



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 19, 2021, at 4 p.m.
Joseph W. Fordyce Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.581, 20-21

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of January 19, 2021

1.2 Approval of Board Meeting Minutes of November 17, 2020

2. Information Items

2.1 President's Report

2.2 Continuing Contracts Candidates for 2021-2022

2.3 New Rule 6.5: Animals on Campus

2.4 Fee Waiver Report for Fall Term 2020

2.5 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 Engaging in Ethics: Promoting the "Good Life" Through Ethics Education Grant – Year 2

Finance

4.6 Colonel Harry M. Hatcher, Jr. Property Survey 21-03

4.7 Report of Purchases for November and December 2020

5. Finance Items

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

5.2 Acceptance of Donations 21-02

5.3 Recommendation for Awarding a Proposal for Investment Services

6. General Institutional Items
 - 6.1 Strategic Plan
 - 6.2 Special Recognition
7. Agreements/Grants
 - 7.1 Louis Stokes STEM Pathways Implementation Alliance – Floribbean Louis Stokes Alliance for Minority Participation Grant
8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
9. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of November 17, 2020

401.572, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held November 17, 2020, are presented for approval.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

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

Continuing Contracts Candidates for 2021-2022

Information Item
402.836, 20-21

The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are being considered for recommendation of the award of continuing contract for the 2021-2022 contract year. Recommendations will be sent to the Board in February 2021 for approval.

Shawntal Abram	Assistant Professor, Zoo Animal Technology
Michael Bolton	Assistant Professor, English
Vickie Bone	Assistant Professor, Nursing Programs
Narada Bradman	Assistant Professor, Biomedical Engineering
Kasey Brandt	Assistant Professor, Nursing Programs
Katherin Garland	Assistant Professor, Education
Christine Greenberg	Assistant Professor, Physical Therapy Assistant Program
Natalie Hadad	Assistant Professor, Psychology
Ryan Mackey	Assistant Professor, Welding Technology
Lorisha Riley	Assistant Professor, Mathematics
Ranson Thomas	Assistant Professor, Nursing Programs
Rhonda Whitton	Assistant Professor, Nursing Programs

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

New Rule 6.5: Animals on Campus

Information Item
410.576, 20-21

The College is committed to maintaining a healthy and safe environment on College premises. Additionally, the College is committed to affording individuals with disabilities an equal opportunity to access College property, courses, programs, activities, and employment opportunities. In consideration of these commitments, Rule 6.5: Animals on Campus states that no pets or animals, apart from service animals for individuals with disabilities and other exceptions detailed in the rule, are permitted inside Santa Fe College buildings or most outdoor public spaces.

The Board of Trustees authorizes the President to adopt procedures to implement this rule which shall, at a minimum, define service animals, designate College property where certain pets and animals may be allowed, and address responsibilities, restrictions, and removal processes related to animals on campus.

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

Fee Waiver Report for Fall Term 2020

Information Item
200.965, 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.

Facilities Services Minor Projects – Change Orders

Information Item
412.1230, 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). Two 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 both minor projects has been signed by the President to reduce the contracts by the amount of the project savings listed below.

- Charles Perry Partners, Inc., was chosen to manage the installation of a new fire alarm system and classroom ceiling and lighting improvements at the Blount Center Building DA. College staff supervised the Construction Manager’s (CM) competitive bidding process and negotiated a Guaranteed Maximum Price (GMP) proposal in the amount of \$261,592. The project started on June 17, 2020, and was substantially completed on August 20, 2020. The final cost of construction was \$241,958.42, resulting in project savings of \$19,633.58.
- D.E. Scorpio Corporation was selected to manage the renovation of eight classrooms on the west end of Building B on the Northwest Campus. College staff supervised the CM’s competitive bidding process and negotiated a GMP in the amount of \$266,511. The project began on August 10, 2020, and was substantially completed on October 13, 2020. The final cost of construction was \$230,114.70, resulting in project savings of \$36,396.30.

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

Citizen's Requests

423.87, 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
January 19, 2021**

Agenda Item: 4.1

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

Career Service Staff

403.570, 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 December 17, 2020.

Appointment

<u>Name</u>	<u>Position</u>
Daniel Clift	Police Dispatcher
Michael Harrison	HVAC Mechanic

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
January 19, 2021

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)

411.467, 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 December 17, 2020.

Executive/Managerial

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Claudia Grant <i>PhD, University of Florida</i>	Director, Sponsored Projects
Francisco Lopez <i>MS, Inter American University of Puerto Rico</i>	Comptroller

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Monica Cabrera-Orozco <i>MS, Galileo University</i>	Interim Coordinator, Rapid Credentialing Grant
* Terry Coker <i>BA, Saint Leo University</i>	Academic Coach, Veterans Student Support Services
^ Jonathan Erny <i>MS, Liberty University</i>	Associate Director, Athletics
* Lisa Love <i>BA, Columbia College</i>	Interim Academic Coach, Upward Bound
* Andrea Mender <i>MPA, West Virginia University</i>	Coordinator, STEM Student Support Services
* Stephanie Norman <i>BS, Santa Fe College</i>	Interim Coordinator, Childcare Access Grant (CCAMPIS)

Promotion

Full Time

<u>Name</u>	<u>Position</u>
* Terry Coker	Coordinator, Veterans Student Support Services
* Jodi Doher	Coordinator, Educational Talent Search

Part Time

Name
Jimena Del Carpio

Position
Admissions Specialist, International Student Services

* Grant funded

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
January 19, 2021

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)

404.472, 20-21

The individual 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 December 17, 2020.

