



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 20, 2020, at 4 p.m.
Teleconference**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.579, 20-21

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 20, 2020
- 1.2 Approval of Board Meeting Minutes of September 15, 2020

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Career Pathways Articulation Agreements with:
 - The School Board of Dixie County
 - The School Board of Marion County
- 2.4 Regional Career Pathways Articulation Agreements with The School Board of Bradford County for the Benefit of North Florida Technical College for:
 - Computer Information Technology
 - Early Childhood Education
 - Information Technology Security
 - Networking Systems Technology
- 2.5 Amended Rule 7.13: Waiver of Fees

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Career Service Staff
- 4.2 Contract Staff (Faculty)

Finance Items

- 4.3 Report of Purchases for September 2020
- 4.4 Colonel Harry M. Hatcher, Jr., Property Survey 21-02

5. Personnel Items

- 5.1 Contract Staff (Administrative and Professional)

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2020
- 6.2 Recommendation for Awarding a Proposal for Disaster Recovery and Remediation Services
- 6.3 Amendments to the Agreements for Manual Food Services (Due to the COVID-19 Pandemic) with:
 - La Fortuna Latin Market & Deli, LLC
 - Subway Real Estate, LLC
 - SWF Operations, LLC d/b/a/ Domino's Pizza
- 6.4 Amendment #2 to the Agreement for Bookstore Management and Related Services with Barnes & Noble College Booksellers, LLC (Due to the COVID-19 Pandemic)
- 6.5 Professional Services Agreement – Guaranteed Tuition Installment Plan with Nelnet Business Solutions, Inc. d/b/a Nelnet Campus Commerce – **ADDED**

7. Agreements/Grants

- 7.1 First Amendment to the College Affiliation Agreement with Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center for the Phlebotomy Program
- 7.2 Student Internship/Field Experience Placement Agreement with Florida Virtual School (Due to the COVID-19 Pandemic)
- 7.3 Memorandum of Understanding Establishing FUSE, An Inter-Institutional Guaranteed Transfer Process, with the University of South Florida Board of Trustees
- 7.4 Memorandum of Understanding for Collective Participation in the NewsBank Subscription License with the University of Florida Board of Trustees
- 7.5 Mutual Aid Agreement for Combined Operational Assistance and Voluntary Cooperation with the City of Gainesville Police Department for the Benefit of the Santa Fe College Police Department
- 7.6 Memorandum of Understanding for Traffic and Criminal Software with the Panama City Police Department for the Benefit of the Santa Fe College Police Department
- 7.7 Information Sharing Interagency Agreement with the Miami Beach Police Department for the Benefit of the Santa Fe College Police Department
- 7.8 Management Control Agreement with End2End Public Safety, LLC for Criminal Justice Information Technology Services for the Benefit of the Santa Fe College Police Department
- 7.9 National Institutes of Health (NIH) – SF2UF – T-34 Bridges to Baccalaureate Research Training Program Grant – Year 1
- 7.10 Johnson Scholarship Foundation – Laptop Funding Grant
- 7.11 Ratification of Emergency Signature Authority for the Santa Fe College Child Care Access Means Parents in School (CCAMPIS) Program Grant

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

9. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of September 15, 2020

401.570, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 15, 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
419.78, 20-21

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

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

Career Pathways Articulation Agreements with:
 The School Board of Dixie County
 The School Board of Marion County

Information Item
 408.2511, 20-21

The School Board of Dixie County

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

Secondary Program

Postsecondary Program

Nursing Assistant	Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine A.S. Radiography A.S. Respiratory Care A.S. Dental Assisting Certificate Surgical Technology Certificate
Technology Support Services	Network Systems Technology A.S. Network Server Administration Certificate Network Security Certificate

The School Board of Marion County

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

Secondary Program

Postsecondary Program

Allied Health Assisting	Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Respiratory Care A.S.
Building Construction Technologies	Construction Management Technology A.S.
Electrocardiograph Technician	Cardiovascular Technology A.S.

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

Regional Career Pathways Articulation Agreements with The School Board of Bradford County for the Benefit of North Florida Technical College for:

Information Item
408.2512, 20-21

- Computer Information Technology
 - Early Childhood Education
 - Information Technology Security
 - Networking Systems Technology
-

The A.S. degree programs listed below have been identified as accelerated paths by which North Florida Technical College (NFTC) students who complete NFTC career certificates and fulfill other specified requirements may receive college credit at SF as described in the Regional Career Pathways Articulation Agreements between Santa Fe College and the School Board of Bradford County (SBBC).

