



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held October 16, 2018
Perry Center for Emerging Technologies, Alachua, Florida

Members present: G.W. Blake Fletcher, Michael M. Goldwire, Robert C. Hudson,
G. Thomas Mallini, Lisa M. Prevatt, Robert L. Woody

Members absent: Caridad E. Lee, Jeffrey L. Oody

Chair Lisa M. Prevatt called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:00 p.m., at the Perry Center for Emerging Technologies in Alachua, Florida, followed by the Pledge of Allegiance.

Deleted: Item 9.2 - Agreement with the Alachua County Medical Society Foundation, Inc. and the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program

Added: Item 9.3 - Clinical Education Affiliation Agreement with Shands Jacksonville Medical Center, Inc.

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

The meeting adjourned at 4:18 p.m.



Lisa M. Prevatt, Chair



Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 16, 2018 at 4 p.m.
Perry Center for Emerging Technologies, Alachua, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.561, 18-19

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 16, 2018
- 1.2 Approval of Board Meeting Minutes of September 18, 2018

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 President's Contract Review Committee
- 2.4 Amended Rule 3.3: Criteria for Selection and Evaluation of Full-Time Faculty, Administrative, and Professional Positions

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 Staff)
- 4.4 Contract Staff (Faculty)

Agreements, Grants

- 4.5 National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant
- 4.6 Community Policing – 2018-2019 Byrne Grant

Finance Items

- 4.7 Report of Purchases for September 2018
- 4.8 Colonel Harry M. Hatcher, Jr., Property Survey 19-03

5. Facilities Items

- 5.1 Building N Reroof Project – Phase III Documents & Guaranteed Maximum Price (Minor Project)
- 5.2 Blount Center Expansion – Revised Project Budget

6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2018
 - 6.2 Used Medical Equipment Donation Agreement with Draegar, Inc.
 - 6.3 Acceptance of Donations 19-01
7. General Institutional Items
 - 7.1 International Travel
8. Rules
 - 8.1 Amended Rule 5.11: Records Retention and Destruction
9. Agreements/Grants
 - 9.1 Training Center Agreement with the American Heart Association, Inc.
 - 9.2 Agreement with the Alachua County Medical Society Foundation, Inc. and the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program – **DELETED**
 - 9.3 Clinical Education Affiliation Agreement with Shands Jacksonville Medical Center, Inc. – **ADDED**
 - 9.4 BACK TO WORK 50+ Network Partners at the Center for Innovation and Economic Development (CIED) Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

Board Action Requested

Approval

Discussion: President Sasser and Chair Prevatt requested that the agenda be amended for good cause by removing item 9.2: Agreement with the Alachua County Medical Society Foundation, Inc. and the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program and adding item 9.3: Clinical Education Affiliation Agreement with Shands Jacksonville Medical Center, Inc.

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 with the deletion of item 9.2 and the addition of item 9.3.

Action: Motion to approve item 1.1 subject to amendment for good cause: Woody
Second: Hudson
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini
– yes, Prevatt – yes, Woody – yes

Approval of Board Meeting Minutes of September 18, 2018

401.552, 18-19

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 18, 2018, are presented for approval.

Board Action Requested

Approval

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

President's Report

Information Item

The President will discuss a variety of information topics.

Calendar

October 31, 2018 3 - 7:30 p.m.	Boo at the Zoo
November 13, 2018 4 p.m.	Regular Board Meeting Andrews Cultural Center
December 14, 2018 7 p.m.	Commencement Ceremony SF Gymnasium
January 4, 2019 8:30 a.m.	Convocation Fine Arts Hall

Discussion: Dr. Sasser recognized Ms. Tyffany Wishart, Career Service Council Treasurer; Mr. Alejandro Puga, Student Government President; Dr. David Price, College Senate President; and Mr. Tom Mason, AFC President. Ms. Eileen Monck, Director of the Perry Center, and Ms. Kathie Russell, Presiding Officer of the Senate Executive Council were unable to attend.

