



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 20, 2021, at 4 p.m.
Kirkpatrick Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.586, 21-22

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of July 20, 2021

1.2 Approval of Board Meeting Minutes of June 15, 2021

1.3 Organization of the Board for 2021 – 2022

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Quarterly Equity Update

2.4 College Catalog for 2021 – 2022

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

2.6 Standard Construction and Technical HVAC Program Agreements for Student Field
Experience with:

A+ Air Conditioning and Refrigeration, Inc.

Charles Berg Enterprises, Inc.

Mid-Fla Heating and Air, LLC

Taylor'd HVAC Services, Inc.

2.7 Blount Center Expansion Project – Change Order

2.8 Facilities Services Minor Projects – Change Orders

2.9 Amended Rule 6.2: Facilities Services: Maintenance and Sanitation

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Career Service Staff

4.2 Contract Staff (Administrative and Professional)

4.3 Contract Staff (Community and Continuing Workforce Education)

4.4 Contract Staff (Faculty)

Agreements/Grants

- 4.5 Adult Education and Family Literacy – Adult General Education and Integrated English Literacy and Civics Education Grant
- 4.6 Bulletproof Vest Partnership Grant

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- 4.7 Report of Purchases for June 2021
- 4.8 Colonel Harry M. Hatcher, Jr. Property Survey 22-01

5. Facilities Items

- 5.1 Buildings I and J Reroof Project – Project Completion and Deductive Change Order

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2021

7. General Institutional Items

- 7.1 College Calendar for 2022 – 2023
- 7.2 Direct Support Organization Final Usage Report of College Resources for the Fiscal Year 2020 – 2021
- 7.3 Direct Support Organization Estimated Use of College Resources for the Fiscal Year 2021 – 2022

8. Rules

- 8.1 Amended Rule 7.1: Eligibility for Admission
- 8.2 Amended Rule 7.23: Student Conduct Code

9. Agreements/Grants

- 9.1 State of Florida Statewide Voluntary Prekindergarten Provider Contract
- 9.2 Dual Enrollment Articulation Agreement with PK Yonge Developmental Research School
- 9.3 Affiliation Agreement with Episcopal Children's Services for the Early Childhood Education Program
- 9.4 Memorandum of Agreement with the Florida Division of Emergency Management for Statewide Alert and Mass Notification Services through Everbridge, Inc.
- 9.5 Second Amendment to the Memorandum of Understanding with the University of Florida Board of Trustees on Behalf of the College of Design, Construction, and Planning
- 9.6 Florida Heritage Foods Initiative: Connecting Local Food with Local Culture in Florida Farmers Markets – U. S. Department of Agriculture Grant
- 9.7 Santa Fe College Police Officers Grant

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

11. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of June 15, 2021

401.577, 21-22

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 15, 2021, are presented for approval.

Board Action Requested

Approval

Organization of the Board for 2021 – 2022

416.164, 21-22

To be presented at the meeting.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.85, 21-22

Dr. Lisa Armour, Interim Provost and Vice President for Academic Affairs, will provide an update on strategic planning.

District Board of Trustees
July 20, 2021

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
400.690, 21-22

To be presented at the meeting.

District Board of Trustees
July 20, 2021

Agenda Item: 2.4

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

College Catalog for 2021 – 2022

Information Item
400.691, 21-22

The annual Santa Fe College Catalog includes policies, procedures, and a variety of academic information and requirements. The 2021 – 2022 catalog is presented for information at the following link: <https://catalog.sfcollege.edu>. The online-only catalog will be updated throughout the year to reflect the addition of new programs that may be approved by the Board and to update other information as needed.

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

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

Information Item
415.189, 21-22

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the July 12, 2021, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Continuing Workforce Education (CWE) courses and programs. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure (“Enhance”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the July 12, 2021, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Standard Construction and Technical HVAC Program Agreements
for Student Field Experience with:

Information Item
408.2553, 21-22

A+ Air Conditioning and Refrigeration, Inc.
Charles Berg Enterprises, Inc.
Mid-Fla Heating and Air, LLC
Taylor'd HVAC Services, Inc.

