



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 21, 2020
Wattenbarger Student Services 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 G.W. Blake Fletcher called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:02 p.m. in the Wattenbarger Student Services Building in Gainesville, Florida, followed by the Pledge of Allegiance.

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

Dr. Sasser acknowledged and welcomed President-designate Dr. Paul Broadie II. He also welcomed two other special guests, Mr. Cotton Fletcher and Ms. Layne Sasser, and thanked them for attending today's meeting. Dr. Sasser pointed out that this will be his last Board meeting and expressed deep appreciation to the Trustees, Vice Presidents, and everyone else in attendance for working with him to always put the College and students first and providing him with a wonderful experience over the past eighteen years.

The meeting adjourned at 5:08 p.m.

Handwritten signature of G.W. Blake Fletcher in blue ink.

G.W. Blake Fletcher, Chair

Handwritten signature of Paul Broadie II in blue ink.

Paul Broadie II, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 21, 2020, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.572, 19-20

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of January 21, 2020
 - 1.2 Approval of Board Meeting Minutes of November 19, 2019
2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Honorary Degree
 - 2.4 Continuing Contracts Candidates for 2020-2021
 - 2.5 Blount Center Expansion Project Update
 - 2.6 E Auditorium Renovation/Remodel – Change Order
 - 2.7 Fee Waiver Report for Fall Term 2019
 - 2.8 New Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect
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)
 - Agreements, Grants
 - 4.4 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2019-2020 Roll Forward Funds
 - 4.5 BACK TO WORK 50+ Network Partners at the Center for Innovation and Economic Development (CIED) Grant – Year 2
 - Finance
 - 4.6 Colonel Harry M. Hatcher, Jr. Property Survey 20-05
 - 4.7 Report of Purchases for November and December 2019
5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2019

- 5.2 Acceptance of Donations 20-03
- 5.3 Agreements for Disaster Debris Clearance and Removal Services

- 6. General Institutional Items
 - 6.1 International Travel
 - 6.2 Florida College System Council of Presidents Statement on Free Expression

- 7. Agreements/Grants
 - 7.1 Cooperation Agreement and First Addendum to the Cooperation Agreement with the Universidade Estadual Paulista (UNESP) "Júlio De Mesquita Filho," Brazil
 - 7.2 Memorandum of Understanding for the Clay Community Partnership School Project with Rural Health Care, Inc., the Children's Home Society of Florida, and the School Board of Clay County
 - 7.3 College Affiliation Agreement with Notami Hospitals of Florida d/b/a Lake City Medical Center for Various Health Sciences Programs
 - 7.4 Ratification of Emergency Signature Authority for the Affiliation Agreement with Covenant Health for the Health Services Administration Program
 - 7.5 Ratification of Emergency Signature Authority for the Economic Development Administration Funding of Blount Campus: Certification Regarding Lobbying – Form CD-512 and Certificate as to Project Site, Rights-of-Way, and Easements (Owner's Certification Regarding Eminent Domain)
 - 7.6 Louis Stokes New STEM Pathways Implementation – Floribbean Louis Stokes Alliance for Minority Participation

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

- 9. Adjournment

Board Action Requested

Approval

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

Approval of Board Meeting Minutes of November 19, 2019

401.563, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held November 19, 2019, are presented for approval.

Board Action Requested

Approval

Action: Motion to approve item 1.2: Oody
Second: Mallini
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 recognized Ms. Rose Christy, Career Service Council Chair; Ms. Kate Santacruz, Student Government President; Dr. David Price, College Senate President; Ms. Kathie Russell, Presiding Officer of the Senate Executive Council; and Dr. Dan Rodkin, representing the SF chapter of the AFC.

President Sasser stated that the next Board meeting will be held on February 18, 2020, at the Blount Center beginning at 4 p.m. He also noted that the Women of Distinction Ceremony will be held on March 24, 2020, at the UF Hilton beginning at 11:30 a.m. He thanked Trustee Lee for her work in elevating the Women of Distinction program to a new level and pointed out that through her leadership \$250,000 has been raised for student scholarships.

Strategic Planning

Information Item
419.71, 19-20

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 stated that the College continues to strive to position itself as the “employer of choice” as SF undertakes a faculty salary study. She took the opportunity to share the intent of the process and described the detailed steps that will be taken in selecting a firm to conduct the study. She stated that to date, five firms have expressed interest and have provided a response to the College’s Request for Information. Dr. Armour noted that the committee reviewing proposals includes the Human Resources Director and the Director of Purchasing and pointed out that the goal is for the consultant to complete the study by the end of the spring term in order to allow any budget requests associated with the study to be considered during the College budget process for implementation in the 2020-2021 Salary Schedule.