The President asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, and Dr. Naima Brown, Vice President for Student Affairs, to discuss the play "Student Body," which was recently performed in the College's Fine Arts Hall. Dr. Bonahue stated that the play depicts a group of college students who view video footage of a party that appears to capture an act of sexual violence and the students' confusion about how to respond in the aftermath. He pointed out that this topic is relevant not only to current events, but also to the experiences that SF's students may encounter in their lives.

Dr. Brown noted that following the opening night performance, a group of staff members from the Student Affairs division and members of the Behavioral Intervention Team led a discussion about sexual assault, reporting options, and investigative techniques. Dr. Brown stated that the group hoped to show students the resources available to them at SF and encourage students to report. Dr. Sasser stated that the play was tense, thought-provoking, and incredibly well acted.

Strategic Planning

Information Item
419.60, 18-19

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

Discussion: Dr. Sasser noted that Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, was unable to attend the board meeting and there would be an update on Strategic Planning at the next board meeting.

President's Contract Review Committee

Information Item
411.429, 18-19

To be presented at the meeting.

Discussion: Chair Prevatt asked Trustee Mallini to serve as the committee of one charged with reviewing the President's contract and reporting back to the Board at the board meeting scheduled for November 13, 2018. Trustee Mallini accepted the Chair's nomination.

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

Amended Rule 3.3: Criteria for Selection and Evaluation of Full-Time
Faculty, Administrative, and Professional Positions

Information Item
410.550, 18-19

The Amended Rule 3.3: Criteria for Selection and Evaluation of Full-Time Faculty, Administrative, and Professional Positions defines directives for selection and evaluation of full-time faculty, administrative and professional positions at the College. As part of SF's periodic review, this rule has been updated to eliminate the reference to the outdated Standards for Planning and Performance and Standards of Excellence and to clarify that annual contract faculty and staff will be evaluated each year, while continuing contract faculty will be evaluated every three years.

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

Citizen's Requests

423.67, 18-19

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
October 16, 2018

Agenda Item: 4.1

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

Career Service Staff

403.550, 18-19

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Elizabeth Carter	Police Dispatcher
* Melisa Clark	Administrative Assistant, Upward Bound
* Jacki Garcia	Administrative Assistant, Educational Talent Search
Camryn Norman	Police Dispatcher
Tracy Proctor	Central Stores Clerk

* Grant Funded

Board Action Requested

Approval

Action: Motion to approve items 4.1 through 4.8: Hudson
Second: Mallini
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini
– yes, Prevatt – yes, Woody – yes

C O N S E N T

District Board of Trustees
October 16, 2018

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)

411.430, 18-19

The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Executive/Managerial

Promotion

<u>Name</u>	<u>Position</u>
Andrea Lee	Interim Director, Advising & Career Resource Center

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Chelsea Carnes <i>MS, University of Florida</i>	Interim Specialist, Outreach Projects
Phillip Hernandez <i>AS, Santa Fe College</i>	Interim Senior Network/Computer Specialist
Melissa Morris <i>JD, University of Florida</i>	Coordinator, Legal Services
Martin Valentine <i>MBA, Saint Leo University</i>	Interim Coordinator, Property & Plant Fund Accounting

Part Time

<u>Name</u>	<u>Position</u>
Bishop Bradshaw	Recruitment Specialist
Filiz Demirci	Academic Lab Manager, Science for Health Programs
Leila Estes	Specialist, Blount Learning Lab
Jammie Jordan	Finish at the Top Specialist
Paniz Shidfar Karami	Specialist, Mathematics
^ Cara Parker	Specialist, Assistant Softball Coach
Chelsea Patrick	Specialist, English Lab
* Melissa Stabel	Specialist, TRAMCON
^ Travis Westberry	Specialist, Assistant Men's Basketball Coach

Promotion

<u>Name</u>	<u>Position</u>
* Adrienne Provost	Manager, TRIO Programs
* Yolanda Thomas	Coordinator, Upward Bound
Steven Vutsinas	Interim Coordinator, Counseling Center
Sarah White	Theatre Manager

- * Grant Funded
- ^ Student Activities Funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.550).