Community Education

Appointment

Part Time

Name
Bruce Capin

Course
Herbs and Smudging 101

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
January 19, 2021

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.837, 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 December 17, 2020.

Appointment

Part Time

Name

Paayal Bhakta
Lomaro Caldwell
Michelle Cooper
Mark Matthew De Luna
Nicholas Doyle
Laura Hanold
Andrew Layne
Victoria Machado
Sulina Mackey
Michael Merritt
Eric Meyers
Charles Pickeral
Allison Raber
Dane Santiago
Lori Scott
Charles Sikes

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
January 19, 2021

Agenda Item: 4.5

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

Engaging in Ethics: Promoting the “Good Life” Through Ethics
Education Grant – Year 2

409.2305, 20-21

This project aims to expand ethics education at Santa Fe College through initiatives that actively engage students in ethics and promote their civic, vocational, and humanistic development. Proposed initiatives include the design and development of Ethics Across the Curriculum workshops, a Character Education Certificate Program, and Ethics Bowl events. Project activities will develop students’ abilities to think critically, express ideas clearly, and interact with others in a positive and productive way, capacities necessary for a “good life” that embraces engagement with the humanities. Additionally, the project will support SF’s commitment to educate students who are on diverse educational and career pathways by infusing a humanities topic, ethics, into fields outside the humanities. This is year two of a three-year project.

The amount of funds requested from the National Endowment for the Humanities for year two is \$32,367, with matching funds of \$12,723 from Santa Fe College. Total funding for the three-year project is \$97,840.

Duration of this project is February 1, 2021, through January 31, 2022.

Operating budget impact: 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.

C O N S E N T

District Board of Trustees
January 19, 2021

Agenda Item: 4.6

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

Colonel Harry M. Hatcher, Jr. Property Survey 21-03

200.966, 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 conducted a virtual meeting on December 8, 2020, to consider requests from property custodians and the Committee members approved the requests presented in this Property Survey 21-03. 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
Trade-In Property	2	11,200.00	11,200.00	0
TOTAL	<u>2</u>	<u>11,200.00</u>	<u>11,200.00</u>	<u>0</u>

Disposition Method:

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

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
January 19, 2021

Agenda Item: 4.7

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

Report of Purchases for November and December 2020

202.670, 20-21

Below are the total amounts and a summary of purchases for the months of November and December 2020.

Purchasing	\$2,877,613.70
Risk Management Consortium	<u>0.00</u>
Total	<u>\$2,877,613.70</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y80684 (Fund 7)	\$ 298,231.00	Contract	YKK AP America, Inc.	Direct Purchase – Storefront Materials Blount Campus
Y80685 (Fund 7)	\$ 40,513.42	Contract	Banner Solutions	Direct Purchase – Storefront Door Hardware Blount Campus
Y80754 (Fund 2)	\$ 36,140.00	Sole Source	Parks Medical Electronics	Vascular Testing System for CTE Program Work Force Development
Y80759 (Fund 1)	\$ 40,000.00	Exempt	Verbit, Inc.	Captioning for Deaf Student Access Disabilities Resource Center
Y80773 (Fund 1)	\$ 43,380.64	Contract	Duval Ford	Patrol Vehicle Police Department
Y80774 (Fund 1)	\$ 136,054.00	Contract	Dell Marketing	Computers (100) Information Technology
Y80776 (Fund 1)	\$ 69,349.28	Exempt	Morse Communications	E911 Project and Service Information Technology
Y80807 (Fund 2)	\$ 52,000.00	Sole Source	University of Arkansas	Digital Resource Accessibility CARES Act
Y80846 (Fund 7)	\$ 209,509.93	Contract	Utility Service of Gainesville, Inc.	North Road Sidewalks CO & DS Projects
Y80957 (Fund 7)	\$ 111,481.61	Contract	JSC Systems	Direct Purchase – Cabling Blount Campus

Y80958 (Fund 7)	\$ 388,572.15	Contract	Gator Gypsum	Direct Purchase – Metal Stud and Drywall Blount Campus
Y80959 (Fund 7)	\$ 106,591.07	Contract	Graybar Electric Co, Inc.	Direct Purchase – Electrical Package Blount Campus
Y81003 (Fund 1)	\$ 36,945.77	Exempt	Florida Virtual Campus	E-Resources for Student Use Library
Y81008 (Fund 7)	\$ 91,150.17	Contract	Ferguson Enterprises, LLC	Direct Purchase – Plumbing Package Blount Campus
Y81009 (Fund 7)	\$ 248,783.02	Contract	Division 10 Distributors, LLC	Direct Purchase – General Trades Package Blount Campus
Y81032 (Fund 7)	\$ 58,640.00	Contract	Harvard Jolly, Inc.	Additional Project Services Blount Campus
Y81051 (Fund 7)	\$ 41,323.62	Contract	OEC Business Interiors	Panel Walls and Furniture for Building R Minor Renovation/Remodel
<hr/> \$2,008,665.68				