Additionally, Florida Statute § 1007.233 was enacted in 2019, requiring career centers and Florida College System (FCS) institutions with overlapping service areas to submit a regional career pathways agreement for each certificate program offered by the career center that is aligned with an associate degree offered by the FCS institution. This agreement between SF and the SBBC also fulfills the requirement of this new statute.

Certificate Program

A.S. Degree Program

<u>Certificate Program</u>	<u>A.S. Degree Program</u>
Computer Systems and Information Technology Career Certificate	Computer Information Technology A.S. Information Technology Security A.S. Networking Systems Technology A.S.
Early Childhood Education Career Certificate	Early Childhood Education A.S.

District Board of Trustees
October 20, 2020

Agenda Item: 2.5

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

Amended Rule 7.13: Waiver of Fees

Information Item
410.574, 20-21

The College is recommending updates to Rule 7.13: Waiver of Fees to clarify the individuals eligible for such waivers and the conditions under which waivers may be granted. The Board is authorized to approve the issuance of these waivers and to authorize the College to develop procedures for determining eligibility, the process for applications and approval of fee waiver requests, and the criteria for relevant standards of progress and academic performance expectations.

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

Citizen's Requests

423.85, 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
October 20, 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

403.568, 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 September 28, 2020.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Erika Smith	Police Dispatcher
Kristin Terry	Interim Assessment Specialist, Disabilities Resource Center

Part Time

<u>Name</u>	<u>Position</u>
Joshua White	Art Model

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
October 20, 2020

Agenda Item: 4.2

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

Contract Staff (Faculty)

402.834, 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 September 28, 2020.

Appointment

Part Time

Name

Thomas Doughty
Craig Eaton
Timothy Egan
Jaime Pedersen
Toni Phillips
Shawn Reynolds
Scot St. Clair
Douglas Williams Jr.

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
October 20, 2020

Agenda Item: 4.3

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

Report of Purchases for September 2020

202.668, 20-21

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

Purchasing	\$2,052,572.46
Risk Management Consortium	<u>0.00</u>
Total	<u>\$2,052,572.46</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y80299 (Fund 1 *)	\$ 43,094.10	Exempt	Zoom Video Communication	Zoom Licenses/Services Information Technology
Y80307 (Fund 7)	\$ 80,725.00	Contract	CMC Rebar	Direct Purchase – Steel/Rebar Blount Center Expansion
Y80308 (Fund 7)	\$ 124,600.00	Contract	New Millennium Building Systems	Direct Purchase – Deck/Joint System Blount Center Expansion
Y80309 (Fund 7)	\$ 420,009.75	Contract	Argos USA, LLC	Direct Purchase – Concrete Package Blount Center Expansion
Y80310 (Fund 7)	\$ 361,382.41	Contract	Infra-Metals Company	Direct Purchase – Steel Package Blount Center Expansion
Y80404 (Fund 7)	\$ 377,703.00	Contract	Tom Barrow Company	Direct Purchase – Air Terminal Devices Blount Center Expansion
Y80406 (Fund 7)	\$ 179,600.00	Contract	Johnson Controls, Inc.	Direct Purchase – Chillers Blount Center Expansion

\$1,587,114.26

Purchase orders for previously awarded bids/contracts: 6
(All Temp Force)

Amount: \$22,134.40

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 264

Amount: \$443,323.80

* The original P.O. was issued from Fund 1 but will be charged to CARES funds.

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
October 20, 2020

Agenda Item: 4.4

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

Colonel Harry M. Hatcher, Jr., Property Survey 21-02

200.963, 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 September 22, 2020, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 21-02. The following table is a summary of the items by disposition method and a detailed list of all items from each category is attached.

Disposition Method	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	3	25,900.00	25,900.00	0
TOTAL	<u>3</u>	<u>25,900.00</u>	<u>25,900.00</u>	<u>0</u>

Disposition Method:

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

Board Action Requested

Approval

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

Contract Staff (Administrative and Professional)

411.465, 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 September 28, 2020.