C O N S E N T

**District Board of Trustees
October 16, 2018**

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 Staff)

404.458, 18-19

The individual listed below is being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Community Education

Appointment

Part Time

Name
Karl Zawoy

Position
Become a Ham Radio Operator

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.550).

C O N S E N T

District Board of Trustees
October 16, 2018

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.813, 18-19

The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Appointment

<u>Name</u>	<u>Position</u>
Lauren Grant <i>MA, University of Central Florida</i>	Interim Assistant Professor, English

Part Time

<u>Name</u>
Robert Fanelli
Dwayne Griffis
Sophia Harden
James Lake
Adam Littauer
Nancy Morris
Michael Myers
John Nabet Jr.
Joy Robinson
Kaitlin Ross-Drummond
Frederick Seese III
Terence Stevens
Jeremy Wortham

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.550).

C O N S E N T

District Board of Trustees
October 16, 2018

Agenda Item: 4.5

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

National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant

409.2223, 18-19

This project develops and expands effective institutional programs aimed at students transitioning from a two-year community college degree to a baccalaureate degree in biomedical and behavioral sciences. The program's short-term goal is to increase the number of underrepresented students who successfully transfer from Santa Fe College to the University of Florida and graduate with a baccalaureate degree in biomedical or behavioral science-related disciplines. The program's long-term goal is to enhance the pool of community college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences. To achieve these goals, the SF2UF program will coordinate and align advising for transfer requirements through a two-day "Advising Summit," create a new chemistry and biology tutoring studio at SF, align student learning outcomes in chemistry and biology courses, develop and implement a new Entering Research course at SF, and provide paid employment and research opportunities for SF students.

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

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

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH), for year four is \$56,792, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$429,725.

Duration of this project is August 1, 2018, through July 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 4.1 (403.550).

C O N S E N T

District Board of Trustees
October 16, 2018

Agenda Item: 4.6

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

Community Policing – 2018-2019 Byrne Grant

409.2224, 18-19

This grant will help provide funding for the following community policing activities: 1) two police equipped bicycles to be used for special events, mutual aid, and patrol; 2) Rape Aggression Defense (RAD) classes, a nationally recognized model for training and empowering citizens in intensive personal defense; 3) "Safe Santa Fe" initiatives, which provide various activities to enhance public safety; and 4) two ballistic shields that will aid police in the event of an active threat.

The amount of funds requested from the Edward Byrne Memorial Justice Assistance Grant is \$10,100, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2018, through September 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 (403.550).

C O N S E N T

District Board of Trustees
October 16, 2018

Agenda Item: 4.7

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

Report of Purchases for September 2018

202.649, 18-19

Below are the total amounts and a summary of purchases for the month of September 2018.

Purchasing	\$921,535.99
Risk Management Consortium	<u>3,450.00</u>
Total	<u>\$924,985.99</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y72240 (Fund 1)	\$ 101,288.00	Contract	Howard Technology Solutions	Classroom Upgrades Information Technology
Y72312 (Fund 1)	\$ 66,313.92	Contract	Dell Marketing	Computers (48) Information Technology
Y72313 (Fund 1)	\$ 65,000.00	Contract	Affiliated Engineers	Energy Engineer Services Physical Plant Operations
	\$ 232,601.92			

Purchase orders for previously awarded bids/contracts: 9 8 Temp Force (\$26,370.08) 1 Nader's Pest Raiders (\$7,200.00)	Amount: \$33,570.08
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Other Purchases \$0 - \$35,000.00 Number of purchase orders: 321	Amount: \$658,813.99
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Board Action Requested

Approval

Action: Approved. See item 4.1 (403.550).

