



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of September 15, 2020 at 4 p.m.
Teleconference**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.578, 20-21

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of September 15, 2020

1.2 Approval of Board Meeting Minutes of July 21, 2020

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Quarterly Equity Update

2.4 Community Education Enrich Brochure – Fall B Term 2020

2.5 Fee Waiver Report for Summer Term 2020

2.6 Blount Center Expansion Project – Executed Guaranteed Maximum Price and Executed Amendment #1 to Agreement for Construction Management Services

2.7 Blount Center Expansion Project – Change Orders

2.8 Facilities Services Minor Projects – Change Orders

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Career Service Staff

4.2 Contract Staff (Administrative and Professional)

4.3 Contract Staff (Community and Continuing Workforce Education)

4.4 Contract Staff (Faculty)

Agreements, Grants

4.5 Little School Food Program 2020-2021 Grant

4.6 Florida Educational Fund, Center of Excellence Grant

4.7 Perkins V, Career and Technical Education Postsecondary Programs, Section 132 Grant

4.8 Perkins V, Rural Innovation Career and Technical Education Programs Grant

Finance Items

4.9 Report of Purchases for July and August 2020

4.10 Colonel Harry M. Hatcher, Jr., Property Survey 21-01

5. Facilities Items

- 5.1 Blount Center Expansion Project – Approval of Easement to the City of Gainesville d/b/a Gainesville Regional Utilities
- 5.2 Blount Center Expansion Project – Utility Agreement with the City of Gainesville d/b/a Gainesville Regional Utilities

6. Finance Items

- 6.1 Acceptance of Donations, 21-01
- 6.2 Report of Investments, Quarter Ending June 30, 2020
- 6.3 Unaudited Annual Financial Report, Year Ended June 30, 2020
- 6.4 2020-2021 Annual Budget, Unexpended Plant Fund (Fund 7)
- 6.5 Budget Amendment #1, 2020-2021 Operating Budget, Current Unrestricted (Fund 1)
- 6.6 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2020
- 6.7 Recommendation for Awarding a Proposal for Disaster Debris Monitoring

7. General Institutional Items

- 7.1 Amended College Calendar for 2020-2021
- 7.2 Advisory Committee Appointments for:
 - Andrews Center
 - Blount Center
 - Davis Center
 - Watson Center
 - East Gainesville Initiative
- 7.3 College Affordability Report
- 7.4 Certification of IRS Form 990 for 2019 as required by Direct Support Organizations
- 7.5 Naming of Building

8. Rules

- 8.1 Amended Rule 2.8: Prohibition Against Discrimination and Harassment

9. Agreements/Grants

- 9.1 GradImages Graduation and Nurses Pinning Photography Agreement
- 9.2 Gatekeeper Security Agreement with the Florida Association of Court Clerks and Comptrollers for Access to the Comprehensive Case Information System
- 9.3 State of Florida Statewide School Readiness Provider Contract
- 9.4 First Amendment to the Student Affiliation Agreement with the State of Florida, Department of Health, Bradford County Health Department
- 9.5 Second Amendment to the Affiliation Agreement with BayCare Health System, Inc.
- 9.6 Ratification of Emergency Signature Authority for the Clinical Student Agreement with Leesburg Regional Medical Center, Inc. d/b/a UF Health Leesburg Hospital
- 9.7 Ratification of Emergency Signature Authority for the Clinical Student Agreement with The Villages Tri-County Medical Center, Inc. d/b/a UF Health The Villages Hospital
- 9.8 Florida College System – Regional Domestic Security Task Force (RDSTF) – Santa Fe College Interoperability Project Grant
- 9.9 Perkins V, Career Pathways Career and Technical Education Programs Grant

9.10 Governor's Emergency Education Relief (GEER) Fund Under the Coronavirus Aid, Relief, and Economic Security (CARES ACT), Rapid Credentialing Grant

9.11 Emergency Funding for Early Learning/Child Care Providers Grant

9.12 Latin American and Caribbean Center (LACC) – Faculty Workshop Grant

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

11. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of July 21, 2020

401.569, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held July 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
419.77, 20-21

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

District Board of Trustees
September 15, 2020

Agenda Item: 2.3

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

Quarterly Equity Update

Information Item
400.677, 20-21

To be presented at the meeting.

District Board of Trustees
September 15, 2020

Agenda Item: 2.4

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

Community Education Enrich Brochure – Fall B Term 2020

Information Item
415.185, 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 “Enrich” Brochure containing the list of courses, programs, and associated fees was reviewed and approved by the President at the September 8, 2020, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

District Board of Trustees
September 15, 2020

Agenda Item: 2.5

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

Fee Waiver Report for Summer Term 2020

Information Item
200.959, 20-21

Florida Statute §1009.26 identifies statutorily authorized fee waivers and Board authorized fee waivers are defined in College Rule 7.13: Waiver of Fees. When a course fee is waived, all fees associated with the course are waived except for Technology, Transportation, Access, Lab, and Distance Learning fees.

Pursuant to Florida Administrative Code Rule 6A-14.054(12), the College maintains a list of persons for whom fees are waived, documentation supporting the waivers, and the amount of the fees waived. Attached is a summary report for the term that identifies the authorized waiver types, number of students granted waivers, and the dollar amount associated per waiver type.

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

Blount Center Expansion Project – Executed Guaranteed
Maximum Price and Executed Amendment #1 to Agreement for
Construction Management Services

Information Item
412.1222, 20-21

Project Background & Description:

This project involves the design and construction of a new 87,366 gross square foot building on the site of the current Center for Innovation & Economic Development (CIED) at Santa Fe College's Blount Center in downtown Gainesville. The new facility, called Blount Hall, will house vocational classroom and laboratory spaces to meet existing and anticipated enrollment growth in 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 and will include a full slate of support spaces featuring study, library, meeting, and exhibition areas, transforming the center to a full-service campus.

In April 2017, the Board approved a project budget of \$32,531,029. Harvard Jolly, Inc. from St. Petersburg and Parrish McCall Constructors, Inc. from Gainesville were subsequently selected as the project's Architect and Construction Manager, respectively. In July 2018, the Board approved the request for funding from the U.S. Department of Commerce's Economic Development Administration (EDA) to expand and enhance the College's small business incubator (CIED) within this project. Based on the review of the schematic design by the Construction Manager, the Board also 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 an amount of \$4,764,080. The Board Chair signed the agreement between the College and the Construction Manager on January 28, 2020, and a copy of the executed agreement was shared with the Board as an information item on February 18, 2020.