The agreements with A+ Air Conditioning and Refrigeration, Inc.; Charles Berg Enterprises, Inc.; Mid-Fla Heating and Air, LLC; and Taylor'd HVAC Services, Inc. will allow students in the Heating, Ventilation, and Air Conditioning (HVAC) Program to gain field experience during their final semester through job shadowing. Each field experience opportunity will include three weeks of classes with rotation between contractors and parts houses. Students will shadow a technician, warehouse person, parts house person, or salesperson and gain experience in all aspects of the industry. The students will be monitored daily by instructors, and the student, the company representative, and the instructor will provide written confirmation of activities observed each day.

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

Blount Center Expansion Project – Change Order

Information Item
412.1244, 21-22

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.

Change Order Number One, which was signed by the President on August 26, 2020, decreased the project contract by \$6,000,000. This deductive change order funded a group of owner direct purchases of materials and equipment resulting in sales tax savings of over \$360,000. The accumulated sales tax savings remain inside the Construction Manager’s (CM) contract and are being utilized for project enhancements. Following the execution of Change Order Number One, the revised contract sum was decreased to \$23,784,515.

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 Two, as signed by the President on June 16, 2021, decreases the project contract by \$673,514.29. This deductive change order will fund an owner direct purchase of audio-visual equipment resulting in an additional sales tax savings of \$41,983.49. The accumulated sales tax savings will remain inside the CM contract and will be utilized for additional project enhancements.

The contract sum following execution of Change Order Number One totaled \$23,784,515. With the approval of Change Order Number Two, the revised contract sum is \$23,111,000.71, which 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
412.1245, 21-22

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 each minor project has been signed by the President to reduce the contracts by the amount of the project savings listed below:

- Scherer Construction of North Florida, LLC was chosen to manage a minor remodel of two offices and the staff break room in Building U on the Northwest Campus. College staff supervised the Construction Manager’s (CM) competitive bidding process and negotiated a Guaranteed Maximum Price (GMP) proposal in the amount of \$41,127.00. The project started on March 8, 2021, and was substantially completed on May 13, 2021. The final cost of construction was \$39,060.35, resulting in project savings of \$2,066.65.
- Scherer Construction of North Florida, LLC was selected to manage the installation of a secondary enclosure for the Herpetology House in the SF Teaching Zoo on the Northwest Campus. College staff supervised the CM’s competitive bidding process and negotiated a GMP in the amount of \$26,566.00. The project began on August 10, 2020, and was substantially completed on June 3, 2021. The final cost of construction was \$26,469.05, resulting in project savings of \$96.95.

Amended Rule 6.2: Facilities Services: Maintenance and Sanitation

Information Item
410.586, 21-22

Rule 6.2: Facilities Services: Maintenance and Sanitation is being updated to reflect the College's role and responsibility for developing and maintaining a comprehensive safety, maintenance, and sanitation program for its facilities and grounds. Changes to the rule, which was last updated in 1983, authorize the President to adopt procedures for overseeing the daily operations and maintenance of all College property while placing a high priority on safety and efficiency and adhering to applicable laws and rules.

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

Citizen's Requests

423.92, 21-22

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
July 20, 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

403.575, 21-22

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 June 30, 2021.

Full Time

Appointment

<u>Name</u>	<u>Position</u>
CJ Fleetwood	Groundskeeper II
Jordan Lewis	Contact Center Representative
Rosa Rey Garcia	Program Support Specialist, Blount Center
Victor Valentine	Groundskeeper II
Sarah White	Office for Advancement Assistant

Promotion

<u>Name</u>	<u>Position</u>
Paula Gainey	Executive Assistant to the President
Charles Zimmerman	Interim Senior Plumber

Part Time

Appointment

<u>Name</u>	<u>Position</u>
Rebecca Rynearson	Child Care Center Teacher

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 20, 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)

411.476, 21-22

The individuals listed below are being recommended for appointment for 2020 – 2021 or 2021 – 2022, 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 June 30, 2021.

