



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held February 19, 2019
Health Sciences Building, Gainesville, 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, Robert L. Woody

Members absent: None

Chair Lisa M. Prevatt called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:02 p.m., on the Northwest Campus in Gainesville, Florida, followed by the Pledge of Allegiance.

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

The meeting adjourned at 4:49 p.m.

Lisa M. Prevatt, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 19, 2019, at 4 p.m.
Health Sciences Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.564, 18-19

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of February 19, 2019
 - 1.2 Approval of Board Meeting Minutes of January 15, 2019
2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Presidential Selection
 - 2.4 Community Education Enrich Brochure – Spring 2019
 - 2.5 Title III Y Building Learning Commons Renovation/Remodel – Change Orders
 - 2.6 Standard Health Sciences Clinical Affiliation Agreements with:
 - Meadowcrest Family Physicians, P.A.
 - North Florida GI Center, LTD d/b/a North Florida Endoscopy Center
 - Pro Motion Therapy of Lake City, LLC d/b/a Fyzical Therapy and Balance Center
3. Citizen's Requests
4. Consent Items
 - Personnel
 - 4.1 Career Service Staff
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Contract Staff (Faculty)
 - 4.4 Continuing Contracts Candidates for 2019-2020
 - Finance
 - 4.5 Report of Purchases for January 2019
 - 4.6 Colonel Harry M. Hatcher, Jr., Property Survey 19-05
5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2019
 - 5.2 Report of Investments, Quarter Ending December 31, 2018
 - 5.3 Acceptance of Donations, 19-02
 - 5.4 Recommendation for Awarding a Bid for Learning Commons Partitions and Furniture

6. General Institutional Items
 - 6.1 Approval of Expenditures from Equipment and Program Enhancement Funds
 - 6.2 International Travel
7. Agreements/Grants
 - 7.1 Associated Health Education Affiliation Agreement with the Department of Veterans Affairs for Health Services Administration
 - 7.2 Affiliation Agreement for Clinical Lab Science Program with the South Broward Hospital District d/b/a Memorial Healthcare System
 - 7.3 College Affiliation Agreement with Marion Community Hospital, Inc. d/b/a Ocala Regional Medical Center and West Marion Community Hospital
 - 7.4 Letter of Agreement for an Extension to the Affiliation Agreement with Indian River Memorial Hospital, Inc. d/b/a Indian River Medical Center
 - 7.5 Ratification of Emergency Signature Authority for the Memorandum of Understanding and First and Second Amendments to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar
 - 7.6 National Center for Women & Information Technology Learning Circles Partnership Grant
8. Santa Fe College Foundation Liaison's Update and Board Members' Remarks
9. 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: Woody

Second: Lee

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

Approval of Board Meeting Minutes of January 15, 2019

401.555, 18-19

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 15, 2019, are presented for approval.

Board Action Requested

Approval

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

President's Report

Information Item

The President will discuss a variety of information topics.

Discussion: Dr. Sasser thanked Dr. Jodi Long, Associate Vice President for Academic Affairs, for hosting the board meeting and providing a brief tour of the newly renovated dental clinic. He then recognized Mr. Noah Hundley, Career Service Council President; Mr. Alejandro Puga, Student Government President; Dr. David Price, College Senate President; and Mr. Tom Mason, AFC President. Ms. Kathie Russell, Presiding Officer of the Senate Executive Council, was unable to attend.

The President stated that the spring board workshop will be held at the Town of Tioga Clubhouse on March 18, 2019, beginning at noon. He also reminded the group that the April 16, 2019, board meeting will be held at the Watson Center in Keystone Heights, beginning at 4 p.m. Dr. Sasser further noted that the annual Women of Distinction Ceremony will be held on March 26, 2019, at the UF Hilton, encouraging all to attend. He then went on to discuss the annual SF Spring Arts Festival, held April 6 and 7, 2019, in downtown Gainesville, expressing his excitement for the upcoming event.