Honorary Degree

Information Item
400.660, 19-20

The College will present a posthumous Associate degree to the family of Mr. Kameron Griffis. Kameron was a stellar student taking classes at the Watson Center in Keystone Heights. He passed away on December 4, 2019, with only three classes remaining to complete his AA degree. Kameron, who was an accomplished musical composer, guitarist, pianist, and singer, is survived by his parents, Scott and Melinda Griffis of Melrose.

Discussion: President Sasser noted that Mr. Kameron Griffis, a student at the Watson Center, was just a few credits short of completing his AA degree when he passed away. Dr. Sasser added that he will present the posthumous degree to Mr. Griffis' parents on Thursday.

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

Continuing Contracts Candidates for 2020-2021

Information Item
402.826, 19-20

The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are being considered for recommendation of the award of continuing contract for the 2020-2021 contract year. Recommendations will be sent to the Board in February 2020 for approval.

Vicki Cotto	Assistant Professor, Nursing Programs
Brian Lee	Assistant Professor, Natural Sciences
Rimjhim Banerjee-Batist	Assistant Professor, Business Programs
Mari Jayne Frederick	Assistant Professor, Information Systems Technology
Christopher Gay	Assistant Professor, Natural Sciences
Kelli Harker	Assistant Professor, Nursing Programs
Shawna Mansfield	Assistant Professor, Fine Arts
Lillian Orenduff-Bartos	Assistant Professor, Fine Arts
Deloris Paul	Assistant Professor, Nursing Programs
Daniel Stepp	Assistant Professor, Fine Arts
Ranson Thomas	Assistant Professor, Nursing Programs
James Weichold	Assistant Professor, Natural Sciences
Marie Young Trabbic	Assistant Professor, Health Information Technology

Discussion: President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to review this item. Dr. Bonahue stated that the faculty members presented are being considered for continuing contracts after completing five years of instructional service to the College. The continuing contract review process, Dr. Bonahue pointed out, requires an extensive self-evaluation, peer review, and peer vote, and each successful candidate must meet the Santa Fe College standard based on satisfactory evaluations, affirmative peer votes, and recommendation by their academic department, the Provost, and the President. He added that final recommendations will be brought back to the Board for approval at the next Board meeting.

In response to a question from Trustee Hudson, Dr. Bonahue clarified that out of 19 faculty members who have completed their fifth year of service, just 13 are eligible to be considered for continuing contracts.

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

Blount Center Expansion Project Update

Information Item
412.1206, 19-20

Mr. Liam McClay, Acting Associate Vice President for Facilities Services and Senior Advisor to the President, will provide an update on the Blount Center expansion project.

Discussion: President Sasser asked Mr. Liam McClay, Acting Associate Vice President for Facilities Services and Senior Advisor to the President, to share an update on the Blount Center Expansion Project. Mr. McClay thanked Ms. Kathryn Lehman, Director for Sponsored Projects; Ms. Rebecca Rogers, Director for Facilities Planning and Construction; Ms. Patti Locascio, Vice President and General Counsel; and Ms. Melissa Morris, Assistant General Counsel for their continued support with the project. He also introduced Mr. Freedlengton Joseph, who is the Project Manager and has been working closely with the architect, civil engineer, construction manager, and the City of Gainesville.

Mr. McClay shared that the College has received the construction documents and is putting together the bid documents for approval by the Economic Development Administration (EDA), which should be completed in the coming days. He stated that in February, the Board will review and approve items related to the project, including phase III documents and the guaranteed maximum price (GMP), noting that the GMP will be phased in beginning with demolition and site development, with construction to follow. Currently, he stated, demolition is scheduled to begin in March or April.

Mr. McClay pointed out that the College is working closely with the City of Gainesville on permitting, which will be included in a site certificate requirement for EDA submission. Mr. McClay stated that a meeting with the City Manager, Dr. Sasser, and Dr. Broadie will take place later this month to discuss the project in further detail and secure support for the collaboration.

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

E Auditorium Renovation/Remodel – Change Order

Information Item
412.1207, 19-20

Project Background & Description:

This project involves the design, renovation, and remodel of the E Auditorium. Originally built in 1975, E Auditorium is one of the original buildings on SF’s Northwest Campus. The center of artistic and community activities until the opening of the Fine Arts Hall in 2011, E Auditorium has had few updates since its original construction. In Fall 2016, 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 and gave approval to advertise, select, and negotiate a contract for architectural design services. The project scope includes mechanical and electrical upgrades, acoustical improvements, new fixed seating, modifications to entry and exit doors, and upgrades to house lighting, interior finishes, and restrooms.

