine Technology, Nursing, Phlebotomy, Physical Therapist Assistant, Polysomnography, Radiography, Respiratory Care, and Surgical Technology Programs the opportunity to participate in clinical training at this facility under the NFRMC umbrella. The amendment will take effect on July 21, 2020, and will remain in force for the duration of the main agreement.

Board Action Requested

Approval

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

Florida-Caribbean Louis Stokes Alliance & Regional Center of Excellence Articulation Agreement with the University of the Virgin Islands

408.2499, 20-21

Santa Fe College and the University of the Virgin Islands (UVI) are lead collaborative partners on a National Science Foundation grant, the Florida-Caribbean Louis Stokes Regional Center of Excellence, with the mission to increase representation of racial and ethnic minority groups in science, technology, engineering, and mathematics (STEM) fields. SF seeks to expand its current partnership with UVI by establishing an A.A. to B.S. in STEM articulation agreement to provide SF graduates an additional pathway to access specialized STEM degree programs. Upon successful completion of an A.A. degree, required prerequisite courses at SF, and UVI admissions requirements detailed in this agreement, students will be admitted to one of the following B.S. programs at UVI: Biology, Chemistry, Computer Science, Mathematics, Marine Biology, or Physics. The agreement will take effect on July 21, 2020, and will remain in effect for five years unless terminated in accordance with the termination clause.

Board Action Requested

Approval

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

Dual Enrollment Articulation Agreement with Passage Christian
Academy

408.2500, 20-21

This articulation agreement with Passage Christian Academy, located in Alachua County, allows for participation in SF's High School Dual Enrollment Program for qualified, approved sixth through twelfth grade 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. Florida Statute § 1007.271 authorizes the College to enter into dual enrollment agreements with private schools such as Passage Christian 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: Educational Programs - Provide learning opportunities
and academic support to ensure the highest levels of academic performance.***

Third Amendment to the Dual Enrollment Articulation Agreement
with P.K. Yonge Developmental Research School (Due to the
COVID-19 Pandemic)

408.2501, 20-21

The current Dual Enrollment Articulation Agreement with P.K. Yonge Developmental Research School expires on July 31, 2020, after a ten-year term. Given the challenges presented by the COVID-19 pandemic, both parties agree that extending the agreement for one year while a new contract is negotiated is prudent. This third amendment will take effect on June 16, 2020, keeping the terms and conditions of the current agreement intact until the term ending August 2021, by which time the parties plan to enter into a new 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 Fourth
Amendment to the Dual Enrollment Articulation Agreement with
the School Board of Alachua County (Due to the COVID-19
Pandemic)

408.2502, 20-21

The Dual Enrollment Articulation Agreement with the School Board of Alachua County, which was set to expire after a ten-year term on June 30, 2020, allows Alachua County public school students to participate in SF's High School Dual Enrollment Program. Given the challenges presented by the COVID-19 pandemic, both parties agreed that extending the agreement for one year while a new contract is negotiated is prudent. This fourth amendment keeps the terms and conditions of the current agreement intact until June 30, 2021, by which time the parties plan to enter into a new agreement.

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 amendment, pending ratification by the Board.

Board Action Requested

Ratification

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

Ratification of Emergency Signature Authority for the Memorandum of Understanding with the Florida Department of Education (Due to the COVID-19 Pandemic)

408.2503, 20-21

The Florida Department of Education (DOE), acknowledging the financial hardships imposed by the COVID-19 pandemic, has requested that all Florida College System institutions execute a Memorandum of Understanding (MOU) concerning High School Dual Enrollment tuition payments from private schools. Per the MOU with Santa Fe College, SF agrees to waive or reimburse the costs for private school students' participation in Spring 2020 semester courses upon receiving funds from the DOE.

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 MOU, pending ratification by the Board.

Board Action Requested

Ratification

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

Santa Fe College Higher Education Emergency Relief Fund –
IHE/Institution Grant

409.2292, 20-21

These funds will be used to provide emergency financial relief to institutions and to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. Funds will be used to expand remote learning programs, build IT capacity to support such programs, and train faculty and staff to operate effectively in a remote learning environment. Additional allowable costs could include the following: 1) hardware, software, or internet connectivity that may have been purchased on behalf of students or provided to students; 2) funds may be used to pay employees and contractors during the period of disruptions or closures related to the coronavirus; and 3) if needed, additional emergency financial aid grants to students.

The amount of funds requested from the U.S. Department of Education is \$3,929,724, with no matching funds from Santa Fe College.

Duration of this project is June 11, 2020, through June 10, 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
July 21, 2020

Agenda Item: 10

Santa Fe College Foundation Liaison Update and Board Members' Remarks