President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to inform the Board about his recent meeting with Trustee Goldwire. Dr. Bonahue stated that Trustee Goldwire has expressed a desire to enhance awareness of the extraordinary programs and services that the College offers to high school students in Bradford County, as well as determine the best way to interact with the Bradford County School District and their evolving North Florida Technical College to enhance student learning. Trustee Goldwire stated that he is very appreciative of Dr. Bonahue for taking the time to show him the College's offerings in the vocational and technical programs, areas of interest for Bradford County students, noting his particular enthusiasm for the Perry Construction Institute and the College's partnership with Habitat for Humanity. Dr. Bonahue then distributed a flyer for the upcoming Careers in Construction Day on February 28, 2019, adding that the information was also shared with Bradford County High School. He noted that promotions like this help increase attendance and awareness, stating that the collaboration with Trustee Goldwire and Bradford County representatives to boost participation will be ongoing. Trustee Goldwire continued by pointing out that he provided Dr. Sasser with a letter outlining some ideas for maximizing opportunities for Bradford County students, stating that he looks forward to working with the College to advance these efforts. He finished by thanking Dr. Naima Brown, Vice President for Student Affairs, for her extensive involvement in Bradford County initiatives, along with Dr. Bonahue.

In closing, Dr. Sasser introduced a special guest, Trustee Emeritus Colonel Arley McRae, who joined the meeting via Skype. Colonel McRae thanked the Board for the opportunity to address them and to provide them with a long-awaited surprise. Copies of the Colonel's book, "A Better Way," were distributed to the Board, and the Colonel thanked all in attendance for playing an important role in assisting him with telling his life story, including the time he spent on the Board. Each Trustee expressed appreciation to the Colonel for receiving a copy of the book and for his leadership and service, not only to the College, but also to the country.

Strategic Planning

Information Item
419.63, 18-19

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

Discussion: Dr. Sasser asked Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, to provide an update on Strategic Planning. Dr. Armour demonstrated the College's new Fact Book on the SF website, developed internally by Institutional Research and powered by SAS Visual Analytics. She explained that the SAS Institute develops and publishes computer software for various industries and professions to use in compiling and presenting institutional data. Dr. Armour pointed out that from any page on the SF site, users can now hover over the "About SF" tab, then click "Facts" on the dropdown menu to see the featured reports. She displayed the enrollment report, sharing graphs and tables on the tab labeled "enrollment timeline," to show the Trustees the extensive and easily digestible data available through this new program. She thanked Mr. Gary Hartge, Director of Institutional Research, and his staff for developing this valuable pictorial tool.

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

Presidential Selection

Information Item
411.437, 18-19

To be presented at the meeting.

Discussion: President Sasser asked Trustee Mallini to provide an update on the Presidential Search. Trustee Mallini, serving as the Chair of the search committee, noted that prior to the board meeting, the Board held a workshop to discuss the process of selecting and retaining a consultant, for which they have received seven proposals; the structure of the search committee that will include faculty, staff, students, and members of the community; and the proposed Presidential Selection timeline. Trustee Mallini continued by informing the Board that a Presidential Selection item will appear on the board agenda each month to ensure that all remain informed and up-to-date with the search process. He took the opportunity to thank Ms. Patti Locascio, Vice President and General Counsel, and Ms. Lela Frye, Director of Human Resources, for providing information about and assistance with the search process.

Chair Prevatt then asked Trustee Lee to serve as Co-Chair of the search committee and asked Trustee Goldwire to serve as Member at Large. Both agreed to serve.

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

Community Education Enrich Brochure – Spring 2019

Information Item
415.177, 18-19

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 after the February 11, 2019, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Title III Y Building Learning Commons Renovation/Remodel –
Change Orders

Information Item
412.1190, 18-19

Project Background & Description:

This project involves the renovation and remodel of the first and second floors of the Lawrence W. Tyree Library (Y Building) to incorporate centralized Learning Commons spaces as part of the Title III Strengthening Institutions Program (SIP) Grant. The grant's first year was approved by the Board on May 16, 2017, and the second year of the grant was approved on May 15, 2018.