On April 17, 2018, an information item was sent to the Board summarizing the selection process for the architectural firm. Brame Heck Architects from Gainesville was the selection committee’s top choice and an agreement for services was negotiated and executed by the Board Chair on June 19, 2018.

Additionally, on July 17, 2018, an item was presented to the Board summarizing the selection process for the project’s construction management firm. Parrish McCall Constructors, Inc., from Gainesville was the selection committee’s top choice. An agreement for construction management services was negotiated and executed by the Board Chair on July 5, 2019. On July 16, 2019, the Board approved the Construction Documents (Phase III Documents), a guaranteed maximum price (GMP) in the amount of \$2,653,269, and Amendment No. 1 to the Agreement for Construction Services for the project.

Project Status:

In accordance with Rule 6.14: Facilities Construction Contracts, to expedite the work in progress, the College President may execute change orders in the name of the Board when an item or related group of items adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings. To date, four deductive change orders for owner direct purchases of materials totaling \$759,319.69 have been executed resulting in a sales tax savings of \$43,429.26. The additive Change Order Number Five is necessary in order to reverse an owner direct purchase of ordered materials that have been declared ineligible for purchase through the vendor.

Change Order Number Five, as signed by the President on December 5, 2019, increases the contract for the E Auditorium Renovation Remodel by \$27,900.01 to add back the purchase of flooring materials.

The original contract sum totaled \$2,653,269.00. With Change Orders 1 – 5, the revised contract sum is \$1,921,850.07 and remains within the amount approved by the Board.

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

Fee Waiver Report for Fall Term 2019

Information Item
200.950, 19-20

Florida Statute § 1009.26 identifies statutorily authorized fee waivers and Board authorized fee waivers are defined in College Rule 7.13: Waiver of Fees. When a course fee is waived, all fees associated with the course are waived except for Technology, Transportation, Access, Lab, and Distance Learning fees.

Pursuant to Florida Administrative Code Rule 6A-14.054(12), the College maintains a list of persons for whom fees are waived, documentation supporting the waivers, and the amount of the fees waived. Attached is a summary report for the term that identifies the authorized waiver types, number of students granted waivers, and the dollar amount associated per waiver type.

New Rule 2.16: Mandatory Reporting of Child Abuse,
Abandonment, and Neglect

Information Item
410.563, 19-20

Florida Statute imposes a \$1 million fine if College administrators, upon receiving information from faculty, staff, or other College employees, do not report known or suspected child abuse, abandonment, or neglect to the Florida Department of Children and Family Services or prevent others from making such reports. When these changes came into effect, the mandatory reporting requirements were addressed with the members of SF's Coordinating Council, and the College has consistently encouraged and required this reporting. SF's insurance carrier has requested that the College put the current reporting practice into an official rule rather than continuing to rely only on Florida Statute. New Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect, closely follows the law and defines "administrators" as the highest-level employees of the College.

Discussion: Dr. Sasser asked Ms. Locascio to discuss the new College Rule 2.16: Mandatory Reporting of Child Abuse, Abandonment, and Neglect. Ms. Locascio reviewed relevant statutes which impose hefty fines if College administrators do not report known or suspected victims of child abuse on College property or at College-sponsored events. While the College has long required such reporting in compliance with the law, she pointed out that SF's insurance carrier has requested that the College put the current reporting practice into an official rule. Ms. Locascio noted that discussions have begun at SF to develop mandatory training to help faculty and staff identify abuse, abandonment, and neglect and to identify the appropriate way to report any known or suspected incidents.

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

Citizen's Requests

423.78, 19-20

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 Fletcher 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
January 21, 2020

Agenda Item: 4.1

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

Career Service Staff

403.561, 19-20

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Flynn Allen	Carpenter
Nicholas Cataldo	Police Officer
Jessica Dukes	Accounting Specialist
Karma Kelts	Interim Assessment Specialist
Javon Wilson	Financial Aid Representative

Board Action Requested

Approval

Action: Motion to approve items 4.1 through 4.7: Lee
Second: Woody
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
January 21, 2020

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)

411.456, 19-20

The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract.

Executive Managerial

Appointment

Part Time

Name
Virginia Gibson

Position
Vice President, Administrative Affairs and
Chief Financial Officer

Information Technology Personnel

Appointment

Full Time

Name
Lucian Badea
MS, University of Florida

Position
Director, Information Technology Services

Technical/Professional

Appointment

Full Time

Name
Thomas Beckwith Jr.
MPA, Florida Gulf Coast University
* Jason Montalvo
MEd, University of Texas at San Antonio
Asley Pollas
BS, University of Florida

Position
Coordinator, Academic Advisement Center
Coordinator, Student Support Services
Interim Advising Specialist, Blount Center

* Grant Funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.561).