Executive Managerial

Full Time

Promotion

<u>Name</u>	<u>Position</u>
Lisa Armour	Interim Provost and Vice President for Academic Affairs
Patti Locascio	Senior Vice President, Chief of Staff, and General Counsel

Appointment

<u>Name</u>	<u>Position</u>
* Asha Brunings <i>PhD, University of Florida</i>	Interim Director, Florida-Caribbean Louis Stokes Alliance For Minority Participation Regional Center for Excellence (FL-C LSAMP RCE)

Information Technology Personnel

Full Time

Promotion

<u>Name</u>	<u>Position</u>
Stephen Jensen	Linux Systems Specialist

Technical/Professional

Full Time

Appointment

<u>Name</u>	<u>Position</u>
Naeema Britton <i>MS, Barry University</i>	Counseling Specialist
/ Brandon Gilliam <i>BA, Santa Fe College</i>	Enterprise Risk Manager I

Agenda Item 4.2

July 20, 2021

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Yumina Myers

ME, Harvard University

* Stephanie Norman

BS, Santa Fe College

* Autumn Santos

ME, Vanderbilt University

Kara Sylvester

BS, University of West Florida

Sponsored Projects Development Coordinator

Coordinator, Child Care Access Means Parents in
School Grant (CCAMPIS)

Academic Coach, Student Support Services

Advising Specialist, Zoo Programs

Promotion

Name

Heather Morgan

Position

Interim Employment Manager

Part Time

Name

Ileana Acosta

Jonathan Hernandez

Position

Specialist, Learning Commons

Specialist, English Lab

* Grant Funded

/ FCSRMC

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 20, 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)

404.476, 21-22

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 June 30, 2021.

Community Education

Appointment

Part Time

Name
Robert Craig

Course
Introduction to Fly Fishing

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 20, 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)

402.844, 21-22

The individuals listed below are being recommended for appointment for 2020 – 2021 or 2021 – 2022, 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 June 30, 2021.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Yoly Farley AS, Southeastern College	Interim Assistant Professor, Surgical Technology
Elizabeth Padgett AS, Santa Fe College	Assistant Professor, Invasive Cardiovascular Technology
Jennifer Rieck BAS, St. Petersburg College	Assistant Professor, Dental Programs

Part Time

<u>Name</u>	<u>Discipline</u>
Hala Assar	Nursing
Jeyoul Choi	Religion
Steve Hazim	Dental Assisting
Jared Holmes	Criminal Justice
Hannah Hutchison	Anatomy and Physiology, Physics
Caitlin Kohl	Emergency Medical Services

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 20, 2021

Agenda Item: 4.5

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

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

409.2326, 21-22

The purpose of this project is to assist adults with limited literacy and/or English language skills in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; assist adults in completing high school or the equivalent; assist adults in achieving competence in the English language; assist adults in achieving U.S. citizenship and/or registering to vote; provide English literacy programs linked to civics education; and provide knowledge of support agencies in the community. Approximately 550 students will be served by this project.

The amount of funds requested from the State of Florida, Florida Department of Education, Division of Career and Adult Education is \$303,990, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 20, 2021

Agenda Item: 4.6

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

Bulletproof Vest Partnership Grant

409.2327, 21-22

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

The amount of funds requested from the U.S. Department of Justice is \$4,122, with a cash match of \$4,122 from Santa Fe College.

Duration of this project is July 1, 2021, through June 30, 2023.

Operating budget impact: From existing College budget.

Board Action Requested

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

C O N S E N T

**District Board of Trustees
July 20, 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 June 2021

202.675, 21-22

Below are the total amounts and a summary of purchases for the month of June 2021.