When the Board approved the most recent Educational Plant Survey on June 19, 2017, the Learning Commons space was scheduled to be located in P Building on the Northwest Campus. After further analysis, it was determined that the goals of the grant would be better served if the Learning Commons were incorporated into SF's Y Building. To facilitate this change, a spot survey was prepared for the Board's consideration to amend the Educational Plant Survey to reflect the room use changes associated with this project and to recommend capital improvements to the affected spaces.

Under an annual agreement for architectural services, College staff worked with Kail Partners, LLC to provide construction documents and specifications to competitively bid general construction services for this renovation/remodel project as required by the SIP grant.

In accordance with College's rules for the procurement of construction services, an invitation to bid (ITB 07-19F) on general construction services for the Y Building Learning Commons Renovation/Remodel was advertised. Bids were opened on October 29, 2018, with seven construction companies submitting bids. At the November 13th, 2018, board meeting, the Board accepted staff's recommendation to award the bid to Scorpio and entered into a construction services agreement on the basis of a stipulated sum.

Project Status:

In accordance with Rule 6.14, to expedite the work in progress, the College President may execute change orders in the name of the Board when an item or related group of items adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings.

This change order, as signed by President Sasser on February 11, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$12,466.24 to provide wide stile storefront doors in lieu of narrow stiles and to provide and install 36 data cables.

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

Standard Health Sciences Clinical Affiliation Agreements with: Meadowcrest Family Physicians, P.A. North Florida GI Center, LTD d/b/a North Florida Endoscopy Center Pro Motion Therapy of Lake City, LLC d/b/a Fyzical Therapy and Balance Center	Information Item 408.2421, 18-19
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Meadowcrest Family Physicians, P.A.

The standard affiliation agreement with Meadowcrest Family Physicians, P.A. will allow students in the Cardiovascular Technology and Diagnostic Medical Sonography Programs to participate in clinical training at the facility's Crystal River location. This agreement is effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clause.

North Florida GI Center, LTD d/b/a North Florida Endoscopy Center

The standard affiliation agreement with North Florida GI Center, LTD d/b/a North Florida Endoscopy Center will allow students in the Surgical Technology and Central Sterile Processing Technology Programs to participate in clinical training at the center's Gainesville location. This agreement is effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clause.

Pro Motion Therapy of Lake City, LLC d/b/a Fyzical Therapy and Balance Center

The standard affiliation agreement with Pro Motion Therapy of Lake City, LLC will allow students in the Physical Therapy Assistant Program to participate in clinical training at the facility's Lake City location. This agreement is effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clause.

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

Citizen's Requests

423.70, 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. Ms. Kate Murray, Adjunct Professor of Fine Arts, asked to address the Board on behalf of adjunct faculty who seek to become part of the Service Employees International Union.

Ms. Murray thanked the Board for the opportunity to speak. She stated that she has worked at Santa Fe College for 11 years as an adjunct, pointing out that she has great respect for the College, its administrators, and the high academic standards SF offers students. Unfortunately, Ms. Murray pointed out, adjuncts are undercompensated, receive no benefits, and lack job security, despite teaching a large portion of classes at the College. Ms. Murray stated that adjuncts continue to demonstrate the high quality of teaching that the College is known for, expressing her belief that they should be compensated accordingly for their efforts. Ms. Murray conveyed her hope that the College will partner with adjuncts to work toward the shared goals of better pay and benefits for all.

Chair Prevatt thanked Ms. Murray for her comments.

C O N S E N T

District Board of Trustees
February 19, 2019

Agenda Item: 4.1

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

Career Service Staff

403.553, 18-19

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Olga Asimbaya	Records Support Specialist
Ryan Snider	Police Officer

Board Action Requested

Approval

Discussion: President Sasser asked if there were any questions concerning the candidates brought forward for continuing contract status for the 2019-2020 contract year. The Board expressed appreciation to Dr. Bonahue for his diligence with the rigorous process for continuing contract review, sharing no doubts as to the quality of candidates that were sent forward for approval.

