



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held April 17, 2018
Andrews Cultural Center, Starke, Florida

Members present: G.W. Blake Fletcher, Michael M. Goldwire, Robert C. Hudson,
Caridad E. Lee, G. Thomas Mallini, Jeffrey L. Oody Lisa M.
Prevatt

Members absent: Robert L. Woody

Chair Lisa M. Prevatt called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:03 p.m., at the Andrews Cultural Center in Starke, Florida, followed by the Pledge of Allegiance.

Action was taken on the agenda items as indicated on the summary sheets.

The meeting adjourned at 5:19 p.m.

Lisa M. Prevatt, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 17, 2018, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.556, 17-18

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 17, 2018
- 1.2 Approval of Board Meeting Minutes of February 20, 2018

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Community Education "Enrich" Brochure for Summer 2018 and Continuing Workforce Education "Enhance" Brochure for Summer 2018
- 2.4 Amended Rule 6.8: Motor Vehicle Traffic and Parking Control
- 2.5 E Auditorium Renovation/Remodel – Selection Process for Architectural Services
- 2.6 Financial Audit Report 2018-150, Year Ended June 30, 2017
- 2.7 Textbook Affordability Compliance Report for Spring 2018 Semester
- 2.8 Standard Health Sciences Clinical Affiliation Agreement for Dental Assisting with:
 - Martin Kids Dental Health Team, PLLC
 - Martin Kids Dental Health Team of Lake City, PLLC
 - Thaler and Townsend, P.A.
- 2.9 District Interinstitutional Articulation Cooperative Agreement for Career Pathways with the School Board of Hamilton County

3. Citizen's Requests

4. Consent Items

Personnel

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

Agreements, Grants

- 4.5 Mutual Aid Agreement Between the Santa Fe College Police Department and the City of High Springs Police Department
- 4.6 Women's Giving Circle – Bridging the Technology Gap Grant

- 4.7 Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT Enhancement Grant – Year 2
- 4.8 Santa Fe College Spring Arts Festival

Finance Items

- 4.9 Report of Purchases for February and March 2018
- 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 18-04

5. Facilities Items

- 5.1 W Building Dental Clinic Renovation/Remodel – Phase III Documents & Guaranteed Maximum Price (Minor Project)
- 5.2 Institute for Technology & Advanced Manufacturing – Budget & Permission to Advertise for Architectural Services
- 5.3 Blount Center Expansion – Selection Process for Construction Management Services and Construction Management Services Agreement with Parrish McCall Construction

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2018

7. General Institutional Items

- 7.1 International Travel
- 7.2 Approval to Establish New Program – Accounting A.S. Degree Program
- 7.3 Educational Equity Act Report for 2017-2018

8. Agreements/Grants

- 8.1 Non Exclusive Student Affiliation Agreement with Starke HMA Hospital, LLC d/b/a Shands Starke Regional Medical Center for:
 - Practical Nursing
 - Radiology
- 8.2 Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Program – National Science Foundation Grant
- 8.3 Lumina Fund for Racial Justice and Equity Grant

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

10. Adjournment

Board Action Requested

Approval

Discussion: Chair Prevatt asked if there were any items that the Board would like to have removed from the consent agenda for discussion, and in hearing none, the agenda was approved.

Action: Motion to approve item 1.1: Mallini

Second: Lee

Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Oody – yes, Prevatt – yes

Approval of Board Meeting Minutes of February 20, 2018

401.547, 17-18

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 20, 2018, are presented for approval.

Board Action Requested

Approval

Action: Motion to approve item 1.2: Hudson
Second: Mallini
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –
yes, Mallini – yes, Oody – yes, Prevatt – yes

President's Report

Information Item

The President will discuss a variety of information topics.

Calendar

May 3, 2018 Noon	Nursing Commencement Ceremony SF Gymnasium
May 4, 2018 3 p.m. and 7 p.m.	Commencement Ceremonies SF Gymnasium
May 15, 2018 4 p.m.	Regular Board Meeting Fine Arts Hall
June 19, 2018 2:30 p.m.	Board Budget Workshop Wattenbarger Student Services Building S-329
June 19, 2018 4 p.m.	Regular Board Meeting Wattenbarger Student Services Building S-332

Discussion: Dr. Sasser thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting today's meeting and providing delicious Bradford County strawberries to those in attendance. He acknowledged Ms. Canova's dedication to the students of Bradford County, stating that her hard work and superior leadership has allowed the high school dual enrollment program to flourish.

President Sasser recognized Ms. Renee Henry, Career Service Council Vice President, and Mr. Cale McCall, President of the Student Government. Mr. McCall stated that his time as President was ending and introduced the newly elected Student Government President, Mr. Alejandro Puga. Mr. McCall went on to thank the Board for allowing him to serve the College through his participation in SF's Student Government. Mr. Tom Mason, President of the AFC, Dr. David Price, College Senate President, and Mr. Art Grant, Presiding Officer of the Senate Executive Council, were unable to attend. Dr. Sasser announced that Adam Maxwell, Student Government Vice President, was elected as the State President for the Florida College System (FCS) Student Government Association. He also shared that Jacobi Bedenfield, who previously served as a President for both the SF Student Government and the FCS Student Government, was recently invited to serve as an inaugural member of the FCS' Florida Student Success Center Advisory Board.