CONSENT

District Board of Trustees
January 21, 2020

Agenda Item: 4.3

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

Contract Staff (Faculty)

402.827, 19-20

The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Matthew Allen <i>MHA, Medical University of South Carolina</i>	Assistant Professor, Cardiovascular Technology
Michael Buchholz <i>MA, Eastern Michigan University</i>	Assistant Professor, Information Technology Education

Part Time

<u>Name</u>	
Joetta Bates	Christine McLaughlin
Shannon Calloway	Melissa Morris
Mary Carlson	Sommer Nichols
Christopher Cellon	Anthony Powell
Adriana Gabriel-Chisolm	Javier Sampedro
Emily Griffith	Edith Sampson
Lindsay Helms	La-Toya Scott
Anahita Heshmat	Mary Shuping
Chelsea Hoyt	Janetta Speer
Gerald Hunter	Bruce Teague
Lauren Hyden	John Trinckes Jr.
Desirae Krell	Edward Wilkins Jr.
Robert Lasley Jr.	Xumin Zhang
Natalie McGinnis	

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.561).

CONSENT

District Board of Trustees
January 21, 2020

Agenda Item: 4.4

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

Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2019-2020 Roll Forward Funds

409.2266, 19-20

Carl D. Perkins, Career and Technical Education (CTE) Postsecondary Programs, Section 132, roll forward funds will be used to enhance SF's existing support programs for CTE students at Santa Fe College and within the Bradford County School District. Increasing the current expense budget will provide Consortium-purchased services for Bradford County students, as well as travel, educational supplies, printing, recruitment activities, student fees and waivers, and interdepartmental billings for SF CTE programs. Supplementing the capital outlay budget will provide additional equipment for programmatic and instructional purposes. A request to reduce part-time personnel for TEAM Health is also included.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$46,125, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2019, through June 30, 2020.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 4.1 (403.561).

C O N S E N T

District Board of Trustees
January 21, 2020

Agenda Item: 4.5

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 – Year 2

409.2267, 19-20

This grant will help sustain the BACK TO WORK 50+ program, which supports members of the community aged 50 and higher in navigating the employment market so they can achieve self-sufficiency through training in high demand jobs in Alachua County, Bradford County, and surrounding 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 \$42,000, with \$47,613 in matching funds from Santa Fe College.

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

Operating budget impact: From existing College budget.

Board Action Requested

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

Action: Approved. See item 4.1 (403.561).

C O N S E N T

District Board of Trustees
January 21, 2020

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 20-05

200.951, 19-20

Pursuant to Rule and Procedure 5.7: Tangible Personal Property Control, College property that has become unusable or obsolete is reported to the Property Survey Committee by various property custodians, persons designated as responsible for maintaining and protecting the tangible personal property in a department. The Property Survey Committee, appointed by the President and composed of representatives from around the College, reviews the requests of property custodians that wish to remove said items from their inventory before all items valued over \$5,000 are presented to the Board for approval.

The Property Survey Committee met via email on December 10, 2019, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 20-05. The following table is a summary of the items by disposition method and a detailed list of all items from each category is attached.

Disposition Method	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	5	53,753.50	53,753.50	0
TOTAL	<u>5</u>	<u>53,753.50</u>	<u>53,753.50</u>	<u>0</u>

Disposition Method:

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

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.561).

C O N S E N T

District Board of Trustees
January 21, 2020

Agenda Item: 4.7

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

Report of Purchases for November and December 2019

202.660, 19-20

Below are the total amounts and a summary of purchases for the months of November and December 2019.