Action: Motion to approve items 4.1 through 4.6: Woody
Second: Mallini
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –
yes, Mallini – yes, Oody – yes, Prevatt – yes, Woody –
yes

C O N S E N T

District Board of Trustees
February 19, 2019

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)

411.438, 18-19

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

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
David Beckner <i>AS, Florida Gateway College</i>	Network Operations Engineer
Eli O'Hearn <i>BAS, Santa Fe College</i>	Digital Videographer and Designer
Thomas Robertson <i>EdD, University of Florida</i>	Advising Specialist, Health Sciences

Part Time

<u>Name</u>	<u>Position</u>
Zachary Chester	Specialist, Fine Arts
* Peace Ekakitie	Specialist, Student Support Services
* Dekendrick Murray	Senior Instructional Specialist, Upward Bound
* Eric-Alain Parker	Senior Instructional Specialist, Upward Bound
Kevin Terry	Specialist, Fine Arts

Promotion

<u>Name</u>	<u>Position</u>
Stephen Jensen	Application Developer
Deborah Blair	Academic Technologies Specialist

Transfer

<u>Name</u>	<u>Position</u>
Gloria Kersh	Academic Technologies Specialist

* Grant Funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.553).

C O N S E N T

**District Board of Trustees
February 19, 2019**

Agenda Item: 4.3

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

Contract Staff (Faculty)

402.817, 18-19

Appointment

Full Time

<u>Name</u>	<u>Position</u>
David Smith Jr. <i>DMA, University of Colorado</i>	Interim Assistant Professor, Fine Arts
Gregory Welch <i>BSN, Chamberlain College of Nursing</i>	Assistant Professor, EMS Programs

Part Time

Name
Brian Bennett
Petra Cunningham-Smith
Mary DeBlock
Joel Feagin
William Fruin III
Lara Glaser
Smitha Jagdishchandra Kumar
Shellyan Johnson
Kathleen Knisley
Phillip Knowles
Heather Lauritano
Mary Lederl
Shermi Liang
Sarah Madole
Warren Meek
Fred Melaragno
David Merahn
Darah Palmer
Ronald Pinkston
Cody Rigsby
Richard Roberts
Esperanza Smith
David Thomas
Catherine Tillman
Natalia Valais
Donald West Jr.
Lara Zwilling

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.553).

CONSENT

District Board of Trustees
February 19, 2019

Agenda Item: 4.4

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

Continuing Contracts Candidates for 2019-2020

402.818, 18-19

The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are recommended for the award of continuing contract for the 2019-2020 contract year.

Nikolas Bajorek	Assistant Professor, English
Georgia Bianchi	Assistant Professor, Social and Behavioral Sciences
David Disalvo	Assistant Professor, Medical Imaging
Laure Frank	Assistant Professor, Nursing Programs
Michelle Freas	Assistant Professor, Humanities and Foreign Languages
Lila Guertin	Assistant Professor, Medical Imaging
Margaret Howell	Assistant Professor, Science for Health Programs
Sherry Lindsey	Assistant Professor, Nursing Programs
Ritsa Mallous	Assistant Professor, Childhood Development and Education
Amy McBreen-Babb	Assistant Professor, Physical Therapy Assistant
Sherry McClain	Assistant Professor, Mathematics
James Nichols	Assistant Professor, ITE Networking
Amy Ridley	Assistant Professor, High School Dual Enrollment
Melanie Roberti	Assistant Professor, Natural Sciences

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.553)

C O N S E N T

District Board of Trustees
February 19, 2019

Agenda Item: 4.5

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

Report of Purchases for January 2019

202.652, 18-19

Below are the total amounts and a summary of purchases for the month of January 2019.