Executive/Managerial

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Adrienne Provost <i>MA, Southern New Hampshire University</i>	Director, TRIO and CAP Programs

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Richard Batchelor <i>BA, University of Florida</i>	Academic Coach, Student Support Services
Duncan Way <i>BS, University of Southampton</i>	Graphic Designer

Promotion

<u>Name</u>	<u>Position</u>
Dana Lindsey	Coordinator, Disability Resource Center
Jason Margolies	Interim Coordinator, Math Studio

Part Time

<u>Name</u>	<u>Position</u>
Steve Alcime	Advising Specialist, Blount Student Services
^ Alexander Jones	Specialist, Assistant Baseball Coach
Kaleigh Norris	Specialist, Math Studio
Alberto Jimenez Ybargollin	Specialist, Learning Commons

^ Student Activities Funded

* Grant Funded

Board Action Requested

Approval

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

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

201.894, 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 September 30, 2020.

The following summary provides a comparison of actual revenues and expenditures for 2020-2021 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	24,019,488	29.02%	25,950,193	30.78
Expenditures	15,084,103	16.71%	16,373,108	17.41

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 Recovery and Remediation Services

200.964, 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 disaster recovery and remediation in the event of a disaster, such as a hurricane.

The intention of the solicitation and resulting contracts are 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 vendors and opened on July 22, 2020:

- American Technologies, Inc.
- Belfor USA Group, Inc.
- ProConstruction, LLC, d/b/a Complete DKI
- Cotton Commercial USA, Inc.
- NorthStar Recovery Services
- United Restoration of FL, LLC

The RFP Evaluation Committee, made up of Consortium staff, read the proposals and met in a group under the guidance of SF’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 three vendors instead of one to allow each college to select the vendor(s) most appropriate for them. The Committee therefore recommends Belfor USA Group, Inc., ProConstruction, LLC, d/b/a Complete DKI, and Cotton Commercial USA, Inc. as awardees.

Santa Fe College will further review all three vendors to determine which vendor(s) are appropriate for SF’s needs, based on vendor capabilities. A final recommendation for which vendor(s) the College will select for itself to contract with from the list of awarded vendors will be brought forth to the Board in the future.

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>
Belfor USA Group, Inc.	20	20	20	35	95
ProConstruction, LLC, d/b/a Complete DKI Cotton	15	20	20	37	92
Cotton Commercial USA, Inc.	15	20	20	35	90
United Restoration of FL, LLC	7	20	10	40	77

The proposals from both American Technologies, Inc. and NorthStar Recovery Services were deemed non-responsive.

Consortium staff has brought the recommendation to the Consortium’s Operations Committee, which is currently reviewing the recommendation.

Board Action Requested

- A. Acceptance of the Evaluation Committee’s recommendation to award agreements to Belfor USA Group, Inc., ProConstruction, LLC, d/b/a Complete DKI, and Cotton Commercial USA, Inc., pending approval by the Operations Committee**
- B. Approval for the College and/or the FCSRMC to negotiate agreements with one or more of the awarded vendors upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate College officials**

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

Amendments to the Agreements for Manual Food Services (Due to the COVID-19 Pandemic) with: 209.204, 20-21
La Fortuna Latin Market & Deli, LLC
Subway Real Estate, LLC
SWF Operations, LLC d/b/a/ Domino’s Pizza

The closure of the College due to the COVID-19 pandemic has caused severe disruption to services provided by the contracted vendors in the College’s food court. With the majority of the student population not on campus and not expected to be on campus for the Fall 2020 or Spring 2021 terms, the primary patrons of these food services are no longer present (through no fault of the vendors).

As a result, each of the three vendors has chosen a different path as follows: La Fortuna has elected to remain closed this Fall due to the pandemic. They will decide on what to do in the Spring at a later time. Subway has worked diligently to be open and would like to continue to serve the College but has already seen a prohibitive revenue drop of approximately 75% compared with prior Fall terms. Domino’s has provided notice that it wishes to terminate their agreement with the College.

College officials therefore recommend the following for each vendor:

La Fortuna: Rent would be abated for July 2020. Commission rates remain unchanged. Should La Fortuna elect to remain closed for any month during the Fall 2020 or Spring 2021 semesters, rent will be reduced by half for that month. If La Fortuna decides to open during any portion of a month during the Fall 2020 and Spring 2021 semesters, La Fortuna will pay full rent for that month. The loss of revenue from the La Fortuna agreement would be an estimated \$2,817 in rent if they are closed for Fall only, or \$4,695 in rent if they are closed in the Spring as well, plus all commissions.

Subway: At this time, Subway is the only vendor that has agreed to return to campus operations for the Fall semester and has been providing a much-needed service for students and employees since August. In order to provide incentive for Subway to remain open, College officials recommend rent abatement for Fall and Spring terms (July 2020 - April 2021), or until the prior month’s gross sales exceed \$40,000. Rent would be abated from July 2020 through April 2021. In addition, commissions will be waived on the first \$9,000 of weekly sales, with sales over \$9,000 being commissioned at 4%. The loss of revenue would be an estimated \$9,025.30 in rent, plus commissions.