C O N S E N T

District Board of Trustees
October 16, 2018

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 19-03

200.929, 18-19

Below and on the attached page are requests from the College's various property 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 September 25, 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	22	212,302.84	212,302.84	0.00
Trade-In	2	10,855.00	10,855.00	0.00
TOTAL	<u>24</u>	<u>223,157.84</u>	<u>223,157.84</u>	<u>0.00</u>

Notes

Surplus Property is generally offered to Alachua County 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 (403.550).

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

Building N Reroof Project – Phase III Documents & Guaranteed
Maximum Price (Minor Project)

412.1185, 18-19

Project Background & Description:

In 2016, the College worked with a roofing consultant to evaluate the condition of a group of older roofs on the Northwest Campus and make recommendations for repair, restoration, and replacement. At that time, the consultant evaluated the original gravel surfaced built up roof on N Building, installed in 1995, and determined that it was in fair condition. They suggested minor repairs and recommended that the roof be slated for replacement in the near future. The Facilities Services department has continued to maintain the roof and has determined that, at 22 years old, the roof is beyond both its warranty period and useful life.

On September 19, 2017, the Board approved a project budget of \$350,000 for the design, removal, and replacement of the approximately 14,920 square foot roof. On January 16, 2018, the Board was presented with a budget amendment for this project and approved a budget increase of \$90,400, raising the total project budget to \$440,400. This increase allowed for additional necessary replacements that were identified during the construction process, including the replacement of a skylight, metal stairwell roofing, and perimeter coping.

Architect/Engineer:	Kail Partnership, LLC
Contractor/Construction Manager:	Blakeland Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$440,400
Source of Funds:	Other local funds – Deferred Maintenance PECO General Maintenance

Project Status:

Recently, College staff reviewed the 100% construction drawings and project manual (phase III documents) for this project, oversaw the construction manager's competitive bidding of all trade packages, and negotiated a not-to-exceed guaranteed maximum price (GMP) in the amount of \$337,319.

Board Action Requested

- A. Approval of phase III construction documents**
- B. Approval of guaranteed maximum price of \$337,319**

Discussion: Ms. Ginger Gibson reviewed items 5.1 through 6.3 individually. Concerning item 5.2, Ms. Gibson stated that the Blount Center Expansion's project budget was expected to increase due to rising construction costs and an anticipated boost in federal funding, most notably from a grant opportunity with the Economic Development Administration.

Ms. Gibson pointed out that items 6.2 and 6.3 both present the donation of a pediatric ventilator from Draeger, Inc., as the company has requested that the College sign a donation agreement for receipt of the equipment. She noted that the ventilator was vetted through both the Respiratory Care Program and the Provost, stating that the equipment will offer great value to SF's students.

Dr. Sasser offered some information concerning Trustee Mallini's question at the September board meeting regarding SF's Report of Investments. The President stated that after some discussion, College staff do not currently recommend a change in the College's investment strategy. However, he noted that the Quarterly Report of Investments will be brought to the Board for review at the November board meeting and stated that the group will discuss potential changes following review of that report.

Action: Motion to approve items 5.1 through 6.3: Woody
Second: Hudson
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini
– yes, Prevatt – yes, Woody – yes

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

Blount Center Expansion – Revised Project Budget

412.1186, 18-19

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 in downtown Gainesville. This project is in accordance with the College's most recent master plan, educational plant survey, and capital improvement program (CIP). 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. It will also provide modern and innovative spaces for SF's students and incubating businesses with the addition of a full slate of support spaces including study, library, meeting, and exhibition spaces. Additionally, this facility will provide space for student enrollment services and faculty offices, allowing the Blount Center to become a full-service campus.

Working with one of the College's annual contract architects, a planning group began conceptual planning and programming for the new facility in December 2016. After multiple meetings with the planning group, the architect submitted a final master plan report for the Blount Center on June 1, 2017. The report was provided to architectural firms responding to the College's Request for Qualifications to provide architectural services for the Blount Center Expansion project, which the Board gave permission to advertise and select in April 2017.