Construction Documents (Phase III Documents) for the project were approved by the Board on February 18, 2020, and the Board delegated authority to the Board Chair to execute Amendment #1 to the Agreement for Construction Management Services for an initial Guaranteed Maximum Price (GMP) not to exceed \$6,000,000 for demolition, site development, underground utilities, and structural steel. However, following an extended project review, the EDA issued a letter of concurrence on May 12, 2020, permitting the construction manager to proceed with bidding. Due to the timing of the concurrence, the College authorized Parrish McCall to advertise bids for all subcontractor trade packages. On May 19, 2020, the Board approved an allocation of an additional \$6,189,656 to the project in order to fully fund the estimated cost of construction. At the following Board meeting, the Board approved a GMP not to exceed \$30,039,178 for the overall project and delegated authority to the Board Chair to execute Amendment #1 to the Agreement for Construction Management Services that establishes the total GMP upon legal review and approval by appropriate College officials.

Project Status:

College staff negotiated a final Guaranteed Maximum Price of \$29,784,515. Amendment No. 1 to the Agreement for Construction Management Services was reviewed by all appropriate College officials and was executed by all parties on July 10, 2020. A copy of the executed amendment is provided to the Board as information.

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

Blount Center Expansion Project – Change Orders

Information Item
412.1223, 20-21

Project Background & Description:

This project involves the design and construction of a new 87,366 gross square foot building on the site of the current Center for Innovation & Economic Development (CIED) at Santa Fe College's Blount Center in downtown Gainesville. The new facility, called Blount Hall, will house vocational classroom and laboratory spaces to meet existing and anticipated enrollment growth in 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 and will include a full slate of support spaces featuring study, library, meeting, and exhibition areas, transforming the center to a full-service campus.

Construction Documents (Phase III Documents) for the project were presented to the Board on February 18, 2020, and a Guaranteed Maximum Price (GMP) not to exceed \$30,039,178 for project construction was approved on June 16, 2020. College staff negotiated a final GMP of \$29,784,515 with Parrish McCall Constructors, Inc., and Amendment No. 1 to the Agreement for Construction Management Services was executed by all parties on July 10, 2020.

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.

Change Order Number One, as signed by the President on August 26, 2020, decreases the contract for the Blount Center Expansion Project by \$6,000,000. This deductive change order will fund a group of owner direct purchases of materials and equipment for the project, which will result in potential sales tax savings of \$428,107. The accumulated sales tax savings will remain within the Construction Manager's contract and will be utilized for enhancements to the project.

The original contract sum totaled \$29,784,515. With Change Order Number One, the revised contract sum is \$23,784,515, and remains within the amount approved by the Board.

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

Facilities Services Minor Projects – Change Orders

Information Item
412.1224, 20-21

Project Background & Description:

Facilities Services currently has agreements with four construction firms for construction management services for minor projects (less than \$2,000,000). All four minor projects have recently been completed under budget resulting in project savings which have been recovered through deductive change orders.

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.

A deductive change order for each of the four minor projects has been signed by the President to reduce the contracts by the amount of the project savings listed below.

- Blakeland, LLC, was chosen to manage the installation of a new HVAC system for U Building. College staff supervised the Construction Manager's (CM) competitive bidding process and negotiated a Guaranteed Maximum Price (GMP) proposal in the amount of \$197,813. The project started on September 10, 2019, and was substantially complete on February 27, 2020. The final cost of construction was \$192,840.89, resulting in project savings of \$4,972.11.
- D.E. Scorpio Corporation was selected to manage the renovation and remodel of the Student Health Care Center on the first floor of S Building. College staff supervised the CM's competitive bidding process and negotiated a GMP in the amount of \$241,026. The project began on December 23, 2019, and was substantially complete on March 20, 2020. The final cost of construction was \$238,305.97, resulting in project savings of \$2,720.03.
- Scherer Construction of North Florida, LLC, was chosen to replace smoke hatches on the roof of the Lyceum. College staff supervised the CM's competitive bidding process and negotiated a GMP in the amount of \$49,181. The project started on November 21, 2019, and was substantially complete on June 15, 2020. The final cost of construction was \$48,111.18, resulting in project savings of \$1,069.82.
- Scherer Construction of North Florida, LLC, was selected to coordinate the installation of a water softening system to protect the plumbing systems in V Building. College staff supervised the CM's competitive bidding process and negotiated a GMP in the amount of \$131,248. The project started on February 11, 2020, and was substantially complete on June 15, 2020. The final cost of construction was \$110,822.30, resulting in project savings of \$20,425.70.

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

Citizen's Requests

423.84, 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.

C O N S E N T

**District Board of Trustees
September 15, 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

403.567, 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 August 26, 2020.

Appointment

<u>Name</u>	<u>Position</u>
Derrick Bigelow	Police Officer
Devin Crumpton	Senior Financial Aid Specialist
Ellie Gaustria	Administrative Support Specialist, College Achievement Program

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
September 15, 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)

411.464, 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 August 26, 2020.

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Kathleen Johnson <i>MSW, Stony Brook University</i>	Counseling Specialist
Avinanda Mukherjee <i>MS, Boston University</i>	Coordinator, Sponsored Projects
* Roxanna Ruiz Vazquez <i>MC, Universidad Central De Bayamón (Puerto Rico)</i>	Coordinator, Student Support Services

Part Time

<u>Name</u>	<u>Position</u>
^ Blanca Fernandez	Specialist, Assistant Volleyball Coach

* Grant Funded

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
September 15, 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)

404.470, 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 August 26, 2020.

Community Education

Appointment

Part Time

Name
Caroline Crawford

Position
Drawing with Colored Pencils

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
September 15, 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)

402.833, 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 August 26, 2020.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Milagro Avendano-Linares <i>PhD, Universidad Central de Venezuela</i>	Assistant Professor, Natural Sciences
Jared Billet <i>MS, University of North Florida</i>	Assistant Professor, Mathematics
Pamela Chamales <i>MS, University of Florida</i>	Assistant Professor, Sciences for Health Programs
Paul Gore <i>AS, Pima Medical Institute</i>	Assistant Professor, Respiratory Care
Derrick Jones <i>PhD, Walden University</i>	Assistant Professor, Criminal Justice Technology Program
Kristen Merritt <i>PhD, University of Florida</i>	Interim Assistant Professor, Natural Sciences
Jennifer Rieck <i>AS, Santa Fe College</i>	Interim Assistant Professor, Dental Programs
Nicholas Sharpe <i>PhD, University of Florida</i>	Assistant Professor, Mathematics
Patti West <i>BS, University of Central Florida</i>	Interim Assistant Professor, Information Technology Education