The President informed the group of an upcoming town hall meeting on April 23, 2018, at 2 p.m. in the E-Auditorium on the Northwest Campus where the College will host Senator Keith Perry and Representatives Charles Clemons, Sr. and Clovis Watson, Jr.

Agenda Item 2.1

April 17, 2018

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to discuss campus safety; all are invited to attend. Dr. Sasser also invited everyone to the Spring Commencement Ceremonies. He stated that on May 3, 2018, beginning at noon, SF will hold the Nursing Commencement and Pinning Ceremony, and on May 4, 2018, at both 3 p.m. and 7 p.m., the general Commencement Ceremonies will take place. He added that there will be two outstanding guest speakers at Commencement, Dr. Michael Good, Dean of the University of Florida College of Medicine, at the 3 p.m. ceremony, and Dr. Ted Mitchell, President of the American Council on Education, at the 7 p.m. ceremony. The President finished by informing the Board that the next board meeting will be on the Northwest Campus in the Fine Arts Hall lobby on May 15, 2018, beginning at 4 p.m.

Strategic Planning

Information Item
419.55, 17-18

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will present information on the strategic plan.

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, reported that a “State of the Strategic Plan” workshop was held on February 16, 2018, on the Northwest Campus, with over 80 guests in attendance. Participants discussed academic strategies and tactics for implementing these strategies over the last year, providing more than 200 examples. Dr. Armour shared with the Board that one of the strategies that the group discussed was to “meet students where they are,” which allows each student to follow an individualized learning plan. She stated that SF’s upcoming Learning Commons will be a driving force in this endeavor. Also addressed at the workshop is a push to simplify the admissions process by offering one-stop events where Admissions, Advising, Financial Aid, Testing, and Records are all centrally located to better serve students. She stated that SF successfully held such an event at the beginning of the spring semester.

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

Community Education "Enrich" Brochure for Summer 2018 and
Continuing Workforce Education "Enhance" Brochure for Summer 2018

Information Item
415.173, 17-18

In accordance with Rule 7.11, 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 April 9, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11, 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 April 9, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

Discussion: President Sasser distributed the Community Education "Enrich" Brochure for Summer 2018 and the Continuing Workforce Education "Enhance" Brochure for Summer 2018.

Amended Rule 6.8: Motor Vehicle Traffic and Parking Control

Information Item
410.541, 17-18

Rule 6.8: Motor Vehicle Traffic and Parking Control was last revised in 1997 and is in need of an update. The Rule was revised by College staff and a student multi-disciplinary committee in a year-long process. Following the group's recommended changes, the Rule was presented to the College's shared governance groups for further feedback and adjustments before being finalized. Key changes and updates to the Rule include clarifying traffic enforcement responsibility of the Police Department, updating the terminology for accessibility, and confirming that parking fines become student obligations in accordance with Rule 7.28: Student Financial Obligations.

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

E Auditorium Renovation/Remodel – Selection Process for Architectural Services

Information Item
412.1171, 17-18

Project Background & Description:

This project involves the design, renovation, and remodel of the E Building Auditorium. Originally built in 1975, the E Auditorium is one of the original buildings on Santa Fe College's Northwest Campus. The center of artistic and community activities until the opening of the Fine Arts Hall in 2011, the E Auditorium has had few updates since its original construction. During the Fall 2016 Semester, the College hired one of its annual contract architects to evaluate options for renovation, remodel, and potential expansion of the facility. On June 19, 2017, the Board approved allocating \$3,000,000 to renovate and remodel the facility based on some of the architect's recommendations. The project scope will include mechanical and electrical upgrades, acoustical improvements, new fixed seating, modifications to entry and exit doors, and upgrades to house lighting, interior finishes, and restrooms.

Project Status:

Following permission by the Board at its September 19, 2017, meeting (Agenda Item 5.3) to advertise, select, and negotiate a contract for architectural design services for this project, the College prepared and posted the Request for Qualifications #03-18F for Architectural Services for the E Auditorium Renovation/Remodel and received four qualification packages. A five-member selection committee met on December 5, 2017, to review, evaluate, and rank the qualification packages in order to create a short-list of firms to invite for presentation and interview. The criteria used to evaluate and rank the proposals were as follows:

- Project understanding, approach, and method (0 – 35 points)
- Related project experience of the firm (0 – 30 points)
- Qualifications of the project team (0 – 15 points)
- Ability to perform proposed scope of services (0 – 20 points)

Each of the five committee member's total score per proposal were added together and the top four firms and their point totals were as follows:

<u>Points:</u>	<u>Firm:</u>
438	Designel Architects, West Palm Beach, Florida
438	Walker Architects, Gainesville, Florida
360	Brame Heck Architects, Gainesville, Florida
270	Scherer Construction of North Florida, Gainesville, Florida

The above four firms were invited to make presentations and be interviewed by the committee on January 9, 2018. The criteria used to evaluate and rank the firms' presentation and interviews was as follows:

- Understanding of the project (0 – 25 points)
- Approach or method (0 – 25 points)
- Ability to provide service (0 – 10 points)

Each of the five committee member's total score per firm based on their presentation and interview were added together and the final rankings was as follows:

<u>Points:</u>	<u>Firm:</u>
270	Brame Heck Architects, Gainesville, Florida
256	Walker Architects, Gainesville, Florida
231	Designel Architects, West Palm Beach, Florida
157	Scherer Construction of North Florida, Gainesville, Florida

Brame Heck Architects was the unanimous choice by the committee due to their understanding of the project; recent experience with similar projects; unique approach to the design process; and the outstanding team assembled to deliver the project. Currently, an agreement is being negotiated with Brame Heck for the E Auditorium Renovation/Remodel project. The Agreement for Professional Architectural Services will be brought back for Board approval once negotiation and review is finalized.

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

Financial Audit Report 2018-150, Year Ended June 30, 2017

Information Item
201.840, 17-18

The Financial Audit for the fiscal year ended June 30, 2017, has been released. The report is available on the State of Florida Auditor General's website at the following link:

<https://flauditor.gov/pages/subjects/ccollege.htm>

Discussion: President Sasser acknowledged the completion of the Financial Audit for the fiscal year that ended on June 30, 2017, stating that it required an enormous amount of work, all while the College's Comptroller position was vacant. He thanked Ms. Ginger Gibson, Vice President for Administrative Affairs and Chief Financial Officer, and her staff for their outstanding work.

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

Textbook Affordability Compliance Report for Spring 2018
Semester

Information Item
100.32, 17-18

The 2016 legislative session created new accountabilities for Florida College System (FCS) governing boards in the area of overseeing the affordability of textbooks and instructional materials. Specifically, the Board is required to submit a report to the Chancellor of the FCS by September 30 of each year. The Provost presented this report to the Board in September of 2017 and the report was sent to the Chancellor. The legislation specifically requires that the College identify general education courses with high variability in the cost of course materials and bring this information to the Chair for action.

The attached documentation is a required update on textbook prices and variability for the Spring 2018 Semester.

Discussion: The President asked Dr. Stefanie Waschull, Associate Vice President for Academic Affairs, to discuss the Textbook Affordability Compliance Report for Spring 2018. Dr. Waschull stated that each semester, all members of the Florida College System and every State University Board of Trustees are required to examine the cost of textbooks and instructional materials. This audit reviews each course and course section for all general education classes to identify any variance in cost among the different sections of the same course, as well as the percentage of textbooks and instructional materials that remain in use for more than one term. She stated that courses that have a wide cost variance are sent to the academic department chairs for review.

Dr. Waschull shared an accounting of all of SF's spring term general education courses, providing the cost of the lowest and highest priced textbooks adopted for each course. She noted that of the 110 courses offered, 11 of them (10%) have textbook adoptions with a cost variance of more than \$100 between the least expensive and most expensive sections. She noted that the addition of a low-cost option for one or more sections may lead to an increase in the cost variability when several instructors choose the low-cost option but others continue to use a more expensive flagship text. Therefore, this seemingly large disparity may be due to cost outliers, and are not necessarily representative of the efforts that are underway to reduce the overall cost of course materials. Dr. Waschull pointed out that the College has made considerable progress in addressing textbook affordability through the adoption of low-cost Open Educational Resources, and will continue to pursue low-cost options for SF students.

District Board of Trustees
April 17, 2018

Agenda Item: 2.8

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

Standard Health Sciences Clinical Affiliation Agreement for Dental
Assisting with:

Information Item
408.2365, 17-18

Martin Kids Dental Health Team, PLLC
Martin Kids Dental Health Team of Lake City, PLLC
Thaler and Townsend, P.A.

The Board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the Board. Such agreements to serve students in the Santa Fe College Dental Assisting program have been executed with Martin Kids Dental Health Team, PLLC; Martin Kids Dental Health Team of Lake City, PLLC; and Thaler and Townsend, P.A. to allow students to participate in clinical training at these practices.

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

District Interinstitutional Articulation Cooperative Agreement for
 Career Pathways with the School Board of Hamilton County

Information Item
 408.2366, 17-18

The certificates and 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 District Interinstitutional Articulation Cooperative Agreements between Santa Fe College and the School Board of Hamilton County.

<u>Postsecondary Program</u>	<u>Secondary Program</u>
Biotechnology Laboratory Technology A.S.	Agriculture Biotechnology
Business Entrepreneurship A.S. Computer Information Technology A.S. Office Administration A.S. Marketing Management A.S. Health Services Management A.S. Health Information Technology A.S. Legal Assisting A.S. Business Operations Management Certificate Office Specialist Certificate	Digital Design
Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Physical Therapy Assistant A.S. Respiratory Care A.S. Radiography A.S. Dental Assisting Certificate Surgical Technology Certificate	Nursing Assistant

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

Citizen's Requests

423.62, 17-18

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.