Following approval of the project budget and permission by the Board in April 2017 to advertise, select, and negotiate a contract for architectural services for this project, a seven-member selection committee unanimously chose Harvard Jolly Architecture as the top ranked firm. College staff brought an informational item to the Board in November 2017 that reviewed the selection process for architectural services. In February 2018, the Board approved the agreement for Architectural/Engineering Services for the Blount Center Expansion. The estimated construction cost identified in this agreement was \$25,235,951.

Harvard Jolly Architecture has completed numerous meetings with SF's Facilities Planning and Construction department and the College's Steering Committee for the programming and design of the new Blount Center expansion. Harvard Jolly Architecture representatives were present at the September 2018 board meeting to share the schematic design images that had been completed for the project. These images are being used to move forward with completing the final construction documents for the new building.

Project Status:

In July 2016, the legislature appropriated \$2,563,712 in Public Education Capital Outlay (PECO) funding for the design services of this project. An additional \$5,475,998 in PECO funding was appropriated in July 2017 and \$5,000,000 in July 2018 to partially fund construction costs. The Santa Fe College Foundation secured \$1,000,000 in local matching funds for this project and has spent \$483,260.46 of the \$1,000,000 on land acquisitions, leaving the remainder of \$516,739.54 in pledged

funds. In September 2017, the Board approved a Memorandum of Understanding with the Executive Office of the Governor, agreeing to spend the remaining \$516,739.54 of pledged local funds prior to the release and distribution of the July 2017 PECO funding of \$5,475,998. The College requested the remaining funds needed to complete the project with this year's Annual Capital Legislative Budget Request-Capital Improvement Plan (CIP).

The Construction Manager provided schematic level cost estimates to the College on August 20, 2018, which state that the total construction costs for the project at this phase of planning is \$29,198,368. The current approved project budget of \$32,531,029 allows for a construction cost budget of \$25,235,951.

In July 2018, the Board approved a request for funds from the Economic Development Administration (EDA), U.S. Department of Commerce, to expand and enhance the business incubator within this project. If awarded, these funds will be used to significantly modify this part of the project beyond the original scope of this space in the overall project.

Based on the current schematic cost estimate and the possibility of receiving federal grant funds to enhance the incubator space within this project, college staff recommends increasing the project budget by the current projected increase in the construction costs of \$3,962,417 to a revised estimated project budget totaling \$36,493,446.

Architect/Engineer:	Harvard Jolly Architecture
Contractor/Construction Manager:	Parrish-McCall Constructors, Inc.
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$36,493,446
Source of Funds:	PECO; Other local and federal funds

Board Action Requested

Approval

Action: Approved. See item 5.1 (412.1185).

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report
for September 2018

201.853, 18-19

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the College in relation to the percentage of unrealized and unencumbered funds as of September 30, 2018.

The following summary provides a comparison of actual revenues and expenditures for 2018-2019 vs. 2017-2018.

	2018-2019		2017-2018	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	26,162,025	31.48	25,793,103	31.16
Expenditures	15,846,542	17.85	15,379,101	18.04

Board Action Requested

Acceptance of report

Action: Approved. See item 5.1 (412.1185).

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

Used Medical Equipment Donation Agreement with Draeger, Inc.

408.2403, 18-19

This donation agreement with Draeger, Inc. allows the Santa Fe College Respiratory Care Program to accept a pediatric ventilator (Draeger VN 500) for use in training in labs and clinical simulation on the Northwest Campus. The ventilator is a critical donation supporting pediatric respiratory care instruction, a specialty within the respiratory care curriculum. This device is reported by the company to have a \$25,000 value, and is donated "as is." The department has sufficient resources to support the receipt of the ventilator. Agenda item 6.3 reflects the College's standard donation process for this equipment.

Board Action Requested

Approval

Action: Approved. See item 5.1 (412.1185).