Purchasing	\$2,306,085.17
Risk Management Consortium	<u>\$3,000.00</u>
Total	<u>\$2,309,085.17</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y82545 (Fund 1)	\$ 154,700.16	Contract	Dell Marketing	Microsoft Campus License Information Technology
Y82556 (Fund 7)	\$ 51,328.74	Contract	Charles Perry Partners, Inc.	Multi-Room Lab Counter Replacements Minor Renovation/Remodel
Y82562 (Fund 7)	\$ 330,137.32	Contract	Taylor Cotton Ridley	Direct Purchase – Door and Door Hardware Blount Center Expansion
Y82582 (Fund 1)	\$ 39,337.50	Exempt	Builders Association of North Central Florida	Contract Labor for Apprenticeship Programs Classroom Training Apprenticeship
Y82594 (Fund 1)	\$ 120,386.00	Exempt	E-Techservices.com	Annual Enterprise Server Software Maintenance Information Technology
Y82652 (Fund 2)	\$ 90,818.95	Exempt	Florida Virtual Campus	Library, Distance Learning, and Student Services CARES Act
Y82665 (Fund 7)	\$ 131,660.98	Contract	CCS Presentation Systems	Classroom Technology Student Technology Infrastructure
Y82668 (Fund 7)	\$ 288,000.00	Exempt	Modis, Inc.	Information Technology Developers and Project Manager Student Technology Infrastructure
Y82669 (Fund 1)	\$ 55,707.52	Exempt	Kaplan, Inc.	Online Student Testing and Study Guides Nursing Simulated Lab

C O N S E N T

District Board of Trustees
July 20, 2021

Agenda Item: 4.8

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

Colonel Harry M. Hatcher, Jr. Property Survey 22-01

200.978, 21-22

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 June 22, 2021, to consider requests from property custodians and the Committee members approved the requests presented in this Property Survey 22-01. 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	6	83,203.33	83,203.33	0
TOTAL	<u>6</u>	<u>83,203.33</u>	<u>83,203.33</u>	0

Disposition Method:

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

Board Action Requested

Approval

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

Buildings I and J Reroof Project – Project Completion and Deductive Change Order

412.1246, 21-22

Project Background & Description:

With over 500,000 square feet of roofs with varying ages currently on the Northwest Campus, it is imperative that one major roof is replaced each year. In 2012, SF worked with a roofing consultant to evaluate the condition of a group of older roofs on the Northwest Campus in order to make recommendations for repair, restoration, and replacement. The consultant evaluated the original gravel surfaced built up roofs on I and J Buildings, installed in 1985, and determined they were in fair condition. The consultant suggested minor repairs and recommended that the roofs be slated for future replacement. Facilities Services has continued to maintain and periodically examine these roofs since then and has determined that at 35-years-old, both are beyond their warranty period and useful life.

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

On July 21, 2020, the Board approved the construction documents (Phase III) and a Guaranteed Maximum Price (GMP) not to exceed \$590,454.

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

Project Status:

Following approval of the GMP, College staff provided the Construction Manager with a notice to proceed with construction on September 21, 2020. The project was substantially complete on June 1, 2021, and reached final completion on July 1, 2021.

The final cost of construction was \$573,609.55, resulting in project savings of \$8,460.45. As part of the project close out process, a deductive change order was signed by the President to reduce the construction management contract by the amount of the project savings. In accordance with Rule 6.14: Facilities Construction Contracts, the College President may execute change orders in the name of the Board when an item adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings to expedite the work in progress.

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

Final Project Costs	
Design	\$ 45,546.00
Construction	573,609.55
Furniture & Equipment	0.00
Miscellaneous	<u>0.00</u>
Total:	<u>\$ 619,155.55</u>

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 June 2021

201.908, 21-22

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 June 30, 2021.

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	82,210,882	99.33%	84,298,910	100%
Expenditures	75,480,534	84.14%	94,019,910	100%

Board Action Requested

Approval

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

College Calendar for 2022 – 2023

414.86, 21-22

The Calendar Committee is recommending the proposed 2022 – 2023 academic calendar for the Board's consideration. The calendar is compliant with State rules and guidelines.