Domino’s: Domino’s has elected not to return and has provided notice to terminate its agreement with the College. After discussions with Domino’s, College officials recommend requiring Domino’s to pay no rent for July 2020 (the College did not permit Domino’s to operate during this time) and half rent for August 2020 through February 2021 (for a total amount due of \$4077.50 prior to termination). Commission guarantees for July 2020 and the last contract period (August – February) would be canceled. The prohibition for other vendors serving pizza on campus would terminate immediately, and Domino’s will not reopen. The loss of revenue from the Domino’s agreement would be \$5,242.50 in rent, and all commissions.

As an added provision, each contractor is required to inform the College if they receive federal, state, or local government funds that can be used to make rent payments, and if such funds have been received, contractors will be required to pay full rent until these funds are exhausted.

Board Action Requested

- A. Approval in concept of the amendments based on the drafts presented**
- B. Delegation of authority for the Board Chair to execute the final amendments 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.

Amendment #2 to the Agreement for Bookstore Management and Related Services with Barnes & Noble College Booksellers, LLC (Due to the COVID-19 Pandemic)

209.205, 20-21

The closure of the College due to the COVID-19 pandemic has caused significant disruption to the bookstore operations provided by Barnes & Noble. As a result, overall sales have declined approximately 23% this contract year.

At the request of Barnes & Noble, the College has negotiated an equitable way to move forward as set forth in the proposed amendment. Specifically, Barnes & Noble is required to pay the College the greater of the guaranteed payment or calculated commission. The proposed amendment reduces the guaranteed payment to zero from November 2019 through October 2021, but Barnes & Noble will be required to pay the College the calculated commission. The guaranteed payment amount for contract year 2021-2022 would return to being 90% of the prior contract year (2020-2021), with a minimum guarantee of \$300,000.

The exact impact to the College will not be known until the conclusion of the 2020-2021 contract year, which ends as of October 31, 2021.

Board Action Requested

Approval

A D D E D

**District Board of Trustees
October 20, 2020**

Agenda Item: 6.5

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

Professional Services Agreement – Guaranteed Tuition Installment Plan
with Nelnet Business Solutions, Inc. d/b/a Nelnet Campus Commerce

209.206, 20-21

Since 2010, the College has participated in a tuition installment plan with Nelnet Business Solutions, Inc. (NBS) to provide third party tuition payment plans to SF's students. NBS is the only company offering guaranteed tuition installment plans to Florida colleges and over half of the 28 colleges in the Florida College System are under contract with NBS. Tuition installment plans are beneficial to both SF's students and the College because the plan allows students the option to schedule payments over the length of a term to increase affordability and reduce uncollected tuition, for which students pay a nominal, fixed fee to participate rather than paying interest on a loan, while SF experiences reduced staff time involved in the drop/add process for late or non-payments.

As NBS is a business leader in higher education, SF is seeking a continuation of this professional services agreement and the opportunity to continue to offer flexible payment solutions to students. The new agreement will take effect as of the date of last signature with an initial term of three years with automatic annual renewal thereafter unless terminated by either party in accordance with the termination clause.

Board Action Requested

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

District Board of Trustees
October 20, 2020

Agenda Item: 7.1

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 Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center for the Phlebotomy Program

408.2513, 20-21

The Affiliation Agreement with Notami Hospitals of Florida, Inc., d/b/a Lake City Medical Center was executed in January 2020. This proposed amendment will add SF's Phlebotomy Program to the list of programs in the original agreement, allowing Phlebotomy students to participate in clinical training at this Lake City facility. The amendment will be effective as of the date of the last signature, and the remainder of the agreement remains unchanged.

Board Action Requested

Approval

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

Student Internship/Field Experience Placement Agreement with
Florida Virtual School (Due to the COVID-19 Pandemic)

408.2514, 20-21

The Student Internship/Field Experience Placement Agreement with Florida Virtual School (FLVS) will allow students considering a career in education or enrolled in the Educator Preparation Institute to complete required field experiences in a Florida public school. During the COVID-19 pandemic, completing internships through the FLVS is an appropriate alternate option while schools that typically provide placements are closed or operating at decreased in-person capacity. The FLVS employs experienced teachers who will be able to lead student-teachers as they practice and master skills in curriculum and lesson design, facilitating discussion, assessment, and working with students with diverse needs (among other topics). The agreement is effective as of October 1, 2020, and will remain in effect for five years with the option to renew for two additional years upon mutual agreement of both parties.