Purchasing	\$772,350.61
Risk Management Consortium	<u>7,522.41</u>
Total	<u>\$779,873.02</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y73362 (Fund 1)	\$ 52,320.00	Contract	Dell Marketing	Computers (48) Information Technology
Y73402 (Funds 1 & 2)	\$ 81,757.00	Contract	Scherer Construction & Engineering of North Florida	Nursing Lab Renovation Minor Repairs/Renovations & Rural & Urban Tech Initiative
Y73459 (Fund 1)	\$ 42,878.05	Exempt	Carousel Industries of North America	Upgrade Voicemail System Information Technology
Y73489 (Fund 7)	\$ 45,496.33	Exempt	App-Techs Corporation	Scenario System Special Effects Equipment Selection Center Equipment/Renovation
Y73581 (Fund 7)	\$ 51,886.00	Contract	Scherer Construction & Engineering of North Florida	Watson Center Stucco Repairs and Painting General Maintenance
	<u>\$ 274,337.38</u>			

Purchase orders for awarded bids/contracts: 4
(All Temp Force)

Amount: \$38,200.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 266

Amount: \$467,335.64

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.553)

C O N S E N T

District Board of Trustees
February 19, 2019

Agenda Item: 4.6

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

Colonel Harry M. Hatcher, Jr., Property Survey 19-05

200.932, 18-19

Below and on the attached page are requests from the various SF property custodians to remove items 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 January 22, 2019, 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	17	184,309.37	184,309.37	0.00
TOTAL	<u>17</u>	<u>184,309.37</u>	<u>184,309.37</u>	<u>0.00</u>

Notes

Surplus Property is generally offered to Alachua and Bradford counties 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.

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.553)

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 January 2019

201.859, 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 January 31, 2019.

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	52,710,669	61.33	52,969,302	64.00
Expenditures	46,516,977	49.24	43,199,604	50.68

Board Action Requested

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and Chief Financial Officer, reviewed items 5.1 through 5.4 individually.

Action: Motion to approve items 5.1, 5.2, and 5.4: Fletcher
Second: Oody
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Oody – yes, Prevatt – yes, Woody – yes

Discussion: Regarding item 5.3: Acceptance of Donations, 19-02, Trustee Mallini abstained from voting, citing his donation to the College as presented in this item.

Action: Motion to approve item 5.3: Lee
Second: Woody
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – abstained, Oody – yes, Prevatt – yes, Woody – yes

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

Report of Investments, Quarter Ending December 31, 2018

201.860, 18-19

Demand deposits are maintained in the Board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average Adjusted rate (not less than 0), Month of December 2018	1.77%
Interest earnings, quarter	\$ 10,798
Interest earnings, fiscal year to date	\$ 28,611

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost. The Participant Yield reflects a 365-day basis and adjustments for realized earnings, fees expenses, and other accounting items.

Participant Yield, net of costs, at December 31, 2018	2.56%
Interest earnings, net of costs, quarter	\$ 33,401
Interest earnings, net of costs, fiscal year to date	\$ 66,566

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month. The Effective Rate reflects an annualized rate net of fees assessed to participants.

Annualized effective rate, net of costs, at December 31, 2018	2.09%
Interest earnings, net of costs, quarter	\$ 279,071
Interest earnings, net of costs, fiscal year to date	\$ 546,223

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those that the College's Office of Finance staff have calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective Duration	1.70 Years
Yield-to-maturity @ cost	2.11%
Earnings, quarter	\$ 98,212
Earnings, fiscal year to date	\$ 119,399

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2018/2019	\$ 760,799
Total interest earnings fiscal year to date 2017/2018	\$ 538,816

Board Action Requested

Approval of report

Action: Approved. See item 5.1 (201.859).

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

Acceptance of Donations, 19-02

200.933, 18-19

Donation #1

North Florida Regional Medical Center has donated the items listed below to the Cardiovascular Technology Program.