In a departure from prior years, the 2022 – 2023 calendar proposes a start to the academic year that differs from the University of Florida's calendar. Under this plan, the Fall 2022 semester will begin on August 22, 2022, at SF, while UF classes will begin on August 24, 2022.

In addition, and in keeping with recent years, the Calendar Committee is proposing a two-part plan to compensate for lost instructional time due to possible storm closures. To compensate for up to three lost instructional days, faculty members will develop plans that incorporate alternative methods, days, and times to provide instruction. To compensate for days lost beyond three days, the Calendar Committee is recommending an alternate calendar for the end of the Fall 2022 term that includes shifting the last day of classes to two days later, shifting the dates of final exams, and shifting the grades due date.

Board Action Requested

Approval

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

Direct Support Organization Final Usage Report of College Resources for the Fiscal Year 2020 – 2021

400.692, 21-22

In accordance with Rule 2.3: Direct Support Organization (DSO) Use of College Resources (as per Florida Statute § 1004.70), the Office for Advancement received permission from the Board on July 21, 2020, to use approximately \$240,171 in salaries (a portion of nine positions) and approximately 481 square feet of physical office space (a corresponding portion of 1,083 total square feet), along with necessary office equipment and supplies, for the 2020 – 2021 fiscal year (FY) to provide professional services in support of Santa Fe College Foundation activities.

Due to the COVID-19 pandemic, many donor-related events were cancelled or postponed and several positions were unable to complete anticipated activities that would have been performed on behalf of the Foundation, which reduced the percentage of time spent working on Foundation projects and events. As such, the Foundation used approximately 18% less square footage than requested and approved for the FY 2020 – 2021. Conversely, due to the approved overlap of the Associate Vice President for the Office for Advancement position, the SF Foundation utilized less than 1% more salary than requested and approved.

Board Action Requested

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

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

Direct Support Organization Estimated Use of College Resources for the Fiscal Year 2021 – 2022	400.693, 21-22
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In accordance with Rule 2.3: Direct Support Organization (DSO) Use of College Resources (as per Florida Statute § 1004.70), the Office for Advancement is asking permission to use approximately \$265,669 in salaries (a portion of eight positions) and approximately 492 square feet of physical office space, along with necessary office equipment and supplies, for the 2021 – 2022 fiscal year (FY) to provide professional services in support of Santa Fe College Foundation activities.

Board Action Requested

Certification that the Office for Advancement submitted the attached DSO estimated usage report of College resources for FY 2021 – 2022 to provide professional services in support of Santa Fe College Foundation activities in accordance with Rule 2.3 (per Florida Statute § 1004.70)

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

Amended Rule 7.1: Eligibility for Admission

410.587, 21-22

Rule 7.1: Eligibility for Admission is being updated to reflect substantive changes to the Disciplinary Review process, formerly known as the Disciplinary Admissions process. While the College remains able to consider past actions of applicants, the proposed rule specifically imposes a responsibility on current students to disclose any criminal charges that would be considered violent or sexual in nature or which involved a firearm or other deadly weapon. This signals a narrower approach to the process with a focus on more serious criminal history to enhance access while prioritizing safety.

The proposed changes reflect the findings of a multi-year study of the impact of the current Disciplinary Admissions process. Historically, 97% of applicants who completed the Disciplinary Admissions process are approved for admission, and the 3% who are not approved have a background that includes violent or sexual crimes/misconduct or crimes/misconduct involving firearms or other deadly weapons. The current process may be posing a barrier to many students who are hesitant to share information that would not have prevented their admission. Sexual predators will continue to be denied access, which is consistent with current practice.

The rule has also been updated to reflect current eligibility requirements for high school graduates and students who have not earned a high school diploma or equivalent. The rule also explains that the President may establish non-degree academic credit programs and authorizes the President to determine eligibility requirements for each such program.

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.

Amended Rule 7.23: Student Conduct Code

410.588, 21-22

Rule 7.23: Student Conduct Code has been updated as part of SF's standard periodic review. Changes to the Conduct Code were developed in consultation with the leadership from Student Affairs, the College Senate, and Student Government.