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

Acceptance of Donations 19-01

200.928, 18-19

Donation #1

UF Health Shands Hospital has donated the item listed below to the Radiologic Technology Program.

Qty	Description	Cost
1	Portable X-Ray Machine, GE AMX 4 Plus	\$2,500.00
	Total	\$2,500.00

Donation #2

The Orthopaedic Institute has donated the items listed below to the Physical Therapist Assistant Program.

Qty	Description	Cost
1	ECG Machine, HP Pagewriter 200/200i Cardiograph	\$500.00
1	Densitometer, X-Rite	\$200.00
	Total	\$ 700.00

Donation #3

Draeger, Inc. has donated the item listed below to the Respiratory Care Program.

This donation has an associated agreement that is presented for approval in item 6.2.

Qty	Description	Cost
1	Ventilator, Draeger Babylog VN 500	\$25,000.00
	Total	\$25,000.00

Board Action Requested

Approval

Action: Approved. See item 5.1 (412.1185).

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

International Travel

101.151, 18-19

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, December 9 – December 16, 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 SF partnerships in the arts and culture. A travel advisory has been issued for Cuba encouraging individuals to exercise increased caution and warning individuals to avoid staying in the Hotel Nacional and Hotel Capri in Havana. 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 the Santa Fe College Foundation.

Matthew Carrigan, travel to Roatan, Honduras, January 5 – 12, 2019

Matthew Carrigan, Assistant Professor of Biology, will travel to Roatan, Honduras to attend an advanced field-training program at the Roatan Institute of Marine Sciences. The experience will provide Dr. Carrigan with a professional development opportunity related to coral reef ecology, marine mammal behavior, mangrove and reef habitats, marine pollution, and climate-induced impacts on coral reef systems. The U.S. Department of State has advised U.S. citizens to reconsider travel to Honduras due to high crime levels, however, the Department of State notes that Roatan and other areas frequented by tourists have increased law enforcement services and lower levels of violent crimes than other parts of the country. 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 Honduras, but staff are prepared to use personal medical insurance if required.

Dr. Carrigan will pay for this international travel and professional development opportunity and is not seeking reimbursement from the College.

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: In response to a question from Trustee Hudson concerning the scope of Dr. Matthew Carrigan's travel to Honduras, Dr. Bonahue stated that Dr. Carrigan will only visit a specific site in Roatan and will not travel outside of that predetermined location. Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, added that Dr. Carrigan's flight will take him directly to the bay island of Roatan and noted that most of Honduras' crime occurs on the mainland. She also pointed out that Roatan houses the second largest coral reef system in the world, emphasizing the benefit of Dr. Carrigan's travel to the site.

President Sasser asked Dr. Fuentes to discuss the recent departure of the College's visiting Ukrainian delegation. Dr. Fuentes noted that the group was in session at Florida State University (FSU) in Tallahassee prior to Hurricane Michael's landfall, one of the last scheduled activities for the delegation during their time in Florida. She stated that upon the recommendation of emergency management officials, the group was evacuated to Jacksonville before the storm, cutting their time short at FSU. However, Dr. Fuentes noted that during this time, they continued the program with the utmost professionalism and were able to visit Florida State College in lieu of the time missed at the University. She stated that as the delegation's time with the College came to a close, the group expressed their deepest gratitude to Dr. Fuentes and all of the staff and students they met during their time at SF. Dr. Fuentes noted that the experience was enriching for all involved and expressed her hope to foster this international relationship in the future.

Action: Motion to approve item 7.1: Goldwire
Second: Mallini
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini
– yes, Prevatt – yes, Woody – yes

Amended Rule 5.11: Records Retention and Destruction

410.551, 18-19

The Amended Rule 5.11: Records Retention and Destruction, which states the College's policy on the retention and destruction of records, was last updated in 1985. Since then, there have been changes in Florida Statute, Florida Administrative Code, and State policy on the retention and destruction of records, thus requiring an update to the rule. Generally, this amendment updates the language for custodial requirements, destruction of records, and inspection and examination of records. Among other things, this amendment clarifies that the Office of the President is the general Custodian of Public Records and adds the ability of the College to designate electronic records as master copies subject to retention and destruction requirements.