Part Time

<u>Name</u>		
Ali Amiri	Jesse Hebert	Viva Riley-Coleman
Cesar Ariza	Megan Howells	Cayley Robinson
Lisa Bogart	Rodney Jackson	Taylor Rogers
Scott Bonafide	Bradley Jones	Andrew Rohan
Veronica Burnett-Robinson	Darry Lloyd	Naorah Rimkunas
Alicia Carpenter	Michael McClenton	Bryan Smallwood
Latoya Chandler	Lashay McKnight	Lee Starling
Shacara Curry	Debra Meaut	Jared Stees
Matthew Dresher	Melissa Nunez	Matthew Tate
Anthony Escalante	Heather Phillips	Jorge Tormes
James Flateau II	Adam Poff	Marlena Wesh

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
September 15, 2020

Agenda Item: 4.5

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

Little School Food Program 2020-2021 Grant

409.2293, 20-21

This grant will provide funds for nutritionally balanced meals for children enrolled in SF's Little School. Using provisions from the U.S. Department of Agriculture, breakfast, lunch, and an afternoon snack will be provided each day to all children enrolled in the childcare program. The food is served family style, with an emphasis on developing independence in eating, serving, and cleaning up. Additionally, providing nutritious meals encourages awareness of good nutrition and gives adults the opportunity to initiate conversations about mealtime etiquette and nutrition. Approximately 90 children will be served daily.

The amount of funds requested from the U.S. Department of Agriculture through the Florida Department of Health is \$25,000, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2020, through September 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
September 15, 2020

Agenda Item: 4.6

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

Florida Educational Fund, Center of Excellence Grant

409.2294, 20-21

The mission of the Florida Educational Fund has been implemented through a number of related programs intended to create and provide access to diversity programs which relate to education. The Center of Excellence supports this mission in multiple ways: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged and underrepresented minority students who are prepared, motivated, and qualified to enter higher education. With funding from this grant, the Center of Excellence will support three chapters in Gainesville, Alachua/High Springs, and Hawthorne, and reach approximately 300 students by providing after-school tutoring, Brain Bowl competitions, and other activities designed to address motivation, education, and the cultural needs of students.

The amount of funds requested from the Florida Education Fund is \$26,000, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
September 15, 2020

Agenda Item: 4.7

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

Perkins V, Career and Technical Education Postsecondary Programs, Section 132 Grant

409.2295, 20-21

Funding from this grant is used to fully develop the academic, career, and technical skills of postsecondary education students who elect to enroll in Career and Technical Education (CTE) Programs. This 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 that increase enrollment, retention, completion of 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 \$350,353, 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
September 15, 2020

Agenda Item: 4.8

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

Perkins V, Rural Innovation Career and Technical Education Programs Grant

409.2296, 20-21

This grant funding allows SF to more fully develop the career, technical, and employability skills of postsecondary rural students who elect to enroll in courses at the Santa Fe College Andrews Center and North Florida Technical College in Bradford County that will lead to high-wage, high-skill, and/or high-demand occupations, with an emphasis on expanding online learning opportunities. Funding for in-district, out-of-district, and out-of-state travel will be included for postsecondary career professional development and the coordination of articulation and curriculum alignment. Recruitment and public awareness services are provided to increase enrollment, retention, and completion of nontraditional students, single parents, single pregnant women, students from underserved and underrepresented populations, students with disabilities, and students with other barriers to educational achievement in Career and Technical Education programs. Approximately 250 students will benefit from this program.

The amount of funds requested from the Florida Department of Education, Division of Career and Adult Education is \$21,246, with no matching funds from Santa Fe College.

Duration of this project is September 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
September 15, 2020

Agenda Item: 4.9

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

Report of Purchases for July and August 2020

202.667, 20-21

Below are the total amounts and a summary of purchases for the months of July and August 2020.

Purchasing	\$36,120,868.46
Risk Management Consortium	<u>\$282,044.85</u>
Total	<u>\$36,402,913.31</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y79007 (Fund 1)	\$ 37,230.00	Exempt	Builders Association of North Central Florida	Apprenticeship Programs Classroom Training Apprenticeship
Y79041 (Fund 1)	\$ 90,000.00	Exempt	City of Alachua	Perry Center Utilities Utilities
Y79042 (Fund 1)	\$ 36,700.00	Exempt	City of Starke	Andrews Center Utilities Utilities
Y79044 (Fund 1)	\$2,142,000.00	Exempt	Gainesville Regional Utilities	Electric, Water, Heating, and Stormwater Utilities
Y79045 (Fund 1)	\$ 85,000.00	Exempt	U.S. Postal Service	Bulk and First-Class Mail Mail and Receiving
Y79055 (Fund 1)	\$ 45,060.00	Bid	E.W. Reshard, Inc.	Centers Grounds Maintenance Grounds
Y79108 (Fund 1)	\$ 40,000.00	Contract	WW Grainger Industrial	Cleaning Supplies Custodial
Y79157 (Fund 1)	\$ 51,776.00	Exempt	Santa Fe College Foundation, Inc.	College Centers Lease Agreement Physical Plant Operations
Y79189 (Fund 1)	\$ 39,000.00	Contract	L.V. Hiers, Inc.	Fuel for Campus Vehicles Automotive
Y79241 (Fund 1)	\$ 61,580.00	Sole Source	Johnson Controls, Inc.	Chiller Plant Maintenance HVAC

Y79261 (Funds 2&7)	\$ 461,693.54	Contract	CCS Presentation Systems	A/V Solution for Distance Learning and NW Campus CARES Act and Student Technology
Y79348 (Fund 7)	\$ 53,884.00	Contract	Kail Partners, Inc.	Blount Campus Data Center and Science Lab Renovation/Remodel Campus Security
Y79388 (Fund 1)	\$ 69,575.00	Exempt	Smarthinking, Inc.	Online Tutoring Services Distance Learning Support
Y79401 (Fund 1)	\$ 231,000.00	Exempt	AT&T	Telephone and Asynchronous Transfer Mode (ATM) Circuits Communication Services
Y79404 (Fund 6)	\$ 90,264.09	Contract	PK5, LLC	Lease Agreement Risk Management Consortium
Y79410 (Fund 1)	\$ 40,440.00	Exempt	Gainesville Regional Utilities	Etherlink and Internet Access Information Technology
Y79515 (Fund 1)	\$ 47,200.00	Exempt	Embarq Florida Inc.	Annual Local and Voice/Data Circuits Communication Services
Y79528 (Fund 2)	\$ 156,000.00	Exempt	University of Florida	Student Health Care Center Health Care Center
Y79568 (Fund 1)	\$ 223,000.00	Exempt	Modis	Software Developers Information Technology
Y79600 (Fund 1)	\$ 66,200.00	Exempt	Dimension Systems, Inc.	Annual Database Management Information Technology
Y79604 (Fund 1)	\$ 50,634.00	Exempt	EAB Global, Inc.	Grades First/Navigate Software Quality Enhancement Plan
Y79608 (Fund 1)	\$ 52,394.09	Sole Source	Johnson Controls, Inc.	Annual Life Safety Equipment Certification Physical Plant Operations
Y79618 (Fund 1)	\$ 124,320.00	Contract	Dell Marketing	Computers (96) Information Technology
Y79645 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff's Office	Training Agreement Criminal Justice
Y79648 (Fund 1)	\$ 47,000.00	Exempt	Amazon.com	Library Books Library