Purchasing	\$1,972,669.03
Risk Management Consortium	<u>10,818.00</u>
Total	<u>\$1,983,487.03</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y77165 (Fund 7)	\$ 126,250.00	Contract	Dell Marketing	Thin Clients (250) Student Technology Infrastructure
Y77173 (Fund 1)	\$ 35,500.00	Exempt	WT Cox Subscriptions	Periodicals and Subscriptions Library
Y77281 (Fund 7)	\$ 49,181.00	Contract	Scherer Construction & Engineering	E-Auditorium Smoke Hatch Replacement Project General Maintenance
Y77333 (Fund 7)	\$ 55,608.00	Contract	Irwin Seating Company	Direct Purchase – Theater Seating E-Auditorium Renovation
Y77377 (Fund 1)	\$ 81,000.00	Contract	Dell Marketing	Computers (60) Information Technology
Y77424 (Fund 1)	\$ 62,674.96	Exempt	Morse Communications, Inc.	E911 Emergency Project Information Technology
Y77426 (Fund 1)	\$ 40,876.87	Contract	CDW Government, Inc.	Aruba Network Software Maintenance Information Technology
Y77427 (Fund 1)	\$ 38,777.58	Exempt	CDW Government, Inc.	Lifesize Software Maintenance Information Technology
Y77438 (Fund 1)	\$ 35,265.49	Contract	Mohawk Resources, Ltd.	Wheel Balancer/Tire Changer Automotive Degree
Y77494 (Fund 7)	\$ 62,969.43	Contract	Shaw Industries, Inc.	E-Auditorium Flooring Replacement General Maintenance

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget
Report for December 2019

201.877, 19-20

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the College in relation to the percentage of unrealized and unencumbered funds as of December 31, 2019.

The following summary provides a comparison of actual revenues and expenditures for 2019-2020 vs. 2018-2019.

	2019-2020		2018-2019	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	47,954,759	57.66	47,692,150	55.29
Expenditures	36,532,825	37.28	36,911,903	41.80

Board Action Requested

Approval

Discussion: Ms. Beth Groff, Comptroller, reviewed items 5.1 through 5.3 individually.

Action: Motion to approve items 5.1 through 5.3: Mallini

Second: Oody

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

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

Acceptance of Donations 20-03

200.952, 19-20

Donation #1

LifeSouth Blood Center has donated the item listed below to the Clinical Laboratory Science Program.

Qty	Description	Cost
1	MTD Gel Blood Bank Sample Analysis Workstation	<u>\$1,250.00</u>
	Total	<u>\$1,250.00</u>

Board Action Requested

Approval

Action: Approved. See item 5.1 (201.877).

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

Agreements for Disaster Debris Clearance and Removal Services

209.202, 19-20

A request for proposals (RFP), jointly created by the Florida College System Risk Management Consortium and Santa Fe College, was released on July 16, 2019, for debris clearance and removal services in the event of a disaster, such as a hurricane.

The intention of the solicitation and resulting agreements are to provide Florida College System institutions with an available contractor for these services without the need to perform solicitations at the time of the crisis. Having a contractor in place that was established by a public solicitation enables affected institutions to potentially qualify for reimbursement from the Federal Emergency Management Agency (FEMA). Because this is an indefinite quantity solicitation, the value of the solicitation cannot be determined, and ideally, the colleges would never need to use these services.

On October 15, 2019, the Board approved the recommendation to award the RFP to both Southern Disaster Recovery and TFR Enterprises and to negotiate agreements with the two firms. The College has completed those negotiations and is presenting the agreements for Board review.

Board Action Requested

Approval

Action: Approved. See item 5.1 (201.877).

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

International Travel

101.163, 19-20

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:

Dr. Sarah Cervone, travel to Jamaica, February 29 – March 7, 2020

Dr. Sarah Cervone, Assistant Professor of Humanities, won a study abroad sustainability award that will allow her to accompany a study abroad program to Jamaica, learn best practices on how to lead such learning experiences, ensure the future sustainability of this program, and potentially allow Dr. Cervone to lead similar programs in the future. The Jamaica study abroad program Dr. Cervone will join was approved by the Board on September 17, 2019, and will be co-led by Dr. Georgia Bianchi and Dr. Jennifer Forshee, both Associate Professors of Social and Behavioral Sciences, and two of the College's most experienced study abroad leaders. No travel warning has been issued for Jamaica. This international travel will be funded by SF's International Education Office.

Dr. Vilma Fuentes, travel to Guyana, Granada, and St. Lucia, March 4 – 14, 2020

Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, will be travelling to Guyana, Granada, and St. Lucia to prepare for the 11th Community College Administrator Program (CCAP), a project funded by the U.S. Department of State and developed in partnership with Florida State University. Dr. Fuentes will meet with government officials in each country, visit technical colleges, and help recruit participants for the CCAP. The information gathered during this trip will be used to organize a CCAP for the Caribbean in Fall 2020. Dr. Fuentes has travelled extensively in Asia, Europe, and South America. Transportation in the Caribbean will take place via taxi and chartered vehicle, usually in the company of U.S. Embassy officials. No travel warning has been issued for Guyana, Granada, or St. Lucia. This travel will be funded by the U.S. Department of State.