Discussion: Chair Prevatt asked if there were any requests from citizens, and in hearing none, the Chair moved to the next board item.

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.1

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

Contract Staff (Administrative and Professional)

411.423, 17-18

The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

Technical/Professional

Appointment Full Time

<u>Name</u>	<u>Position</u>
Erika Long <i>MS, Florida State University</i>	Counseling Specialist
Sarah Rockwell <i>PhD, University of Florida</i>	Advising Specialist, Education Programs
* Sally St Clair <i>BA, Florida Atlantic University</i>	Interim Senior Instructional Specialist, WESI Grant

Promotion Part Time

<u>Name</u>	<u>Position</u>
Bennye Alligood	Archive Coordinator
Stanley Alvarez	Specialist, Mathematics
Martha Morton	Archive Specialist
Sara Tilli	Advising Specialist, Blount Student Services

* Grant Funded

Board Action Requested

Approval

Discussion: Regarding Item 4.1, Dr. Sasser stated that Ms. Bennye Alligood and Ms. Martha Morton, both past SF employees, agreed to return to the College in part-time positions to work with the Communications and Creative Services department to compile a 50-year pictorial history of the College using SF's vast archived materials. The President also thanked Trustee Lee for her work on the Women's Giving Circle grant, as presented in Item 4.6.

Action: Motion to approve items 4.1 through 4.10: Mallini
Second: Lee
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –
yes, Mallini – yes, Oody – yes, Prevatt – yes

C O N S E N T

**District Board of Trustees
April 17, 2018**

Agenda Item: 4.2

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

Contract Staff (Community and Continuing Workforce Education)

404.454, 17-18

The individual listed below is being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

Community Education

**Appointment
Part Time**

Name
Lucie York

Program/Class
Cheese Making

Board Action Requested

Approval

Action: Approved. See item 4.1 (411.423).

CONSENT

District Board of Trustees
April 17, 2018

Agenda Item: 4.3

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

Contract Staff (Faculty)

402.807, 17-18

The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

**Appointment
Part Time**

Name

Daniel Cruz
John Dragstedt
Federico Garcia
Michelle Garrett
Katelyn Greenleaf
Jared Holmes
Christy Larson
Jodie Lindsey
John Maloney
Brian Polding
Daniel Qualmann
Joseph Rucker
Vanessa Walthall
Terrell Williams

Board Action Requested

Approval

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.4

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

Career Service Staff

403.546, 17-18

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Sean Geiger	Police Dispatcher
Keri Judge	Watson Center Assistant
Logan McKeown	Groundskeeper II
Elizabeth Pineda	Advisement Support Specialist
Kaylan Schroeder	Police Dispatcher

Board Action Requested

Approval

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.5

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

Mutual Aid Agreement Between the Santa Fe College Police Department and the City of High Springs Police Department

408.2367, 17-18

This agreement gives both the Santa Fe College Police Department and the High Springs 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 is a standard mutual aid agreement governed by Florida law.

Board Action Requested

Approval

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.6

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

Women's Giving Circle – Bridging the Technology Gap Grant

409.2186, 17-18

This project aims to improve the economic outcome for women over 40 who are lacking current technology skills that may expand their employment opportunities and support a living wage. The Displaced Homemaker Program will recruit, enroll, and provide short-term training and employment support for 15 participants who are unemployed or underemployed in the Gainesville area. A six-week course of online technology classes in software such as Intuit QuickBooks, programs included in the Microsoft Office Suite, Ed2Go Administrative Assistant Fundamentals, and others, will be provided to participants along with assistance in job search and placement services, updating resumes, writing cover letters, and submitting online applications.

The amount of funds requested from the Community Foundation of North Central Florida is \$4,725, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2018, through May 15, 2019.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.7

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

Florida Center for Students with Unique Abilities – Florida
Postsecondary Comprehensive Transition Program (FPCTP) –
Project SAINT Enhancement Grant – Year 2

409.2187, 17-18

The purpose of this project is to expand the capacity and quality of Santa Fe College's Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT (Student Access and Inclusion Together). The goals of this enhancement grant are to fully address the vocational goals, preparation, and job placement of students with intellectual disabilities (ID) at SF and to expand the size and capacity of Project SAINT, doubling its current enrollment over three years from five to ten students. Primary enhancements include adding a Job Developer position devoted to developing vocational internships and job opportunities for students with ID and the addition of two new career pathways, Horticulture/Agriculture and Artist/Entrepreneurship. This is year two of a three-year grant.

The amount of funds requested from the University of Central Florida is \$93,910 for year-two funding, with no matching funds from Santa Fe College. Total funding for the three-year grant is \$281,775.