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Y79731 (Fund 1)	\$ 37,200.00	Exempt	Alturna-Tech	Mimecast Security Solution Information Technology
Y79814 (Fund 1)	\$ 59,500.00	Exempt	Segal	Faculty Salary Study Human Resources
Y79939 (Fund 7)	\$ 86,568.00	Contract	D.E. Scorpio Corporation	R-Annex Security Improvements General Maintenance
Y79940 (Fund 7)	\$ 151,597.56	Contract	WW Gay Mechanical	B-Building Storm Piping Replacement Student Area Renovations
Y79954 (Fund 7)	\$ 266,511.00	Contract	D.E. Scorpio Corporation	B-Building West Classroom Renovation/Remodel Minor Renovation/Remodel
Y80008 (Fund 1)	\$ 260,655.00	Contract	University of Florida	Dental Clinic UF Partnership Dental Programs
Y80016 (Fund 2)	\$ 68,100.00	Exempt	Miami-Dade College	Laptops (300) CARES Act
Y80048 (Fund 1)	\$ 147,502.00	Contract	Dell Marketing	Student Lab Laptops (100) Information Technology
Y80052 (Fund 1)	\$ 49,964.26	Contract	Dell Marketing	Data Protection Servers Information Technology
Y80059 (Fund 2)	\$ 699,572.00	Contract	City of Gainesville	Unlimited Student Transportation Access on RTS Student Leadership & Activities
Y80079 (Fund 7)	\$ 582,070.00	Contract	Scherer Construction &	I and J-Building Re-roofs General Maintenance
Y80087 (Fund 1)	\$ 37,500.00	Exempt	ACUE	Faculty Professional Development Quality Enhancement Plan
Y80111 (Fund 1)	\$ 65,000.00	Contract	Affiliated Engineers	Energy Engineering Services Utilities

\$6,913,611.58

Purchase Orders for Blount Campus to Parrish-McCall Constructors, Inc.

<u>PO</u>	<u>Amount</u>	<u>Departments (all Fund 7)</u>
Y79828	\$520,122.06	Blount Center Expansion – Foundation; and Blount Center Classroom, Lab & Library
Y79829	\$10,475,998.00	Blount Center Classroom, Lab & Library
Y79830	\$2,956,196.96	Blount Center Classroom, Lab & Library
Y79831	\$4,764,080.00	Blount Center (CEID - EDA)
Y79832	\$5,068,117.98*	Blount Center Expansion Transfers
Total = \$23,784,515.00		

* This PO was reduced by \$6,000,000 per Change Order #1 for tax savings on upcoming owner direct purchases of materials and equipment.

Purchase orders for previously awarded bids/contracts: 62 Amount: \$2,651,026.46

- 52 Temp Force (\$1,432,436.65)
- 3 City Wide Maintenance (\$1,096,286.53)
- 2 WCA of Florida (41,094.00)
- 1 Mowrey Elevator (\$16,620.00)
- 1 Nader's (\$10,668.00)
- 1 McCall Service, Inc. (\$12,689.28)
- 1 Brick City Information Technology (\$30,782.00, Consortium)
- 1 PowerX (\$10,450.00)

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 1,083

Amount: \$3,053,760.27

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
September 15, 2020

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 21-01

200.960, 20-21

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 August 18, 2020, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 21-01. The following table is a summary of the items by disposition method and a detailed list of all items from each category is attached.

Disposition Method	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	1	18,309.26	18,309.26	0.00
Trade-In	2	104,816.00	77,592.00	27,224.00
TOTAL	<u>3</u>	<u>123,125.26</u>	<u>95,901.26</u>	<u>27,224.00</u>

Disposition Method:

Surplus Property includes all property to be sold or transferred to another entity. Surplus property is generally offered to Alachua and Bradford County schools first. If the schools are not interested in these items, they can be offered to other non-profit organizations that have requested them. Items remaining will then be sold at a surplus auction.

Trade-Ins are items that have been traded in on new equipment.

Board Action Requested

Approval

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

Blount Center Expansion Project – Approval of Easement to the City of
Gainesville d/b/a Gainesville Regional Utilities

412.1225, 20-21

Several easements are required for the construction and maintenance of public utility infrastructure and sidewalks on the site of the Blount Center expansion project. The need to grant these easements to both the City of Gainesville and Gainesville Regional Utilities (GRU) was identified during the project's planning process, and similar easements are already in existence on other College properties.

On May 19, 2020, the Board approved four easements related to the project. Recently, a fifth required easement was identified by GRU. This proposed public utility easement from the College grants GRU the right to access, maintain, construct, inspect, repair, and relocate electrical utilities (Exhibit A – Parallel to the south right-of-way along NW 1st Avenue) on the Blount Center expansion building site.

Board Action Requested

- A. Approval of the easement**
- B. Delegation of authority for the Board Chair to execute the easement and related documents upon legal review and approval by appropriate College officials**

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

Blount Center Expansion Project – Utility Agreement with the City of
Gainesville d/b/a Gainesville Regional Utilities

412.1226, 20-21

A utility agreement between Santa Fe College and Gainesville Regional Utilities (GRU) is required to allow the College to construct utilities and connect to public utilities in order to serve the Blount Center Expansion project. This agreement ensures that the project's utilities infrastructure will be installed in line with GRU-approved plans and in accordance with prevailing law, codes, and standards. The agreement also confirms that the College will grant all necessary land rights required for maintaining the utility systems. Once installed, the operation and maintenance of the new utilities will be conveyed to GRU.

Board Action Requested

- A. Approval of the agreement**
- B. Delegation of authority for the President to execute the agreement and related documents upon legal review and approval by appropriate College officials**

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

Acceptance of Donations, 21-01

200.961, 20-21

Donation #1

UF Health Shands has donated the item listed below to the Clinical Laboratory Science Program.

Qty	Description	Cost
1	Provue Gel Blood Bank Sample Analysis Workstation	<u>\$4,500.00</u>
	Total	<u>\$4,500.00</u>

Donation #2

LifeSouth Blood Center has donated the item listed below to the Clinical Laboratory Science Program.