Mr. Mike Laffey, travel to Tegucigalpa, Honduras, March 22 – 26, 2020

Mike Laffey, Coordinator of International Student Services, will travel to Tegucigalpa, Honduras to raise awareness about Santa Fe College and to recruit new international students by making presentations at various local high schools, developing relationships with school counselors and principals, and hosting a college fair for students and parents. This is the first time that an SF staff member has traveled to recruit students in Honduras. New F-1 student enrollment from Honduras at American colleges and universities increased by 4.1% in 2018-2019 as compared to the previous year. Mr. Laffey will remain in Tegucigalpa, the capital, during his week in the country, and will work with local EducationUSA staff to arrange transportation and accommodations. The U.S. Department of State has

issued a travel warning for Honduras due to crime. 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. This international travel will be funded by Santa Fe College.

Dr. Dustin Fridkin, travel to Kyiv and Poltava, Ukraine, May 1 – 10, 2020

Dr. Dustin Fridkin, Assistant Professor of Political Science, will be travelling to Ukraine as part of a faculty exchange program with Poltava National Technical University (PoINTU). He will provide guest lectures, contribute to classroom discussions, learn about Ukraine's history, political system, and culture, and help deepen the collaboration between SF and PoINTU. Dr. Fridkin will fly into Kyiv and travel by road to Poltava. All transportation in Ukraine will take place by car or train and in the company of administrators from PoINTU. A State Department travel warning is in place for travel to eastern Ukraine and Crimea only; the central and western region of the country have no travel warning. 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 Ukraine, but staff are prepared to use personal medical insurance if required. This travel will be funded with matching funds from Santa Fe College's International Education Office and PoINTU.

Mr. Michael Walker, travel to Jakarta, Indonesia, May 8 – 17, 2020

Mr. Michael Walker, Assistant Professor of English, will travel to Jakarta as part of a faculty exchange program with Atma Jaya University Catholic University. He will provide guest lectures, contribute to classroom discussions, learn about Indonesia's rich history and culture, and help deepen the collaboration between SF and Atma Jaya. All transportation in Jakarta will take place by car and in the company of Atma Jaya staff. No State Department travel warning has been issued for Indonesia. This travel will be funded with matching funds from Atma Jaya University and the SF International Education Office.

Dr. Gary Boulware, travel to Stockholm and Orebro, Sweden, June 1 – 8, 2020

Dr. Gary Boulware, Chair of Business Programs, will travel to Orebro, Sweden to visit the Thoren Business College, which has partnered with SF on its study abroad programs and has hosted and interacted closely with SF faculty and students through face-to-face and virtual exchanges. The Thoren Business School is now interested in developing a deeper collaboration with SF's business programs. Dr. Boulware's visit will help clarify the types of collaboration that are most appropriate for the Business Programs department and pave the way for the development of a future international cooperation agreement with this Swedish institution. Dr. Boulware will fly into Stockholm and then travel by train to Orebro. No State Department travel warning has been issued for Sweden. This travel will be funded by the SF International Education Office and the Thoren Business College.

Travel dates are subject to change.

Board Action Requested

Approval of international travel and authorization for College officials to modify dates of travel and destination (within the designated country) upon approval of the President or designee

Discussion: President Sasser asked Dr. Vilma Fuentes, Associate Vice President for Academic Affairs, to review the upcoming international trips. Dr. Fuentes shared details of the individual travel abroad opportunities and highlighted the encounters each lead

faculty member will participate in and oversee. Dr. Sasser thanked Dr. Fuentes for her continued leadership in internationalizing the College.

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

Florida College System Council of Presidents Statement on Free Expression

400.661, 19-20

In 2018, the Florida Legislature created the “Campus Free Expression Act,” codifying the right to free speech activities. Santa Fe College reviewed its rules and procedures, finding that the College already was in compliance with the Act.

In 2019, Governor Ron DeSantis called on the Presidents of Florida’s College System and the State University System to adopt a resolution that protects and promotes the free speech of students on their campuses. The Florida College System Council of Presidents issued a written statement and committed to having this Statement of Free Expression presented for formal adoption through the established College governance processes.

President Sasser recommends that the District Board of Trustees formally adopt the attached Statement on Free Expression signed on April 12, 2019, by President Ava Parker, Chair of the Florida College System Council of Presidents.

Board Action Requested

Approval

Discussion: President Sasser shared that in 2018, the Florida Legislature created the “Campus Free Expression Act,” codifying the right to free speech activities, with which the College was in compliance. In 2019, Governor DeSantis called on the Florida College System and the State University System to adopt a formal resolution that protects and promotes free speech. The Florida College System Council of Presidents issued a written statement to be presented for adoption through the established College governance process. Dr. Sasser noted that the statement has been approved by the Career Service Council and that both Student Government (SG) and the College Senate received it. The SG declined to comment and the College Senate required additional time for review. After discussion among the Board members, Trustee Hudson suggested that the Board approve the statement subject to potential modification upon final feedback from the College Senate.