Duration of this project is July 1, 2018, through June 30, 2019.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.8

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

Santa Fe College Spring Arts Festival

409.2188, 17-18

The purpose of this project is to request in-kind services from the City of Gainesville for the 2019 Santa Fe College Spring Arts Festival. The services requested include police security, traffic engineering, code enforcement, maintenance, clean-up, and dumpster placement. Approximately 100,000 area residents attend this festival annually.

The amount of funds requested from the City of Gainesville is \$32,500, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2018, through June 30, 2019.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.9

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

Report of Purchases for February and March 2018

202.644, 17-18

Below are the total amounts and a summary of purchases for the months of February and March 2018.

Purchasing	\$1,928,353.99
Risk Management Consortium	<u>762,945.00</u>
Total	<u>\$2,691,298.99</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y69168 (Fund 1)	\$ 116,426.00	Exempt	Champion Solutions Group	Thin Client Server Information Technology
Y69199 (Fund 1)	\$ 54,080.00	Contract	Single Digits, Inc. (Formerly Airwave)	Wireless Service and Support Information Technology
Y69208 (Fund 7)	\$ 36,565.52	Contract	OEC Business Interiors	Office Furniture Zoo
Y69263 (Fund 1)	\$ 106,500.00	Contract	Dell Marketing	Computers (100) Information Technology
Y69330 (Fund 7)	\$ 213,266.00	Contract	Blakeland, LLC	R Building Air Handler Unit Replacement General Maintenance
Y69331 (Fund 1)	\$ 43,353.84	Sole Source	Tri-Co Communication	APX 4000 Portable Radios with Encryption Police Department
Y69333 (Fund 1)	\$ 56,722.00	Contract	Howard Technology Solutions	Classroom Multimedia Presentation Systems Information Technology
Y69372 (Fund 7)	\$ 181,767.00	Contract	D.E. Scorpio Corporation	S-Building Classroom Improvements Minor Renovation/Remodel
Y69421 (Fund 1)	\$ 44,162.00	Contract	Cart World Golf Cars	Golf/Utility Cart Replacements Facilities

Y69432 (Fund 1)	\$ 38,448.00	Sole Source	Axon Enterprise Inc.	Tasers and Accessories Police Department
Y69442 (Fund 6)	\$ 36,500.00	Exempt	Gallagher Benefit Services	Actuarial Validation and Rate Validation Risk Management Consortium
Y69561 (Fund 7)	\$ 57,240.40	Contract	Utility Service of Gainesville, Inc.	Excavation, Inspection, and Repair of Asphalt Depression NW Underground Utilities
Y69586 (Fund 6)	\$ 670,000.00	Contract	FBMC Benefits Management	Benefit Enrollment and Billing Administration Risk Management Consortium
<hr style="width: 25%; margin-left: auto; margin-right: auto;"/> \$1,655,030.76				

Purchase orders for previously awarded bids/contracts: 1
 (Beck Auto Sales, Inc. – College Vehicle) Amount: \$13,887.62

Other Purchases \$0 - \$35,000.00
 Number of purchase orders: 536 Amount: \$1,022,380.61

Board Action Requested

Approval of report

Action: Approved. See item 4.1 (411.423).

C O N S E N T

District Board of Trustees
April 17, 2018

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 18-04

200.919, 17-18

Below and on the attached pages are requests from the College's various custodians to remove property from their inventory for the reasons indicated. The College has a Property Survey Committee composed of representatives from around the College who review the departmental requests before they are presented to the Board for approval.

The Property Survey Committee met via email on March 21, 2018, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	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	5	38,153.30	34,522.30	3,631.00
Trade-In	4	75,896.20	30,411.24	45,484.96
TOTAL	<u>9</u>	<u>114,049.50</u>	<u>64,933.54</u>	<u>49,115.96</u>

Notes

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

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

Board Action Requested

Approval

Action: Approved. See item 4.1 (411.423).

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

W Building Dental Clinic Renovation/Remodel – Phase III Documents & Guaranteed Maximum Price (Minor Project)

412.1172, 17-18

Project Background & Description:

This project involves the design, renovation, and remodel of approximately 5,000 square feet in the Dental Clinic in the Health Sciences Building (W Building). The Dental Clinic was established in its current location when W Building was originally built in 1984, and it has had very few physical improvements since it opened. The project scope includes reconfiguring the dental hygiene and assisting labs to provide better privacy and working space for patients, students, and staff; remodeling the darkroom space in the radiology suite; mechanical, electrical, and plumbing upgrades; as well as upgrades to cabinetry, equipment, and interior finishes.

On September 19, 2017 (Agenda Item 5.4), the Board approved a total project budget of \$1,650,000 to design, construct, furnish, and equip the Dental Clinic on the first floor of W Building.