Board Action Requested

Approval

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

Memorandum of Understanding Establishing FUSE, An Inter-Institutional Guaranteed Transfer Process, with the University of South Florida Board of Trustees

408.2515, 20-21

SF has had a guaranteed transfer agreement with the University of South Florida (USF) in place since 2017, referred to as the FUSE program. Unlike the 2017 agreement between SF and USF, this agreement will be entered into by USF, SF, and other Florida colleges to demonstrate support of a regional strategy for higher education designed to expand access, meet the extraordinary demands for growth, and provide a better competitive and skilled workforce in the region.

This agreement continues the opportunity for SF students who select USF as their transfer institution to receive guaranteed admission into select programs at USF after completing the required courses. USF and SF staff members will continue to work together to establish “grad paths” to guide students in the courses that they take at SF which will best prepare them for their chosen majors at USF. Additionally, USF advisors will continue to meet with SF students in the program to offer academic guidance. This collaboration will help students graduate on time, avoid excess credit hours, and experience a seamless transfer into USF. The agreement will take effect on October 23, 2020, and will remain in effect for an initial period of three years, with the option to renew upon mutual written agreement of the parties.

Board Action Requested

- A. Approval in concept of the agreement based on the draft presented**
- B. Delegation of authority for the President to execute the final 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.

Memorandum of Understanding for Collective Participation in the NewsBank Subscription License with the University of Florida Board of Trustees

408.2516, 20-21

Libraries at all forty institutions in the Florida State University System and the Florida College System (FCS) receive e-resources, such as databases, e-journals, e-books, and streaming video, provided through collective content licensing negotiated and funded by the Florida Academic Library Services Cooperative (FALSC). FALSC is part of a shared suite of statewide services under the umbrella of the Florida Virtual Campus (FLVC) and the Complete Florida Plus Program (CFPP).

On June 29, 2020, Governor Ron DeSantis vetoed a 2020-2021 budget line item that funded the CFPP. The governor’s veto interrupted progress on contract negotiations between FALSC and NewsBank, one of the databases Santa Fe College receives through state-wide funding. NewsBank provides SF students, staff, and faculty access to over 500 full-text newspapers from across the United States, including the Gainesville Sun, which supports the curriculum with current and authoritative news coverage.

With the existing NewsBank contract set to expire in December 2020, the UF Dean of Libraries and UF General Counsel have stepped in to lead the contract negotiations with NewsBank on behalf of Florida colleges and universities. This Memorandum of Understanding establishes an “ad hoc consortium” of FCS institutions allowing UF to act as a substitute for the negotiating activities previously provided by FALSC. FALSC will provide funds for the NewsBank subscription and the MOU does not require any financial obligation from SF unless SF elects to license additional content.

Board Action Requested

Approval

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

Mutual Aid Agreement for Combined Operational Assistance and Voluntary Cooperation with the City of Gainesville Police Department for the Benefit of the Santa Fe College Police Department

408.2517, 20-21

This agreement gives both the Santa Fe College Police Department and the Gainesville Police Department authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This mutual aid agreement is governed by Florida law.

This agreement continues the successful relationship currently in place with the new term ending five years from the last date of signature.

Board Action Requested

Approval

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

Memorandum of Understanding for Traffic and Criminal Software
with the Panama City Police Department for the Benefit of the
Santa Fe College Police Department

408.2518, 20-21

The Panama City Police Department (PCPD) is the lead agency which manages the Traffic and Criminal Software (TraCS) system, a data collection and reporting tool for the Florida public safety community. PCPD houses the related hardware and servers and ensures that TraCS meets Florida Department of Law Enforcement (FDLE) standards protecting criminal justice information systems, security, and data transfers.