Qty	Description	Cost
1	MTD Gel Blood Bank Sample Analysis Workstation	<u>\$4,500.00</u>
	Total	<u>\$4,500.00</u>

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 June 30, 2020

201.889, 20-21

Demand deposits are maintained in the Board's operating funds account with BBVA Compass. The interest rate that is applied is calculated based on the daily average collected balance.

Average Adjusted rate (not less than 0), Month of June 2020	0.70%
Interest earnings, quarter	\$ 7,122
Interest earnings, fiscal year to date	\$ 43,338

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 June 30, 2020	0.57%
Interest earnings, net of costs, quarter	\$ 3,995
Interest earnings, net of costs, fiscal year to date	\$ 77,468

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 June 30, 2020	2.22%
Interest earnings, net of costs, quarter	\$ 418,128
Interest earnings, net of costs, fiscal year to date	\$ 1,871,250

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	1.835 Years
Yield-to-maturity @ cost	1.78%
Earnings, quarter	\$ 39,699
Earnings, fiscal year to date	\$ 358,767

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2019/2020	\$ 2,350,824
Total interest earnings fiscal year to date 2018/2019	\$ 1,825,410

Board Action Requested

Approval

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

Unaudited Annual Financial Report, Year Ended June 30, 2020

201.890, 20-21

The unaudited Annual Financial Report for the fiscal year 2019-2020 was completed and filed with the Division of Florida Colleges.

General Operating Fund (Fund 1) Highlights:

- As a result of operations, transfers, and GASB statement No. 68, reserve, Board designated, and unallocated net position decreased by \$4.2 million to \$18.9 million. Total unrestricted net position, including the full recognition of long-term liabilities (compensated absences, other postemployment benefits, and net pension liabilities), is a deficit of \$24.1 million.
- Cash, Cash Equivalents, and Investments at year-end were \$23.6 million.
- Operating Revenue Results: State \$44.9 million, Student \$32.4 million, and Other \$6.9 million.
- Operating Expenditure Results: Personnel \$67.9 million, Current \$23.6 million, and Capital \$2.5 million.
- Personnel expenses related to Pension (\$5.2 million), Compensated Absences (\$249,377), and OPEB (\$48,390) totaled \$5.5 million of the total expense of \$67.9 million.

Plant Fund (Fund 7) Highlights:

- Fund Balance at year-end was \$49.9 million.
- Cash and Cash Equivalents at year-end were \$38.9 million.

Student Receivables:

- At June 30, total net student receivables were \$487,100. These receivables are reported net of a \$333,000 allowance for uncollectible student accounts.

College-Wide Revenue Highlights:

College revenues decreased by \$8.4 million, or 6.9%, compared to the prior fiscal year as a result of the following factors¹:

➤ Operating Revenues

- Net student tuition and fee revenue decreased by \$1.7 million, or 6.1%, as a result of a decrease in enrollment and an increase in the scholarship allowance.
- Grants and Contracts decreased by \$25,000, or less than one percent, primarily due to a decrease in federal grants and contracts.
- Auxiliary enterprise revenue decreased by \$1.9 million, or 69.1%, as a result of the College’s discontinuation of the inter-local agreement with the City of Gainesville for management services of the Gainesville Technology Entrepreneurship Center Incubator.

¹ \$6.0 million is due to a decrease in PECO appropriations for the Blount Campus from the prior fiscal year.

➤ Nonoperating and Other Revenues and Gains

- State noncapital appropriations decreased by \$1.4 million, or 2.5%, primarily due to decreased Performance Based Funding distributed to SF.
- Federal and State student financial aid increased by \$2.4 million, or 10.2%, due primarily to increases in Federal and State program scholarship funds.
- Other gifts, grants, and contracts decreased by \$209,000, or 9.9%, as a result of a slight decrease in enrollment by dual enrolled students.
- Investment income increased by \$552,000, or 20.8%, principally due to an increase in unrealized gain on investments and interest earned.
- State capital appropriations decreased by \$6.0 million, or 93.6%. This was due to decreased Public Education Capital Outlay funding from the prior fiscal year.
- Capital grants, contracts, gifts, and fees increased by \$11,000, or less than 1%, primarily due an increase in the donation of non-cash items.

College-Wide Expense Highlights:

College total operating expenses increased by \$3.0 million, or 2.5%, as compared to the prior fiscal year as a result of the following factors:

- The College implemented part of the equity study that was performed for full-time and part-time personnel, as well as provided a 2% cost of living adjustment. These increases were offset with the recording of a net reduction of pension and accrued leave totaling \$2.3 million. As a result, personnel services only increased by \$2.4 million, or 3.5%, from the prior fiscal year.
- Scholarships and waivers provided to students increased by \$471,000, or 2.7%, primarily due to an increase in Florida's Bright Futures scholarship and scholarship allowances. Scholarship expenses, similar to tuition and fee revenue, are also shown net of scholarship allowances (amounts received from other than students and third-party payers).
- Utilities and communication decreased by \$225,000, or 8.8%, primarily due to the closure of campus due to the COVID-19 pandemic, which resulted a decrease in electricity and gas expenses.
- Contractual services increased by \$234,000, or 4.2%, primarily due to an increase in contractual and technology services.
- Other services and expenses decreased by \$1.9 million, or 25.1%, primarily due to a decrease in bad debt expense associated with the leases of managed space.
- Materials and supplies increased by \$2.3 million, or 21.9%, which is attributable primarily to the renovation of the E Auditorium Lyceum.

Depreciation expense decreased by \$356,000, or 6.7%, as a result of several building and equipment reaching full amortization.

Board Action Requested

Approval

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

2020-2021 Annual Budget, Unexpended Plant Fund (Fund 7)

201.891, 20-21

The Unexpended Plant Fund (Fund 7) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2019-2020 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): These funds are administered by the State Board of Education through the Department of Education. The state issues bonds that are backed from revenue derived from state gross receipts taxes to provide funding to the colleges. These funds are provided for construction, remodeling, renovation, and repair of college facilities and for site acquisition. They are allocated to colleges in the state appropriations each year.

CO and DS (Capital Outlay and Debt Service): These funds are administered by the State Board of Education from revenue derived from an allocation of the state motor vehicle licensing fees. These funds are allocated to the colleges based on an FTE formula. The Board may elect to expend the funds directly or participate in a state bond issue backed by these funds. Expenditures from these funds are on projects approved in the Project Priority List which are developed from projects recommended in the Educational Plant Survey.

CIF (Capital Improvement Fee): These funds are collected from the Board approved discretionary student fee assessment to be used to maintain, improve, or enhance the educational facilities.

Matching Funds: These funds are generated from soliciting gifts from private sources and requesting and receiving matching funds from the state appropriations to build high priority instructional and community-related capital facilities. These funds can also be awarded through grants with matching requirements.