Architect/Engineer:	Kail Partners, Inc.
Contractor/Construction Manager:	Scherer Construction of North Florida
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$1,650,000
Source of Funds:	Other local funds

Project Status:

College staff has reviewed the 100% construction drawings and project manual (phase III documents) for this project, overseen the construction manager's competitive bidding of all trade packages, and negotiated a not-to-exceed guaranteed maximum price (GMP) in the amount of \$990,481. College staff requests that the Board approve the Phase III documents and GMP.

Board Action Requested

- A. Approval of phase III construction documents**
- B. Approval of guaranteed maximum price of \$990,481**

Discussion: Ms. Ginger Gibson reviewed Items 5.1 through 6.1 individually. While discussing Item 5.3, Dr. Sasser asked Dr. Cheryl Calhoun, Dean of Access and Inclusion and Director of the Blount Center, to elaborate on the selection committee process for the Blount Center Expansion project. Dr. Calhoun stated that the committee heard presentations from multiple firms and concluded that nearly every presenter could have satisfactorily performed the job to SF's standards. She added, however, that in addition to their ability to complete the project, those involved in the selection process sought to hire a firm that understands the Santa Fe College culture and has a firm grasp of what the College

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hopes to accomplish at the Blount Center. Dr. Calhoun expressed her confidence in the firm chosen and her excitement for the Blount Center's transformation.

Action: Motion to approve items 5.1 through 6.1: Lee

Second: Oody

Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Oody – yes, Prevatt – yes

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

Institute for Technology & Advanced Manufacturing – Budget &
Permission to Advertise for Architectural Services

412.1173, 17-18

Project Background & Description:

This project includes the design, site development, and construction for Phase I, as well as master planning for both Phases I and II, for the Institute for Technology & Advanced Manufacturing (ITAM) on the Northwest Campus. ITAM will be the new home to three existing vocational and technical programs (automotive technology; heating, ventilation, and air conditioning; and welding) as well as a new program for advanced manufacturing. The three existing programs are currently housed in Building H, one of the oldest buildings on the south edge of campus. Built in 1974, Building H, has had few updates since its original construction. On June 19, 2017, the Board approved allocating \$6,000,000 to fund the first phase of construction for this project. Phase I will include space to house the welding and advanced manufacturing programs and student services for these programs as well as site development and parking improvements needed for the overall project.

Architect/Engineer:	TBD
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$6,000,000
Source of Funds:	Other local funds

Project Status:

College staff requests that the Board approve a budget for this project in the amount \$6,000,000 based on previously allocated funds. College staff also requests permission to advertise, select, and negotiate a contract for architectural services based on procedures defined in relevant Florida Statutes.

Board Action Requested

- A. Approval of the project budget in the amount of \$6,000,000**
- B. Permission to advertise, select, and negotiate a contract with an architectural firm for design services**

Action: Approved. See item 5.1 (412.1172).

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

Blount Center Expansion – Selection Process for Construction Management Services and Construction Management Services Agreement with Parrish McCall Construction

412.1174, 17-18

Project Background & Description:

This project involves the design and construction of a new 86,311 Gross Square Foot building on the site of the current Center for Innovation & Economic Development at Santa Fe College's Blount Center campus in downtown Gainesville in accordance with the College's most recent master plan, educational plant survey, and capital improvement program. The new facility will house vocational classroom and laboratory spaces to meet existing and anticipated enrollment growth from Information Technology Education and Business Programs as well as general education classes, and it will provide modern, innovative spaces for our students and incubating businesses. The new building will also include a full slate of support spaces including study and library spaces, meeting and exhibition spaces, student enrollment services, and faculty office spaces, allowing the Blount Center to become a full service campus.

Project Status:

Following permission by the Board at its September 19, 2017, meeting (Agenda Item 5.2) to advertise, select, and negotiate a contract for construction management services for this project, the College prepared and posted the Request for Qualifications #06-18F for Construction Management Services for the Blount Center Expansion and received eight qualification packages. A six-member selection committee met on February 6, 2018, to review, evaluate, and rank the qualification packages in order to create a short-list of firms to invite for presentation and interview. The criteria used to evaluate and rank the proposals was as follows:

- Related experience of the firm (0 – 25 points)
- Recordkeeping and administrative ability (0 – 15 points)
- Scheduling expertise (0 – 10 points)
- Cost estimating and cost control ability (0 – 15 points)
- Quality control capability (0 – 15 points)
- Qualifications, experience, and ability of firm employees (0 – 20 points)

Each of the committee member's total scores per proposal were added together and the top five firms and their point totals were as follows:

<u>Points:</u>	<u>Firm:</u>
549	Gilbane Construction, Gainesville, Florida
531	Ajax Construction, Gainesville, Florida
503	Parrish McCall Construction, Gainesville, Florida
502	D.E. Scorpio, Gainesville, Florida
499	Charles Perry Partners, Gainesville, Florida

The above five firms were invited to make presentations and be interviewed by the committee on February 19, 2018. The criteria used to evaluate and rank the firms' presentations and interviews was as follows:

- Understanding of the project (0 – 20 points)
- Approach or method (0 – 20 points)
- Ability to provide service (0 – 20 points)