Board Action Requested

Approval

Action: Motion to approve item 8.1: Fletcher
Second: Hudson
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini
– yes, Prevatt – yes, Woody – yes

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

Training Center Agreement with the American Heart Association, Inc.

408.2404, 18-19

The Training Center Agreement with the American Heart Association, Inc. (AHA) renews Santa Fe College as a regional entity "to provide, and manage the provision by others of, [emergency cardiovascular care] training under the guidelines and curriculum of the AHA." The programs provided through the training center educate healthcare providers, caregivers, and the general public about how to respond to cardiovascular emergencies. Programs provided include Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). This agreement is substantially similar to the one signed and approved by the Board in 2017, and updates the agreement to the current AHA standards and care issuance procedures. With this agreement, the College will continue to offer these courses as a valuable resource to SF's students and the greater community, along with fire/rescue, allied health, and law enforcement agencies. The agreement is effective from the date of execution for two years, with two-year automatic renewals unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Discussion: President Sasser recommended items 9.1 through 9.4 for approval with the deletion of item 9.2 and the addition of item 9.3.

Action: Motion to approve items 9.1, 9.3, and 9.4: Goldwire

Second: Woody

Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Mallini – yes, Prevatt – yes, Woody – yes

DELETED

**District Board of Trustees
October 16, 2018**

Agenda Item: 9.2

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

Agreement with the Alachua County Medical Society Foundation, Inc. and the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program

408.2405, 18-19

The Alachua County Medical Society Foundation, Inc., in conjunction with the Alachua County Health Department, manages the We Care Physician Referral Network Program and offers medical and dental services at low or no cost to needs-based Alachua County residents. This agreement allows We Care Program dental personnel use of the Santa Fe College dental clinic to provide dental services at times when the clinic is available. The use of the clinic by We Care personnel provides SF Dental Program students with additional opportunities for clinical rotations. The agreement will remain in effect until either party wishes to cancel per the termination clause.

Board Action Requested

Approval

A D D E D

**District Board of Trustees
October 16, 2018**

Agenda Item: 9.3

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

Clinical Education Affiliation Agreement with Shands Jacksonville
Medical Center, Inc.

408.2406, 18-19

The agreement with Shands Jacksonville Medical Center, Inc. expands the clinical site options for students in the Health Information Technology and Health Information Management Programs. This agreement is in alignment with other affiliation agreements in place with Shands Jacksonville Medical Center, Inc. It is effective for one year and may renew annually for up to four years subsequent to the initial term, unless terminated by either party in accordance with the termination clause. Any cancellation is effective at the end of a current academic semester.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2404).

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

BACK TO WORK 50+ Network Partners at the Center for Innovation and Economic Development (CIED) Grant

409.2225, 18-19

This grant will help fund the BACK TO WORK 50+ Program, which supports members of the community aged 50 and higher in navigating the employment market and providing training for high demand jobs in Alachua County, Bradford County, and rural counties in North Central Florida. Core services include resume writing, interview techniques, networking, and meetings and workshops that focus on career exploration. A Coach/Outreach Specialist will facilitate cohort conversations as needed and connect participants with services available through the CareerSource of North Central Florida.

The amount of funds requested from the AARP Foundation is \$59,999, with \$30,087 in matching funds from Santa Fe College.

Duration of this project is March 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 9.1 (408.2404).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini announced that the Foundation received over \$450,000 in donations in the past month. He stated that \$100,000 was donated to establish an endowment scholarship, \$316,387 was committed to the Schwinn Trust Scholarship, and \$33,684 was pledged for the Van Ness Richards and Jerry Jackson Scholarship.