Qty	Description	Cost
2	Ultrasound Machine, GE Vivid 7	<u>\$12,000.00</u>
	Total	<u>\$12,000.00</u>

The facility has requested that the College sign an Acknowledgement of Gift form associated with this donation.

Donation #2

Tom Mallini has donated the item listed below to the Facilities Services Department.

Qty	Description	Cost
1	Planer, Delta 15"	<u>\$ 500.00</u>
	Total	<u>\$ 500.00</u>

Donation #3

UF Health Shands has donated the item listed below to the Biotechnology Program.

Qty	Description	Cost
1	Blood Gas Analyzer, ABL800 FLEX	<u>\$ 200.00</u>
	Total	<u>\$ 200.00</u>

Board Action Requested

- A. Approval
- B. **Delegation of authority to the Provost and Vice President for Academic Affairs to sign the Acknowledgement of Gift form associated with Donation #1**

Action: Approved. See item 5.1 (201.859).

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

Recommendation for Awarding a Bid for Learning Commons
Partitions and Furniture

200.934, 18-19

An Invitation to Bid was issued on December 19, 2018, for partitions and furniture for the College's new Learning Commons in the Lawrence W. Tyree Library. The solicitation was divided into four lots to be awarded individually. The lots were separated to allow the College to obtain the best value by awarding by groups of furniture, as well as allowing the College the opportunity to eliminate a lot if the bids came in over the allocated Title III budget amount. Bids were opened on Friday, January 25, 2019, at 3:00 p.m.

The College received bids from three vendors: Kruger International, OEC Business Interiors, and Office Environments.

A summary of the bids as received appears below, with the **bold** amounts indicating the low bidder for each lot:

Vendor	Lot 1	Lot 2	Lot 3	Lot 4
Kruger International	\$74,745.53	\$164,422.79	*	\$59,076.14
OEC Business Interiors	\$69,175.71	\$131,443.15	\$331,961.58 **	\$42,881.57
Office Environments	\$88,180.00	\$165,200.66	\$298,116.34 **	\$53,155.59

* Not responsive. Vendor was not able to submit a bid for all items as required.

** OEC Business Interiors expressed concerns with the Office Environments bid for Lot #3. Upon further review by the College (along with both vendors), it was determined that the bids by both OEC Business Interiors and Office Environments on Lot 3 contained errors due to incorrect quantities of certain items or missed components. (The specifications were very complex, requiring responses of over 225 specific line items, each with varying quantities and requirements.) Working with the two vendors, the College determined that the low bid will remain with Office Environments, but their new total for Lot 3 will be **\$302,393.42**.

The College recommends awarding Lots 1, 2, and 4 to OEC Business Interiors, and Lot 3 to Office Environments with the corrected amount (\$302,393.42).

Board Action Requested

Approval to award Lots 1, 2, and 4 to OEC Business Interiors, and Lot 3 to Office Environments

Action: Approved. See item 5.1 (201.859).

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

Approval of Expenditures from Equipment and Program Enhancement Funds

400.652, 18-19

The Santa Fe College Foundation requests permission to expend up to \$135,000 from the following Equipment and Program Enhancement Funds. The equipment, to be identified by Department Chairs, will be used to train roughly 5,000 students in various Degree and Certificate Programs.

Athletic Program	\$ 2,500
Automotive Technology	\$ 2,000
SF Employees and Dependents Scholarships	\$ 37,500
C.L. Blount Automotive Equipment Fund	\$ 18,000
Fine Arts Enhancement Fund	\$ 15,000
SF Nursing Equipment Trust Fund	\$ 20,000
Dental Instructional Equipment Enhancement	\$ 10,000
Arts and Science Instructional Equipment	\$ 10,000
Roszel Equipment Fund	\$ 20,000

Board Action Requested

- A. Approval**
- B. 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 fund expenditure**
- C. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Discussion: President Sasser asked Dr. Heidi Lannon, Associate Professor of Social and Behavioral Sciences, to provide the Board with information about her upcoming international travel. Dr. Lannon explained that her trip to Tanzania will offer an opportunity to expand patron development programs that will contribute to students' study abroad scholarships. Dr. Lannon pointed out that the trip is being funded by the Santa Fe College Foundation.