Edits to the rule also ensure that SF is in compliance with House Bill 233 which took effect on July 1, 2021. Due to quickly evolving changes to the law and a short timeframe for conformity to the new legislation, amendments have been made to the proposed rule since its informational presentation at the June 15, 2021, Board meeting. These specific changes are highlighted in the supporting documentation for this item.

The overall proposed amendments include the following:

- Clarify that the Vice President for Students Affairs (or designee) has the authority to determine when an activity is an SF sponsored program or activity for purposes of determining jurisdiction as related to the Student Conduct Code.
- Establish that the Student Conduct Code prohibits all forms of discrimination, harassment, and non-Title IX sexual harassment prohibited under Rule 2.8: Prohibition Against Discrimination and Harassment, and that the Student Conduct Officer will transfer any complaints related in whole or in part to discrimination, harassment, or sexual harassment to the College's Equity Officer, who will review and determine whether the complaints should be processed under Rule 2.8, Rule 7.23, or both. The amendments further clarify that Title IX sexual harassment, as defined and prohibited under Rule 2.8, may only be processed under that rule and its accompanying procedure.
- Update the definition of hazing to be consistent with State law.
- Update the prohibition against recording faculty members or invited speakers to permit students to record video or audio of class lectures for their own personal educational use, in connection with a complaint to the College, or as evidence in, or in preparation for, criminal or civil proceedings. Recordings may not be published without the consent of the lecturer. "Class lecture" and "publish" are now defined in the rule.
- Emphasize that the faculty alleging a student has committed misconduct should notify the student prior to reporting it; this replaces a suggestion that the faculty meet with the student.
- Increase the maximum advanced notice a student may be given prior to a Student Conduct hearing from 15 to 25 days.

- Update language relating to Student Conduct hearings and interim measures to no longer include processes related to cases covered under Rule 2.8.
- Update verbiage related to sanctions to replace the term “PERT” (Postsecondary Education Readiness Test) with “placement tests,” as SF offers multiple types of placement tests and the sanction should not be limited to one type of placement test.
- Clarify the impact of the “removal from course” classroom sanction to ensure that all parties know this sanction does not impact enrollment. Once issued, the student is still enrolled in the course, but cannot participate online or in person.
- Sections concerning penalties and sanctions for students and student organizations, written notice requirements, burden of proof, rights of respondents, records, time limits, and academic misconduct have been amended to address student due process rights related to House Bill 233.

Board Action Requested

Approval

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

State of Florida Statewide Voluntary Prekindergarten Provider Contract

408.2554, 21-22

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

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

Board Action Requested

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

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

Dual Enrollment Articulation Agreement with PK Yonge
Developmental Research School

408.2555, 21-22

The Dual Enrollment Articulation Agreement with PK Yonge Developmental Research School is for participation in SF's High School Dual Enrollment Program and will ensure that the College's successful, longstanding relationship with PK Yonge continues. The terms of the agreement allow for qualified, approved students in grades 6– 12 to participate in SF's academic or career and technical programs on a part-time or full-time basis. The agreement takes effect on August 1, 2021, with automatic renewals each year unless one party terminates per the agreement.

Board Action Requested

- A. Approval in concept of the agreement based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the agreement upon legal review and approval by appropriate College officials**
- C. Authorization for the President or designee to administer the terms and conditions of the agreement, including terminating the agreement as provided in the agreement**

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

Affiliation Agreement with Episcopal Children's Services for the
Early Childhood Education Program

408.2556, 21-22

Episcopal Children's Services (ECS) manages several Early Learning Centers in Alachua and Bradford Counties. Through this agreement, ECS will provide SF's Early Childhood Education students with internship and practicum opportunities on an as needed basis. The agreement will be effective as of June 15, 2021, for a three-year term unless terminated as provided in the agreement.