Each of the six committee member's total scores per firm based on their presentation and interview were added together and the final ranking was as follows:

<u>Points:</u>	<u>Firm:</u>
344	Parrish McCall Construction, Gainesville, Florida
335	Gilbane Construction, Gainesville, Florida
318	D.E. Scorpio, Gainesville, Florida
312	Ajax Construction, Gainesville, Florida
299	Charles Perry Partners, Gainesville, Florida

Parrish McCall Construction was ranked highest by the committee due to their demonstrated understanding of the project, the site, and its importance within the community; the firm's recent experience with similar, relevant projects; their unique approach to preconstruction services and construction management techniques; and the strength of the team proposed to deliver the project. The agreement for Construction Management Services with Parrish McCall Construction for this project is pending finalization. College staff requests that the Board approve the agreement in concept as presented.

Board Action Requested

- A. Approval in concept of the Construction Management Services Agreement with Parrish McCall Construction for the Blount Center Expansion based on the draft presented**
- B. Delegation of authority to the Board Chair to execute the final Agreement and any future amendments or addenda upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials**

Action: Approved. See item 5.1 (412.1172).

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 March 2018 201.841, 17-18

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 March 31, 2018.

The following summary provides a comparison of actual revenues and expenditures for 2017-2018 vs. 2016-2017.

	2017-2018		2016-2017	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	63,201,073	73.17	60,662,851	75.04
Expenditures	55,614,537	61.00	56,947,964	60.08

Board Action Requested

Acceptance of report

Action: Approved. See item 5.1 (412.1172).

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

International Travel

101.144, 17-18

The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

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

The College is seeking permission to allow the following college officials to participate in international travel opportunities in the coming months:

C. Michael Curry and Raul Villarreal, travel to Cuba, April 27 – May 4, 2018

C. Michael Curry, Associate Vice President for the Office for Advancement, and Raul Villarreal, Coordinator for Cultural Programs, will be traveling to Cuba as part of the Santa Fe College Foundation donor outreach program to expand patron development programs to include international curated tours utilizing Santa Fe College partnerships in the arts and culture. A travel advisory has been issued for Cuba encouraging individuals to reconsider travel there and warning individuals to avoid staying in the Hotel Nacional and Hotel Capri in Havana (Mr. Curry and Mr. Villarreal will not be staying in either of these hotels). All travel within Cuba will be via tour bus. The College has international travel insurance that will cover travelers in the case of medical emergency, auto accident, sickness, security and political evacuation, kidnap or ransom, accidental death, and repatriation. Worker's Compensation will not cover Santa Fe College employees traveling to Cuba, but staff are prepared to use personal medical insurance if required. This international travel will be funded with support from Santa Fe College Foundation.

Travel dates are subject to change.

Board Action Requested

Approval of International Travel and authorization for college officials to modify dates of travel upon approval of the President or his designee

Discussion: Regarding Item 7.3, President Sasser introduced Ms. Jasmine Gibbs, Associate General Counsel, Equity Officer, and Title IX Coordinator, to discuss the Educational Equity Act Report for 2017-2018. Ms. Gibbs stated that the College is required by statute to submit an annual equity report to the Department of Education which reflects both student and employee measurements regarding representation of minority populations. She shared

that after submitting the report for 2016-2017, Stephanie Leland, Director of the Division of Florida Colleges Office of Equity and Civil Rights Compliance, concluded that the College had met the relevant state standards and that the report submitted was complete and comprehensive. Ms. Gibbs reviewed the new six-part report, pointing out that overall student enrollment is down, with the exception of Hispanics and those in the Other Race enrollment sections. She added that there were also small increases in first-time-in-college (FTIC) enrollment across most of the enrollment categories.

Dr. Sasser asked for additional comments on SF's equity efforts from Dr. Cheryl Calhoun and Ms. Shellie Banfield, Coordinator of the Davis Center. Dr. Calhoun expressed support for an Equity Climate Survey to determine if those at the College feel that SF is inclusive and that the College culture fosters a sense of belonging. She also stated that an Advanced Technological Education grant stands to benefit underserved students by providing opportunities to learn about guitars, robotics, and rocketry as part of an effort to enhance efficacy in the Science, Technology, Engineering, and Math (STEM) field, an area that has historically underrepresented minorities. Ms. Banfield described the grant-funded program, explaining that it will allow science and math principles to reach underserved students at SF's rural campuses, hoping to address the disparity of success in the STEM field for those with less access to this form of training. These types of programs can help boost the College's overall equitability.