Action: Motion to approve items 6.1 through 6.2: Goldwire
Second: Fletcher
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Oody – yes, Prevatt – yes, Woody – yes

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

International Travel

101.155, 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 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:

Kathryn Lehman and Heidi Lannon travel to the Kilimanjaro Region, Tanzania, March 15-22, 2019

Ms. Kathryn Lehman, Director of Sponsored Projects, and Dr. Heidi Lannon, Associate Professor of Social and Behavioral Sciences, will travel to multiple locations in Tanzania to expand patron development programs to include international curated tours utilizing SF partnerships in the arts and ecotourism. There are currently no U.S. State Department travel warnings for Tanzania. This travel will be funded by the Santa Fe College Foundation.

Bea Awoniyi travel to Toronto, Canada, March 16-18 and September 6-12, 2019

Dr. Bea Awoniyi, Assistant Vice President for Student Affairs, is a member of the Board of Directors of the Johnson Scholarship Foundation and will attend the Johnson Foundation's spring and fall board meetings in Toronto, Canada. Through Dr. Awoniyi's participation on the Johnson Foundation Board, the College gains insight on best practices in helping disadvantaged individuals obtain employment through education, is kept abreast of various funding opportunities, and benefits from an extensive network of professionals committed to social justice and educational access. There are currently no U.S. State Department travel warnings for Canada. This travel will be funded by the Johnson Scholarship 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

Action: Approved. See item 6.1 (400.652).

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

Associated Health Education Affiliation Agreement with the Department of Veterans Affairs for Health Services Administration

408.2422, 18-19

The College has agreements in place with the Department of Veterans Affairs (VA) to allow students in various disciplines to complete clinical training at the VA's Gainesville hospital. This Associated Health Education Affiliation Agreement expands SF's relationship with the VA, allowing students in the Health Services Administration Program to begin training at the hospital as well. The agreement is effective from the date of execution for ten years unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Discussion: Ms. Patti Locascio, Vice President and General Counsel, stated that after a robust conversation at the January board meeting, she spoke to several attorneys within the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) regarding the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange, as presented in item 7.5. She stated that despite extensive consultation, the FDHSMV is unwilling to remove the agreement's indemnification clause. However, with the assistance of Vice President Gibson, it was confirmed that the College has appropriate insurance coverage to protect SF in the case of a data breach.

Action: Motion to approve items 7.1 through 7.6: Goldwire

Second: Fletcher

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

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

Affiliation Agreement for Clinical Lab Science Program with the South
Broward Hospital District d/b/a Memorial Healthcare System

408.2423, 18-19

The Affiliation Agreement with the South Broward Hospital District d/b/a Memorial Healthcare System will allow students in the Clinical Laboratory Science Program to participate in clinical training at multiple facilities located in the hospital district. This agreement is effective from the date of execution for three years unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Action: Approved. See item 7.1 (408.2422).

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

College Affiliation Agreement with Marion Community Hospital,
Inc. d/b/a Ocala Regional Medical Center and West Marion
Community Hospital

408.2424, 18-19

SF has had a College Affiliation Agreement in place with Marion Community Hospital, Inc. d/b/a Ocala Regional Medical Center and West Marion Community Hospital since 2017. Continuation of this agreement will allow students in the Clinical Laboratory Science, Cardiovascular Technology, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Phlebotomy, Physical Therapy Assistant, and Respiratory Therapy Programs to participate in clinical training at the facility's Ocala location. The agreement is effective for two years upon the date of execution unless either party cancels the agreement per the termination clause.

Board Action Requested

Approval

Action: Approved. See item 7.1 (408.2422).