Other Local: These funds are from sources other than those described above, but the use of the funds is for capital projects.

Interest is earned by project on unexpended funds and is allocated monthly. Energy rebates are allocated to the energy conservation project budget as received.

Board Action Requested

- A. Approval of the 2020-2021 Annual Unexpended Plant Fund (Fund 7) Budget**
- B. Approval to budget interest earnings and energy rebates to the related projects throughout the year as accumulated**

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

Budget Amendment #1, 2020-2021 Operating Budget, Current
Unrestricted (Fund 1)

201.892, 20-21

Amendment #1 to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested to update the unallocated fund balance as of July 1, 2020, to actual, and to increase the budget to pay capital obligations and technology fee carryover funds.

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 August 2020 201.893, 20-21

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 August 31, 2020.

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

	2020-2021		2019-2020	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	20,582,453	25%	21,976,953	26%
Expenditures	8,776,303	10%	9,459,446	10%

Board Action Requested

Approval

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

Recommendation for Awarding a Proposal for Disaster Debris Monitoring

200.962, 20-21

A request for proposals (RFP), jointly created by the Florida College System Risk Management Consortium (FCSRMC) and Santa Fe College, as its fiscal agent, was released on June 24, 2020, for debris removal monitoring services in the event of a disaster, such as a hurricane.

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

Responses to the solicitation were received from the following two vendors and opened on Wednesday, July 22, 2020: BrenCo, LLC and Disaster Program Operations, Inc.

The RFP Evaluation Committee, made up of Consortium staff, read the proposals and met in a group under the guidance of Santa Fe College’s Director of Purchasing to evaluate the proposals.

Each proposal was scored based on four criteria:

- Business Viability, Capability, and Organization (20 points)
- Project Approach (20 points)
- Qualifications and Experience (20 points)
- Services and Rates (40 points)

To assure adequate coverage of all 28 FCS colleges, the Committee determined that, due to the uncertainty of the scope of a natural disaster, it would be best to award to both vendors instead of one. The Committee therefore recommended both BrenCo, LLC and Disaster Program Operations, Inc. as awardees.

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

<u>Proposer</u>	<u>Business Viability, Capability and Organization</u>	<u>Project Approach</u>	<u>Qualifications and Experience</u>	<u>Services and Rates</u>	<u>Total</u>
BrenCo, LLC	20	20	20	40	100
Disaster Program Operations, Inc.	20	20	20	20	80

Consortium staff has brought the recommendation to the Consortium's Operations Committee, which approved the recommendation.

Board Action Requested

- A. Acceptance of the Evaluation Committee's recommendation to award agreements to both BrenCo, LLC and Disaster Program Operations, Inc.**
- B. Approval for College and the FCSRMC to negotiate agreements with BrenCo, LLC and Disaster Program Operations, Inc., upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate College officials**

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

Amended College Calendar for 2020-2021

414.83, 20-21

The amended 2020-2021 academic calendar is being presented for the Board consideration. The calendar remains compliant with State Rules and guidelines.

The amendments include the addition of late-start terms to the fall and spring semesters, fees due dates have been shifted to allow more time to pay, fall grades due date has been shifted, and the spring graduation ceremony, which was postponed earlier this year, has been added to fall. In addition, the designation of UF Homecoming holiday has been changed to "College Closed."

Board Action Requested

Approval

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

Advisory Committee Appointments for:
Andrews Center
Blount Center
Davis Center
Watson Center
East Gainesville Initiative

417.123, 20-21

Below is list of the new and renewed Educational Center Advisory Committee members for the 2020-2021 and 2021-2022 academic years.

Andrews Center			
Name	Title	Organization	Action
Sheila Cummings	Member	Bradford County School Board	Continuing
Jim Simpson	Principal	Bradford High School	Continuing
Renee Cassels	Counselor	Bradford High School	Continuing
Danielle Rosson	Principal	Bradford Middle School	Continuing
David Harris	Interim Director	North Florida Technical College	Continuing
Patricia Evans	President	Capital City Bank	Continuing
Paula Register	Owner	Education Foundation	Continuing
Stacey Creighton	Superintendent	Bradford County School District	Continuing
Richard Cason	Pastor	Madison Street Baptist	New
Cassey Bennett	Director	Communities in Schools	New
Terry Vaughan	Supervisor of Elections	Bradford County	Not Continuing
Ross Chandler	Pastor; County Commissioner	True Vine Ministry; Bradford County	Not Continuing
John Green	Principal	Bradford High School	Not Continuing
Blythe Byrd	Director	Communities in Schools	Not Continuing
Scott Crook	Pastor	First Baptist	Not Continuing
Tony Mangol	Retired	Florida Works	Not Continuing
Justin Kirksey	Pastor	Madison Street Baptist	Not Continuing

Blount Center			
Name	Title	Organization	Action
Darryl B. McCune, II	Chief Information Officer	CommunityCode, Inc.	Continuing
Dottie Faibisy	President	Pleasant Street Neighborhood Association	Continuing

Dr. Leanetta McNealy	Board Member	Alachua County School Board	Continuing
Dr. Tarcha Rentz	Lead Educational Consultant	Maven Group	Continuing
Gerard Duncan	Community Representative	MYcroSchool	Continuing
Ian Fletcher	Vice President, Workforce Development	Greater Gainesville Chamber of Commerce	Continuing
Natalie Strappy	Director, Parent Academy	Alachua County Public Schools	Continuing
Rachael Debigare	Executive Director	Take Stock in Children	Continuing
Valarie Phillips	Owner	Caribbean Queen Restaurant	Continuing
William McElroy	Principal	Loften High School	Continuing
Eugene Thurman	Student	Santa Fe College Blount Center	New
Gigi Simmons	City Commissioner	City of Gainesville	New
Faye Williams	Community Representative/Resident	Porters Community	Not Continuing
Frank Avery	Executive Director	CareerSource North Central Florida	Not Continuing
Helen Warren	City Commissioner	City of Gainesville	Not Continuing
John Alexander	Educational Coordinator	Reichert House	Not Continuing
Pamela Davis	Executive Director	Gainesville Housing Authority	Not Continuing
Regina Hawkins	Executive Director	Keep Alachua County Beautiful	Not Continuing
Steve Alcime	Student	Santa Fe College Blount Center	Not Continuing
Tony Jones	Chief	Gainesville Police Department	Not Continuing
Vivian Filer	Retired Nursing Professor	Santa Fe College	Not Continuing