Board Action Requested

Approval

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

Memorandum of Agreement with the Florida Division of
Emergency Management for Statewide Alert and Mass
Notification Services through Everbridge, Inc.

408.2557, 21-22

The Santa Fe College Police Department and Information Technology Services Department are exploring an alternative to the College’s current emergency notification system provided by RAVE Mobile Safety. The Florida Division of Emergency Management has contracted with Everbridge, Inc. to offer a similar emergency notification system to qualifying agencies at no cost, which would save the College \$26,046.48 per year without any reduction in service during events such as hurricanes, power outages, and any other scenarios that require rapid notification to employees and students. The agreement will take effect as of the date of last signature and will remain in effect until June 30, 2024, unless terminated by either party per the termination clause.

Board Action Requested

Approval

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

Second Amendment to the Memorandum of Understanding with the University of Florida Board of Trustees on Behalf of the College of Design, Construction, and Planning

408.2558, 21-22

The Memorandum of Understanding (MOU) with the University of Florida's College of Design, Construction, and Planning (UF DCP), executed in 2014, offers students increased access and transfer opportunities to the UF DCP in the majors of Architecture, Landscape Architecture, Interior Design, and Building Construction Management. Under the terms of the MOU, UF identifies well-qualified incoming freshmen applicants and directs those students to admission at SF to take prerequisite courses required for UF DCP majors. Upon successful completion of these critical tracking courses at SF and the fulfillment of all other program requirements, students may then matriculate to the UF DCP.

The first amendment to the MOU, executed in 2017, states that UF DCP will pay \$24,474.43 toward an SF Academic Advisor's salary (40% of the total salary at the time). Rather than specifying an exact dollar amount, this second amendment states that UF DCP will pay 40% of an SF Academic Advisor's salary given the total salary amount each year as determined and invoiced by SF.

Additionally, and most significantly, the second amendment adds a fifth eligible major to the program: Sustainability and Built Environment, expanding this valuable opportunity to more students.

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 amendment 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.

Florida Heritage Foods Initiative: Connecting Local Food with Local Culture in Florida Farmers Markets – U. S. Department of Agriculture Grant	409.2328, 21-22
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The purpose of this project is to stimulate the heritage food economy in Florida farmers markets by providing educational marketing materials about heritage foods for consumers and providing farmers markets with outreach tools that will include culturally diverse communities already purchasing heritage foods. SF students will work on projects which: 1) increase access to heritage foods in farmers markets with educational marketing materials for farmers, consumers, and K-12 students that provide information about the cultural, historical, nutritional, and culinary value of heritage foods; 2) expand direct-to-consumer marketing opportunities with a Multicultural Heritage Food Event Planning Toolkit produced for farmers markets; and 3) provide training and education on heritage foods to farmers, market managers, and local food stakeholders through three virtual and on-site symposiums. This is year one of a three-year project.

The amount of funds requested from the U.S. Department of Agriculture for the first year is \$178,308, with \$44,422 in matching funds from Santa Fe College and \$8,382 in in-kind funds from Florida Organic Growers. Total funding for the three-year project is \$560,202.

Duration of this project is September 30, 2021, through September 29, 2022.

Operating budget impact: From existing College budget.

Board Action Requested

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

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

Santa Fe College Police Officers Grant

409.2329, 21-22

The purpose of this project is to fund two additional Santa Fe College Police Department officers to provide police staffing for the future Blount Campus in downtown Gainesville. The grant will fund 75% of each position for three years. The five-year overall grant period allows time prior to the three-year funding period for recruitment and hiring and requires that the College retain both positions at full cost to SF for an additional year following the three-year funding period. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Justice for the first year is \$89,793, with matching funds of \$29,931 from Santa Fe College. Total funding for the five-year project is \$250,000.

Duration of this project is October 1, 2021, through September 30, 2022.

Operating budget impact: From existing college budget.

Board Action Requested

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

District Board of Trustees
July 20, 2021

Agenda Item: 10

Santa Fe College Foundation Liaison Update and Board Members' Remarks