Action: Motion to approve items 7.1 through 7.3: Hudson
Second: Lee
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –
yes, Mallini – yes, Oody – yes, Prevatt – yes

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

Approval to Establish New Program – Accounting A.S. Degree Program

101.145, 17-18

In response to sustained local need for accountants and finance professionals, Santa Fe College initiated a baccalaureate program in accounting in the past year. As a needed complement and career pathway to the four-year degree, the Business Programs department also seeks approval for a two-year A.S. degree. The proposed program offers a sequence of introductory courses providing the technical knowledge and skills needed to prepare for either further education or an entry-level paraprofessional position, such as accounts receivable coordinator, accounts payable coordinator, bookkeeper, credit and collections coordinator, payroll coordinator, and others. The degree provides technical skill proficiency and includes competency-based applied learning in accounting and general knowledge of business operations, as well as affective workplace and employability skills. The content includes, but is not limited to, the principles, procedures, and theories of organizing, maintaining, and auditing business and financial transactions, and the preparation of accompanying financial records and reports for internal and external uses.

Board Action Requested

Approval

Action: Approved. See item 7.1 (101.144).

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

Educational Equity Act Report for 2017-2018

400.647, 17-18

The College is required to submit an annual Equity Report to the Florida Department of Education. This report reflects both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends and measure whether the College has met internal goals. Student enrollment, retention, completions, and strategies for increasing rates for these markers for underrepresented populations are included. For employees, 2017-2018 employment numbers for Executive and Managerial staff, full-time faculty, and the award of continuing contract are compared to previous years' data. College policies related to harassment and discrimination, gender equity in athletics, and course substitutions for students with disabilities were also reviewed.

Board Action Requested

Approval

Action: Approved. See item 7.1 (101.144).

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

Non Exclusive Student Affiliation Agreement with Starke HMA Hospital, LLC d/b/a Shands Starke Regional Medical Center for:
Practical Nursing
Radiology

408.2368, 17-18

The agreement with Shands Starke Critical Access in Starke, FL will allow students in the Practical Nursing Program to participate in clinical training at this general acute care facility. The term is for three years and may be canceled by either party with thirty days' written notice, with any cancellation effective at the end of a current academic semester. Due to the excellent reputation and community connections of Santa Fe College's Nursing Programs, Shands Starke Critical Access has offered clinical experience to SF students in their facility beginning in May 2018.

The agreement with Shands Starke Critical Access in Starke, FL will allow students in the Radiography Program to participate in clinical training at this general acute care facility, continuing a relationship between this facility and SF's Radiography students. The agreement is for three years and may be canceled by either party with thirty days' written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested

Approval

Discussion: Regarding Item 8.2, Dr. Stefanie Waschull explained that this grant will allow for new and exciting opportunities for SF's students in the Geography, Geology, Environmental Geosciences, and Environmental Engineering degrees.

Action: Motion to approve items 8.1 through 8.3: Mallini
Second: Fletcher
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Oody – yes, Prevatt – yes

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

Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Program – National Science Foundation Grant

409.2189, 17-18

The purpose of this project is to establish, evaluate, and sustain a GEO cohort of students, faculty, and staff at Santa Fe College (SF) and the University of Florida (UF), across the Geosciences. The GEO program will clearly define pathways from high school to the globally competitive STEM workforce. SF will recruit a two-year cohort of students for associate's degrees, which will matriculate to UF for bachelor's degrees in Geography, Geology, Environmental Geosciences, or Environmental Engineering. Specific degree pathways guide students to matriculation, preparation for employment, or continued geoscience education. Students matriculating from SF to UF retain their full S-STEM scholarship support. This is year one of a five-year project.

This is a collaborative partnership between Santa Fe College and the University of Florida.

The amount of funds requested from the National Science Foundation is \$170,808 for year-one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is \$1.6 million.

Duration of this project is January 1, 2019, through December 31, 2019.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 8.1 (408.2368).

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

Lumina Fund for Racial Justice and Equity Grant

409.2190, 17-18

The purpose of this project will provide purposeful and measurable improvements to racial inequities at Santa Fe College and in the surrounding community, improving the campus climate for equity through institutional self-study and assessment, teaching, pedagogy, and programming. The following four initiatives will be addressed: 1) conduct a cultural climate study and assessment; 2) develop an online faculty/staff professional development course on racial justice and equity; 3) create and implement a racial justice delegate program for students; and 4) host campus wide programming including community and campus forums.

The amount of funds requested from the Lumina Foundation in partnership with Rockefeller Philanthropy Advisors is \$77,000 for year-one funding, with \$38,200 in matching funds from Santa Fe College.

Duration of this project is April 1, 2018, through March 31, 2019.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 8.1 (408.2368).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini informed the Board that an anonymous donor recently contributed one million dollars to the College. He further noted that on April 20, 2018, Mr. Sam Haywood will be performing in the Fine Arts Hall at 7:30 p.m., and that the Athletics Hall of Fame Induction Ceremony will take place on April 28, 2018, at 10:30 a.m. in the Fine Arts Hall. Trustee Mallini asked Mr. Chuck Clemons, Vice President for Advancement, to give a report on the Santa Fe College Spring Arts Festival. Mr. Clemons shared that, although the festival saw a slow start on Saturday due to inclement weather, Sunday's sales were brisk. He stated that the festival received over 600 applications for the 200 available vendor spots and that this year's festival hosted 23 new artists.