Davis Center

Name	Title	Organization	Action
Helen Stevens	Active Church Member	St. Paul Baptist	Continuing
Fletcher Hope	City Commissioner; Co-Owner	Archer City Commission; Maddox Foundry	Continuing
Harriett "Tillie" Davis	Retired	Archer City Manager	Continuing
Janice Sheppard	Retired	Archer Elementary School	Continuing
Joshua Braley	Minister; Adjunct Faculty	Bethlehem Presbyterian Church; Santa Fe College	Continuing
Karen Ridenour	Counselor	Levy County High School	Continuing
Charles "Tony" Hammond	City Manager	City of Archer	New
Joseph Williams	Student	Santa Fe College Davis Center	Not Continuing

Watson Center

Name	Title	Organization	Action
Danny Riddick	Commissioner	Bradford County	Continuing
Derick Thomas	Member	Clay Electric Cooperative	Continuing

Tina Bullock	Member	Lake Region Kiwanis Club	Continuing
Richard Segal	Member	Rotary Club of Keystone Heights	Continuing
Gloria Kersh	Educational Technology Specialist	Santa Fe College	New
Larry Ford	President	Speedville Community Council	New
Patsy White	Member	Speedville Community Council	New
Smitty Huffman	Teacher	Clay County Schools	Not Continuing
Terry Connor	Deputy Superintendent and Chief Academic Officer	Clay County Schools	Not Continuing
Harold Gilstrap	Member	Keystone Business Association	Not Continuing
Karsyn Starling	Student	Santa Fe College Watson Center	Not Continuing
Wyatt Thomas	Student	Santa Fe College Watson Center	Not Continuing

East Gainesville Initiative			
Name	Title	Organization	Action
Yvette Carter	Director, Community Relations	Gainesville Regional Utilities	New
Julie Falt	Professor, Adult Education	Santa Fe College	New
Quinten Eyman	Coordinator, Admissions	Santa Fe College	New
Mable Baker	Coordinator, Perkins Programs	Santa Fe College	New
Omar Jennings	Advising Specialist, Information Technology Education	Santa Fe College	New
Jen Homard	Director, Dual Enrollment	Santa Fe College	New
Carla Miles	Chief Executive Officer	Greater Duval Neighborhood Association	New
Latoya Lopez	Director	Howard Bishop Community School	New
Bill Stephenson	Chair, Humanities and Foreign Languages	Santa Fe College	New
Dana Lindsey	Coordinator, Disabilities Resource Center	Santa Fe College	New
Valerie Freeman	Director, Equity and Outreach	Alachua County Public Schools	New
Lukisha King	Advising Specialist, Health Sciences	Santa Fe College	New
Johnathon Leslie	Director	Project YouthBuild	New
Stefanie Waschull	Associate Vice President, Academic Affairs	Santa Fe College	New

Board Action Requested

Approval

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

College Affordability Report

100.36, 20-21

Affordability remains a top priority for Santa Fe College and for the entire Florida College System (FCS). Each year, the FCS requests a variety of data and information related to affordability initiatives, as well as student costs for textbooks and instructional materials. In past years, colleges were required to submit two separate reports. For 2020, however, the FCS has provided a more efficient template for a single combined report. In this report, SF reports that tuition and fees have not increased (with the exception of lab fees that support extraordinary costs in specific courses). Additionally, information is provided regarding the process for selecting textbooks and instructional materials, the dramatic savings students have gained from the SF adoption of Open Educational Resources (OERs), and the number of texts that were adopted after the statutory deadline. Finally, this report also allows SF to report on its innovative affordability procedures within the award of financial aid.

Board Action Requested

Approval

District Board of Trustees
September 15, 2020

Agenda Item: 7.4

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

Certification of IRS Form 990 for 2019 as required by Direct
Support Organizations

400.678, 20-21

In compliance with Florida Statute §1004.70, the Board is asked to certify to the Florida Department of Education, Bureau of Budget Management that the Santa Fe College Foundation, Inc. has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax (Form 990) for 2019.

Board Action Requested

Certification that the Santa Fe College Foundation, Inc. has completed IRS Form 990 for 2019 in compliance with Florida Statute §1004.70

Naming of Building

412.1227, 20-21

To be presented at the meeting.

Board Action Requested

Approval

Amended Rule 2.8: Prohibition Against Discrimination and Harassment

410.573, 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 Title IX 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 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 which took effect on August 14, 2020.

Board Action Requested

Approval

College Goal: Student Affairs - Provide research-based, learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

GradImages Graduation and Nurses Pinning Photography Agreement

408.2504, 20-21

The purpose of this agreement is to provide GradImages with exclusive rights to take photographs of SF graduates inside the building during on-campus graduation ceremonies, plus public relations photos before, during, and after each on-campus graduation ceremony. GradImages will mail, text, and/or email each graduate photographed a photo proof within 7 days following graduation, with no obligation to purchase, as well as deliver images of the ceremonies to the College. The College will receive \$0.50 for each graduate photographed.

GradImages has been providing photography services to SF since 2012, and the existing agreement expires at the end of 2020. The new agreement grants photography rights to GradImages from 2021 through 2023. The parties may terminate this agreement for convenience upon 60 days' prior written notice to the other party.

Board Action Requested

Approval

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

Gatekeeper Security Agreement with the Florida Association of Court Clerks and Comptrollers for Access to the Comprehensive Case Information System

408.2505, 20-21

The Florida Association of Court Clerks and Comptrollers Comprehensive Case Information System (CCIS) Gatekeeper Security Agreement will allow the College to maintain access to confidential statewide court records including criminal history reports and probation documents. Though not previously required, the College must now enter into this agreement and designate a Gatekeeper responsible for accounts, confidentiality, and security to maintain access. This access supports the College's Disciplinary Admissions process and case-by-case conduct monitoring needs. This is an important tool in supporting campus safety. The College Registrar, Michael Hutley, will be the designated Gatekeeper.

Board Action Requested

- A. Approval of the agreement**
- B. Delegation of authority for the President or designee to execute the agreement and related documents upon legal review and approval by appropriate College officials**

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

State of Florida Statewide School Readiness Provider Contract

408.2506, 20-21

The Early Learning Coalition of Alachua County (ELC) disseminates state money in the form of childcare subsidies to contracted providers for low income and working-poor families. This agreement allows the College to provide childcare services through the Little School to children of qualified families, as determined by the ELC. The ELC manages all eligibility determinations and paperwork with the families and then issues a voucher for childcare. 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 these families and the ELC will pay the agreed upon daily rate. Since the daily rate that the ELC will pay is less than SF charges, the difference will be charged to those families, as is standard practice. This agreement does not obligate any financial resources from the College.

It is expected that up to fifteen children will be enrolled at the SF Little School through the ELC. Additionally, working with the ELC allows SF staff to participate in valuable training opportunities that are only available to contracted childcare providers.