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

Letter of Agreement for an Extension to the Affiliation Agreement with
Indian River Memorial Hospital, Inc. d/b/a Indian River Medical Center

408.2425, 18-19

The proposed Letter of Agreement extends the Affiliation Agreement with Indian River Medical Center for two additional years. The original agreement was approved by the Board at the January 17, 2017, board meeting and allows students in the Cardiovascular Technology and Diagnostic Medical Sonography Programs to participate in clinical training at Indian River's Vero Beach location. The extension is effective from the date of execution and will remain in effect unless terminated by either party in accordance with the agreement's termination clause.

Board Action Requested

Approval

Action: Approved. See item 7.1 (408.2422).

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

Ratification of Emergency Signature Authority for the Memorandum of Understanding and First and Second Amendments to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar

408.2426, 18-19

At the November 13, 2018, board meeting, the Board approved the Memorandum of Understanding for Governmental Entity Access to the Driver and Vehicle Information Database System (DAVID) with the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) for the Office of the Registrar, granting the Registrar access to the DAVID system to verify residency for admission purposes.

In addition to that agreement, this Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange (MOU) will also allow the Office of the Registrar access to residency verification data, as well as other restricted personal information, through the more efficient and exclusive Data Exchange System. Access to this system places various additional security obligations on the Registrar's Office, including data encryption, submission of personnel acknowledgements and annual certification statements, and periodic audits, as detailed in the MOU. This agreement will take effect on the date of last signature and remain in effect for three years unless terminated due to breach of the agreement or with written notice by either party.

The First Amendment to the MOU addresses federal regulations and laws regarding access to the deceased date of individuals in the Data Exchange system. The Amendment requires Santa Fe College to have systems in place to safeguard access to this information and prohibits unauthorized disclosure of this data. The execution of this Amendment is mandated by FDHSMV in order for the Registrar to continue to have access to the system.

The Second Amendment to the MOU adds the FDHSMV as an additional insured party on SF's Cyber Insurance Policy, allowing the College's insurance to protect the FDHSMV in the case of a data breach caused by SF. The College continues to await final word from the FDHSMV regarding approval and execution of the Second Amendment and will provide the Board with an update upon receipt of additional information.

The Board has authorized the Chair, or Vice Chair in the Chair's absence, to execute documents, contracts, and change orders requiring Board approval before the next board meeting if waiting for the meeting would create operational or financial difficulties for the College. Based on the justification set forth in the attached memorandum, Chair Lisa M. Prevatt used emergency signature authority to authorize this MOU and amendments, pending ratification by the Board.

Board Action Requested

- A. Ratification of the Memorandum of Understanding and the First and Second Amendments**
- B. Delegation of authority to the Vice President for Student Affairs to execute any future amendments and related documents associated with this MOU upon legal review and approval by the President and other appropriate College officials**

Action: Approved. See item 7.1 (408.2422).

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

National Center for Women & Information Technology Learning
Circles Partnership Grant

409.2231, 18-19

The Learning Circles project aims to create a new approach to consulting with computing departments as they develop systemic initiatives for increasing the recruitment and retention of women in their programs. Learning Circles will meet throughout the year via online conferences that are designed to ensure client success in developing and implementing strategic recruitment and retention plans. Funds will be used to support recruitment and retention initiatives, as well as travel to the annual National Center for Women & Information Technology Summit.

The amount of funds requested from the National Center for Women & Information Technology is \$10,000, with no matching funds from Santa Fe College.

Duration of this project is February 1, 2019, through January 31, 2020.

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 7.1 (408.2422).

Santa Fe College Foundation Liaison's Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini announced that the recent President's Gala was a success, proving a fruitful kick-off for the Foundation's 10 Million Dollar Campaign. He stated that the Spring Arts Poster Unveiling will be held on March 21, 2019, at the Spring Arts House beginning at 5:30 p.m., and the 50th Annual SF Spring Arts Festival will follow on April 6 and 7, 2019. He continued by pointing out that the Women of Distinction Luncheon is scheduled for March 26, 2019, at the UF Hilton, noting that tickets are available from the Office for Advancement.