Action: Motion to approve item 6.2 subject to potential modification from the College Senate:
Hudson

Second: Woody

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

***College Goal: Delivery Alternatives – Assess student needs and outcomes
as well as create innovative and flexible learning opportunities.***

Cooperation Agreement and First Addendum to the Cooperation
Agreement with the Universidade Estadual Paulista (UNESP)
“Júlio De Mesquita Filho,” Brazil

408.2474, 19-20

This Cooperation Agreement sustains and formalizes a collaborative relationship with the Universidade Estadual Paulista (UNESP) “Julio de Mesquita Filho,” a multi-campus university located in São Paulo, Brazil, with the goal of promoting academic and cultural exchanges, developing joint projects, and exploring other areas of collaboration. In 2013, the Board approved an earlier version of this agreement that has now expired and needs reauthorization. Additionally, the First Addendum specifies a collaborative project that the parties will pursue during the duration of the agreement that will allow SF and UNESP to share best practices in the training of faculty on inclusive pedagogical practices.

Approval of this agreement and addendum will enable SF and UNESP to continue and expand the innovative projects that have been initiated over the past five years. The agreement will remain valid for five years unless either party terminates the agreement with ninety days’ written notice.

Board Action Requested

Approval

Action: Motion to approve items 7.1 through 7.6: Woody
Second: Hudson
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes,
Mallini – yes, Oody – yes, Prevatt – yes, Woody – yes

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

Memorandum of Understanding for the Clay Community Partnership School Project with Rural Health Care, Inc., the Children's Home Society of Florida, and the School Board of Clay County

408.2475, 19-20

This Memorandum of Understanding (MOU) establishes the roles and relationships for operation of Keystone Heights Middle/Senior High School as a Community Partnership School. Community Partnership Schools include four core collaborators: a school district, a university or college, a community-based nonprofit, and a healthcare provider. The collaborators work together to provide wraparound services and create an integrated set of learning opportunities that help to increase the success of students.

Under this MOU, SF commits to serving on the Community Partnership School's Executive and Leadership Councils and hosting council meetings at the Watson Center; serving as the lead entity for policies, programs, and initiatives that provide opportunities for students and families in the Keystone Heights community; and assisting the project through activities such as resource development, grant writing, and professional development.

The MOU will be in effect for three years and automatically renew for one-year terms for a period of up to twenty-five years unless terminated by one of the parties by providing at least ninety days' written notice.

No funds are required to be expended under this MOU.

Board Action Requested

Approval

Action: Approved. See item 7.1 (408.2474).

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

College Affiliation Agreement with Notami Hospitals of Florida d/b/a
Lake City Medical Center for Various Health Sciences Programs

408.2476, 19-20

The College has a long-standing relationship with Notami Hospitals of Florida d/b/a Lake City Medical Center. The most recent College Affiliation Agreement with Notami recently expired and SF hopes to continue the relationship in order to allow SF students in the following programs to participate in clinical training at this Lake City hospital: Cardiovascular Technology, Clinical Laboratory Sciences, Computed Tomography, Diagnostic Medical Sonography, Health Services Administration, Nuclear Medicine Technology, Physical Therapist Assistant, Radiography, Respiratory Care, and Surgical Technology. The agreement is effective from January 1, 2020, for a five-year term unless terminated by either party in accordance with the termination clause

Board Action Requested

Approval

Action: Approved. See item 7.1 (408.2474).

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

Ratification of Emergency Signature Authority for the Affiliation Agreement with Covenant Health for the Health Services Administration Program

408.2477, 19-20

The Clinical Affiliation Agreement with Covenant Health will allow SF students in the Health Services Administration (HSA) Program to participate in clinical training at several hospitals in Tennessee that are managed by this non-profit corporation. The agreement is effective from December 1, 2019, through November 30, 2022, unless terminated by either party in accordance with the termination clause.

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 G.W. Blake Fletcher used emergency signature authority to authorize this agreement, pending ratification by the Board.

Board Action Requested

Ratification

Action: Ratified. See item 7.1 (408.2474).