Purchase orders for awarded bids/contracts: 4
 TempForce (4) for \$14,680.80

Amount: \$14,680.80

Other Purchases \$0 - \$35,000.00
 Number of purchase orders: 371

Amount: \$854.267.22

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 December 2020

201.897, 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 December 31, 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 Budget</u>
Revenue	44,136,900	53.33%	47,954,759	56.89%
Expenditures	34,573,518	38.30%	36,532,825	38.86%

Board Action Requested

Approval

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

Acceptance of Donations 21-02

200.967, 20-21

Donation #1

UF Health Cardiac Catheterization Lab has donated the item listed below to the Biomedical Equipment Technology Program.

Qty	Description	Cost
1	Boston Scientific RC 5000 Rotational Angioplasty System	<u>\$1,000.00</u>
	Total	<u>\$1,000.00</u>

Donation #2

Mark McManus has donated the item listed below to the SF Little School.

Qty	Description	Cost
1	Whirlpool Commercial Dryer	<u>\$600.00</u>
	Total	<u>\$600.00</u>

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 Investment Services

200.968, 20-21

A request for proposals (RFP) for investment services for both the Florida College System Risk Management Consortium (FCSRMC) and Santa Fe College, as its fiscal agent, was released on October 12, 2020.

Responses to the solicitation were received from the following vendors and opened on November 13, 2020:

- BBVA USA
- Buckhead Capital Management
- Chandler Asset Management
- PFM Asset Management
- Water Walker Investments

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

Each proposal was scored based on four criteria:

- Experience of the Provider (25 points)
- Stability of the Provider (25 points)
- Qualifications of Personnel Assigned (25 points)
- Fees (25 points)

The Committee recommends awarding the contract to Chandler Asset Management.

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

<u>Proposer</u>	<u>Experience of the Provider</u>	<u>Stability of the Provider</u>	<u>Qualifications of Personnel Assigned</u>	<u>Fees</u>	<u>Total</u>
Chandler Asset Management	24.0	25.0	25.0	25.0	99.0
PFM Asset Management	25.0	24.5	25.0	24.1	98.6
Buckhead Capital Management	22.0	25.0	24.5	14.7	86.2
BBVA USA	18.5	21.0	24.5	0.0	64.0

Non-responsive: Water Walker Investments.

Board Action Requested

- A. Acceptance of the Evaluation Committee's recommendation to award the agreement to Chandler Asset Management**
- B. Approval for the College and the FCSRMC to negotiate agreements with Chandler Asset Management with legal review and approval by appropriate College officials**
- C. Delegation of authority for the Board Chair to execute the final agreements with Chandler Asset Management upon legal review and approval by appropriate College officials**

Strategic Plan

419.80, 20-21

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will present the new Strategic Plan.

Board Action Requested

Approval

Special Recognition

400.680, 20-21

To be presented at the meeting.

Board Action Requested

Approval

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

Louis Stokes STEM Pathways Implementation Alliance – Floribbean
Louis Stokes Alliance for Minority Participation Grant

409.2306, 20-21

The Floribbean Louis Stokes Alliance for Minority Participation (LSAMP) will unite two universities and two state colleges that already have substantial grant-funded collaborations to enhance the success of unrepresented minorities in science, technology, engineering, and mathematics (STEM) fields. The University of the Virgin Islands (UVI), a historically black college/university, and Santa Fe College currently lead the *Florida Caribbean* LSAMP Regional Center of Excellence, and will now partner with Florida Atlantic University (FAU) and Palm Beach State College (PBSC), both Hispanic-serving institutions, to form the *Floribbean* LSAMP. FAU and PBSC have three federal grants with the goal of broadening STEM participation and several articulation agreements between the two institutions. The proposed Floribbean LSAMP will build upon these relationships to provide structured, evidence-based initiatives to Alliance scholars to significantly increase baccalaureate graduation in STEM fields and preparation and promotion of these scholars to doctoral programs.

This project will implement activities and strategies based on Astin’s Input-Environment Output model and seek to answer the research question: “Do identity theory, self-efficacy, microaggressions, or stereotype threat theory provide a stronger explanation for the impacts of LSAMP activities than social and academic integration and disciplinary socialization theories?” Thus, many of the activities are based on addressing characteristics of the students’ environment paying attention to student characteristics. Activities will include bridge programs, academic year workshops, summer research, peer coaching, and speaker series. Additionally, the project will collaborate with the existing Florida Caribbean Louis Stokes Regional Center for Excellence for faculty training.

The amount of funds requested from the National Science Foundation is \$114,011 for the first year of the project, with no matching funds from Santa Fe College. Total SF funding for the five-year project is \$588,207.

Duration of this project is August 15, 2021, through August 14, 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.

Santa Fe College Foundation Liaison Update and Board Members' Remarks