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

Board Action Requested

- A. Approval of the agreement**
- B. Delegation of authority for the Provost and Vice President for Academic Affairs or designee to execute the agreement and related documents upon legal review and approval by appropriate College officials**
- C. Delegation of authority for the Provost and Vice President for Academic Affairs or designee to execute any future amendments and related documents upon legal review and approval by appropriate College officials**

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

First Amendment to the Student Affiliation Agreement with the State of Florida, Department of Health, Bradford County Health Department

408.2507, 20-21

The Student Affiliation Agreement with the Bradford County Health Department (BCHD), which was executed in 2019, expires on September 30, 2020. This amendment extends the term of the agreement to September 30, 2021, which will allow SF's Health Services Administration students to continue gaining valuable clinical experience with the BCHD. All other terms and conditions of the agreement remain in full force and effect.

Board Action Requested

Approval

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

Second Amendment to the Affiliation Agreement with BayCare Health System, Inc.

408.2508, 20-21

The College's Affiliation Agreement with BayCare Health System, Inc., which was executed in 2015, expired on August 28, 2020. This Second Amendment extends the term of the agreement for two years from the date of last signature, which will allow students in the Cardiovascular Technology, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiography, Clinical Laboratory Science, and Phlebotomy Programs to continue to gain valuable clinical training experience at this facility.

Board Action Requested

- A. Approval in concept of the amendment based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the final amendment and related documents upon legal review and approval by appropriate College officials**

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 Clinical Student Agreement with Leesburg Regional Medical Center, Inc. d/b/a UF Health Leesburg Hospital

408.2509, 20-21

Leesburg Regional Medical Center, Inc. d/b/a UF Health Leesburg Hospital recently acquired a facility in Leesburg, Florida, with which the College has had a clinical training agreement since 2018. This Clinical Student Agreement allows students in the Biomedical Engineering Technology, Cardiovascular Technology, Clinical Laboratory Science, Diagnostic Medical Sonography, and Health Service Administration Programs to continue participation in valuable clinical training at this facility under the new ownership structure. The agreement is effective as of June 16, 2020, for a one-year term 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

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 Clinical Student Agreement with The Villages Tri-County Medical Center, Inc. d/b/a UF Health The Villages Hospital

408.2510, 20-21

The Villages Tri-County Medical Center, Inc. d/b/a UF Health The Villages Hospital recently acquired a facility in The Villages, Florida, with which the College has had a clinical training agreement since 2017. This Clinical Student Agreement allows students in the Biomedical Engineering Technology, Cardiovascular Technology, Clinical Laboratory Science, Diagnostic Medical Sonography, and Health Service Administration Programs to continue participation in valuable clinical training at this facility under the new ownership structure. The agreement is effective as of June 16, 2020, for a one-year term 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

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

Florida College System – Regional Domestic Security Task Force
(RDSTF) – Santa Fe College Interoperability Project Grant

409.2297, 20-21

The purpose of this project is to provide communications equipment for interoperable communications, joint terrorism, and emergency management response between the College, law enforcement agencies, and College partners statewide. Currently, four Santa Fe College centers, including the future Blount campus, do not have the ability to connect by secure radio communication either internally or with our partners. Items purchased will equip the centers with the ability to communicate both internally and via mutual aid with these partners, which supports interoperability as prevention, deterrence, and effective response to domestic security and terrorist threats. This submission will be considered as part of a larger single Florida Department of Education Florida College System combined state application.

The amount of funds requested from the Florida College System through the Florida Department of Law Enforcement is \$74,358, with no matching funds from Santa Fe College.

Duration of this project is September 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.

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

Perkins V, Career Pathways Career and Technical Education Programs Grant

409.2298, 20-21

Funding from this grant is used to fully develop the academic, career, and technical skills of postsecondary education students who elect to enroll in Career and Technical Education (CTE) Programs. This 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 placement in postsecondary education, employment, and/or military service will be emphasized. Activities and support services are provided that increase enrollment, retention, completion of 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 \$350,353, 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.

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

Governor's Emergency Education Relief (GEER) Fund Under the
Coronavirus Aid, Relief, and Economic Security (CARES ACT),
Rapid Credentialing Grant

409.2299, 20-21

The purpose of this project is to recruit participants that are either furloughed, unemployed, or are employed but are at risk of losing their job due to automation or disruption in the local economy as a result of the COVID-19 pandemic.

Recruitment efforts will promote and advise students on the opportunities for earning a short-term certificate leading to sustainable employment. The College will develop a strategic recruitment and public awareness plan that will include both online and digital media. Staff will participate in College and community recruitment events to promote rapid credentialing opportunities in targeted Career and Technical Education programs. SF will continue to collaborate with workforce development partners to provide educational preparation and training in high-wage, high-skill, and high-demand career fields.

The amount of funds requested from the Florida Department of Education is \$673,522, with matching funds of \$168,471 from Santa Fe College.

Duration of this project is May 28, 2020, through September 30, 2022.

Operating budget impact to Santa Fe College: From existing College funds.

Board Action Requested

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

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

Emergency Funding for Early Learning/Child Care Providers Grant

409.2300, 20-21

The purpose of this project was to provide emergency funding for the Santa Fe College Little School to offset the loss of revenue due to the COVID-19 pandemic and to provide funds to assist in reopening, which occurred on July 13, 2020.

The amount of funds requested from the Early Learning Coalition of Alachua County through the Florida Department of Education, Office of Early Learning was \$10,400, with no matching funds from Santa Fe College.

Duration of this project was July 1, 2020, through August 14, 2020.

Due to the nature of the funding and the timing of the distribution, the College has already received the funds for this grant and therefore requests retroactive approval from the Board.

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.

Latin American and Caribbean Center (LACC) – Faculty
Workshop Grant

409.2301, 20-21

Funding from this grant was used to organize a virtual faculty professional development workshop focused on Latin America and the Caribbean on August 12, 2020, and purchase educational materials for all faculty participants. The workshop analyzed this region's social, political, and health responses to the COVID-19 pandemic. Santa Fe College maintains a close collaboration with Florida International University's Center for Latin American and Caribbean Center (LACC). This is the fifth consecutive year that LACC offered a professional development workshop for SF faculty in order to increase their knowledge about Latin America and the Caribbean and readiness to teach students about this world region.

The amount of funds requested from Florida International University, Center for Latin American and Caribbean Center was \$1,750, with no matching funds from Santa Fe College.

Duration of this project was August 1, 2020, through August 15, 2020.

Due to the nature of the funding and the timing of the distribution, the College has already received the funds for this grant and therefore requests retroactive approval from the Board.

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 Update and Board Members' Remarks