A recent audit by FDLE confirmed that a written information exchange agreement with the PCPD is required by the Santa Fe College Police Department (SFPD) to document compliance with criminal justice information security requirements found in the College's Criminal Justice User Agreement with the FDLE and the Federal Bureau of Investigation Criminal Justice Information Services Security Policy. This agreement with the PCPD ensures the security of criminal justice information, such as traffic citations and forms, that the SFPD electronically transfers, shares, and accesses through the TraCS. The agreement is effective from the date of last signature until terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

Information Sharing Interagency Agreement with the Miami Beach Police Department for the Benefit of the Santa Fe College Police Department

408.2519, 20-21

The Miami Beach Police Department (MBPD) is the lead agency which manages the LexisNexis traffic crash reporting software used by the Santa Fe College Police Department (SFPD) and ensures that the software meets Florida Department of Law Enforcement (FDLE) standards protecting criminal justice information systems, security, and data transfers. A recent audit by the FDLE confirmed that an agreement with the MBPD is required by the SFPD to document compliance with criminal justice information security requirements found in the College’s Criminal Justice User Agreement with the Florida Department of Law Enforcement and the Federal Bureau of Investigation Criminal Justice Information Services Security Policy. This agreement with the MBPD ensures the security of criminal justice information that the SFPD electronically transfers, shares, and accesses through LexisNexis. The agreement is effective from October 20, 2020, until terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

Management Control Agreement with End2End Public Safety,
LLC for Criminal Justice Information Technology Services for the
Benefit of the Santa Fe College Police Department

408.2520, 20-21

The Santa Fe College Police Department (SFPD) has used Computer Aided Dispatch and Records Management System software provided by End2End since 2015 to maintain and manage dispatch records and the majority of written police reports. A recent audit by the Florida Department of Law Enforcement (FDLE) confirmed that a written agreement with End2End incorporating the Federal Bureau of Investigation Criminal Justice Information Services Security Policy Security Addendum is required by the SFPD. This agreement ensures the security of criminal justice information shared on End2End software and incorporates the required security addendum. This agreement follows FDLE standards protecting criminal justice information systems, security, and data transfers. The agreement is effective from the date of last signature until terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

National Institutes of Health (NIH) – SF2UF – T-34 Bridges to Baccalaureate Research Training Program Grant – Year 1

409.2302, 20-21

The SF2UF Bridges Program aims to expand existing, effective institutional programs aimed at students transitioning from a two-year college degree to baccalaureate degree completion in biomedical and behavioral sciences. The program’s short-term goal is to increase the number of underrepresented students who successfully transfer from SF to UF and graduate with a baccalaureate degree in biomedical or behavioral science related disciplines. The program’s long-term goal is to enhance the pool of two-year college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences.

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

Additionally, the College of Agricultural and Life Sciences, the College of Liberal Arts and Sciences, and the College of Health and Human Performance at UF have agreed to guarantee transfer admission to SF2UF participants who have completed the program requirements at SF and meet both the university-wide transfer requirements and major-specific transfer requirements at UF. Forty-five students will be served during the five-year project. This is year one of a five-year project.

This project is a partnership between the University of Florida as fiscal agent and Santa Fe College as a subcontractor.

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH) for year one is \$34,981, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$202,673.

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

Johnson Scholarship Foundation – Laptop Funding Grant

409.2303, 20-21

The purpose of this grant is to support the emergent needs of students impacted by the COVID-19 pandemic who do not qualify for Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. Funds will also be used to purchase additional laptops for remote/online learning due to the pandemic that has created a financial hardship for many students.

The amount of funds requested from the Johnson Foundation is \$15,000, with no matching funds from Santa Fe College.

Duration of this project is September 22, 2020, through September 21, 2021.

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.

Ratification of Emergency Signature Authority for the Santa Fe College
Child Care Access Means Parents in School (CCAMPIS) Program Grant

409.2304, 20-21

Santa Fe College was offered an award for the Child Care Access Means Parents in School (CCAMPIS) Program Grant funded by the U.S. Department of Education, Office of Postsecondary Education. The CCAMPIS Program seeks to mitigate the impact of inadequate access to affordable, quality childcare for Pell Grant recipient students who are parents. To accomplish this, the CCAMPIS Program has set ambitious yet attainable goals to reduce cost and increase availability of quality childcare to foster student success. Over the course of the project, CCAMPIS grant funds will sponsor approximately 135 subsidized childcare slots and the College expects to fund approximately 67 additional subsidized slots. In addition, the project will guide at least three childcare centers to the attainment of state or nationally recognized accreditation.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education is \$189,015, with \$74,246 in matching funds from Santa Fe College.

Duration of this project is October 1, 2020, through September 30, 2021.

Operating budget impact: From existing College funds.

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 and pending ratification by the Board, Chair G.W. Blake Fletcher used emergency signature authority to sign the grant transmittal form for this grant and delegate authority for the President or designee Charles W. Clemons, Sr., Vice President for Advancement, to execute any agreements and related documents associated with this grant.

Board Action Requested

Ratification

Santa Fe College Foundation Liaison Update and Board Members' Remarks