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

Ratification of Emergency Signature Authority for the Economic Development Administration Funding of Blount Campus: Certification Regarding Lobbying – Form CD-512 and Certificate as to Project Site, Rights-of-Way, and Easements (Owner’s Certification Regarding Eminent Domain) 412.1208, 19-20

In May 2019, the Economic Development Administration (EDA) awarded a \$4.8 million grant to the College to help re-build and expand SF’s Center for Innovation and Economic Development (CIED) at the Blount Center. The College is required to fulfill the grantor’s reporting and record-keeping requirements as a condition of the award. In keeping with these requirements, the Board Chair was presented with the following items for signature and submission to the EDA:

- (1) Certification Regarding Lobbying, which confirms that no federal appropriated funds have been paid or will be paid for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant; and
- (2) Part Three of the Certificate as to Project Site, Rights-of-Way, and Easements (Owner’s Certification Regarding Eminent Domain) certifying that eminent domain has not been and will not be utilized in connection with advancing the economic interests of private parties in connection with any property associated with the Blount Campus project.

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 G.W. Blake Fletcher used emergency signature authority to authorize these forms, pending ratification by the Board.

Board Action Requested

Ratification

Action: Ratified. See item 7.1 (408.2474).

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

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

409.2268, 19-20

The Floribbean Louis Stokes Alliance for Minority Participation (LSAMP) unites two universities and two state colleges who share a strategic goal to enhance the success of unrepresented minorities (URM) in science, technology, engineering, and math (STEM) fields and who have accrued extensive experience with successful, grant-funded collaborations that support the Florida-Caribbean LSAMP Regional Center of Excellence (FL-C LSRCE).

This new collaborative alliance between Santa Fe College, Florida Atlantic University, Palm Beach State College, and the University of the Virgin Islands will support the successful transfer of community college students to a baccalaureate program and further aims to significantly increase baccalaureate graduation of university students in STEM fields through the application of Astin's Input-Environment-Output (IEO) model to facilitate a comprehensive approach to student support. These enhanced interventions will address potential psycho-social factors that support or impede URM students' success in STEM, including a sense of belonging, identity, self-efficacy, microaggression, and stereotype threat. Each institution has unique expertise in some critical area(s), and, as part of the alliance, they will be sharing their areas of excellence with member institutions. Thus, combined, this project has a potential major 'multiplier' effect, impacting more students across all institutions.

The Floribbean LSAMP, specifically, the University of the Virgin Islands, will provide Florida transfer students an experience akin to an international experience. These students will leave the mainland of the United States to live in a majority-minority environment with a notably different culture, completing their baccalaureate degree in STEM within a geographically and culturally diverse setting, thus preparing scholars to work in the diverse global scientific and technological marketplace.

The amount of funds requested from the National Science Foundation is \$155,694 for the first year of the project, with no matching funds from Santa Fe College. Total SF funding for the five-year project is \$756,265.

Duration of this project is August 15, 2020, through August 14, 2021.

Operating budget impact: None.

Board Action Requested

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

Action: Approved. See item 7.1 (408.2474).

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 \$125,000 through the organization Foundation Source. Ms. Teri McClellan, Assistant Vice President for the Office for Advancement, shared that the funds are from an anonymous donor and will assist both full- and part-time students.

Chair Fletcher acknowledged that this is the last Board meeting under Dr. Sasser's leadership. He thanked the President and stated that it has been an honor to serve with him and see the quality of service that has been afforded to SF students during his tenure. In honor of Dr. Sasser, Chair Fletcher announced that the Board unanimously approved renaming the College's Fine Arts Hall to the Jackson N. Sasser Fine Arts Hall and renaming Center Road to Sasser Lane (or "Layne" or "Ln"). Further, he stated that an artist will be commissioned to create a sculpture of Dr. Sasser representing his passion and commitment to student success and inclusion. The group celebrated Chair Fletcher's announcement with applause.

The Chair continued by stating that these plans are a token of the Board's appreciation and will serve as a reminder to current and future students, faculty, and staff of how much Dr. Sasser contributed to the College and the community. Each Trustee took the opportunity to thank Dr. Sasser and some shared personal reflections of the past eighteen years, addressing President Sasser's commitment to students, his integrity, and his stalwart leadership, noting that he will be greatly missed. Ms. Alora Haynes, Chair of the Fine Arts Department, pointed out that so many dreams and aspirations have been met as a result of the Fine Arts Hall's construction, which Dr. Sasser made possible. She shared that the entire staff of the Fine Arts Department is immensely thankful for Dr. Sasser's leadership and vision and will be thrilled to hear that the building will be named after him. Dr. Sasser thanked the Board and expressed how honored he feels by this gesture. He added that the kind words shared by those in attendance are the only gifts to surpass having his name on the building and road.