



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held May 19, 2020
Teleconference

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

Members absent: Robert C. Hudson, Jeffrey L. Oody

Chair G.W. Blake Fletcher called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., via teleconference, followed by the Pledge of Allegiance.

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

The meeting adjourned at 5:00 p.m.

Blake Fletcher

Digitally signed by Blake
Fletcher
Date: 2020.06.17 15:16:40
-04'00'

G.W. Blake Fletcher, Chair

A handwritten signature in black ink that reads "Paul Broadie II".

Paul Broadie II, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 19, 2020, at 4 p.m.
Teleconference**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.575, 19-20

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of May 19, 2020
 - 1.2 Approval of Board Meeting Minutes of April 21, 2020
2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Proposed Board of Trustees Meeting Schedule for 2020-2021
 - 2.4 Fee Waiver Report for Spring Term 2020
 - 2.5 Educational Equity Act Report for 2019-2020 – Part III: College Employment Equity Accountability Plan
 - 2.6 Deletion of Rule 6.1: Organization of Facilities Services
 - 2.7 Amended Rule 6.4: Use of College Facilities
3. Citizen's Requests
4. Consent Items
 - Personnel
 - 4.1 Career Service Staff
 - 4.2 Contract Staff (Faculty)
 - Finance Items
 - 4.3 Report of Purchases for April 2020
5. Facilities Items
 - 5.1 Approval of Easements with the City of Gainesville and the City of Gainesville d/b/a Gainesville Regional Utilities for the Blount Center Expansion Project

6. Finance Items
 - 6.1 Budget Amendment #1, 2019-20 Unexpended Plant Fund Budget (Fund 7) – Blount Center Expansion Project
 - 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2020
 - 6.3 Report of Investments, Quarter Ending March 31, 2020
7. General Institutional Items
 - 7.1 Deletion of Courses Not Taught in the Last Five Years
8. Rules
 - 8.1 Amended Rule 4.2: Grading System Due to the COVID-19 Pandemic
9. Agreements/Grants
 - 9.1 Dual Enrollment Articulation Agreement with Micanopy Academy
 - 9.2 Clinical Education Agreement with Mayo Clinic Jacksonville d/b/a Mayo Clinic School of Health Sciences for the Clinical Laboratory Science Program
 - 9.3 Memorandum of Understanding Concerning Affiliation with the Hospital Authority of Valdosta and Lowndes County, GA d/b/a South Georgia Medical Center, SGMC Berrien Campus, SGMC Lanier Campus, and SGMC Lakeland Villa for the Clinical Laboratory Science Program
 - 9.4 Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) - Project SAINT Enhancement Grant
 - 9.5 Retooling After a Pandemic (RAP) – AARP Foundation Grant
 - 9.6 Santa Fe College Higher Education Emergency Relief Fund – IHEs Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. 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: Prevatt
Second: Woody
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Mallini – yes, Prevatt – yes, Woody – yes

Approval of Board Meeting Minutes of April 21, 2020

401.566, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 21, 2020, are presented for approval.

Board Action Requested

Approval

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

President's Report

Information Item

The President will discuss a variety of information topics.

Discussion: Dr. Broadie welcomed those in attendance to the teleconference meeting and expressed his gratitude to everyone who continues to work remotely and provide exceptional service and instructional delivery. He added that last week marked his first 100 days as President of Santa Fe College. Dr. Broadie stated that when he arrived at the College in February, he pledged to spend his first 100 days listening, learning, and leading. His carefully laid plan was in full swing when, unexpectedly, the COVID-19 pandemic cast a shadow over the nation, the local community, and the College. Dr. Broadie explained that this has been one of the greatest challenges SF has faced while also revealing the strength of the institution and providing unique opportunities in workforce development and a litany of other areas. He stated that the introduction of new technology and automation has led to an expansion of educational programs and services that will further SF's mission of access and connect additional individuals to the College. The President continued by thanking the Vice Presidents and SF's shared governance officers for their continued leadership, along with their stellar and creative forethought in looking for opportunities to advance the College and highlight its accomplishments.

Dr. Broadie recognized Ms. Rose Christy, Career Service Council President; Ms. Joudi Ayroud, Student Government President; Dr. David Price, College Senate President; and Ms. Tracy Moorman, AFC President. Ms. Kathie Russell, Presiding Officer of the Senate Executive Council, was unable to attend. Dr. Broadie noted that he recently spoke with Ms. Kate Santacruz, past Student Government President, and was happy to announce her acceptance to Cornell University.

President Broadie reminded the Board that the next meeting will be held on June 16, 2020, at 4 p.m., with the location still to be determined.

Dr. Broadie asked Dr. Cheryl Calhoun, Dean for Access and Inclusion, to share an update concerning the College's Guitars, Rocketry, and Robotics Advanced Technological Education (GRRATE) program. Dr. Calhoun reminded the Board that SF's GRRATE project, funded by a grant from the National Science Foundation, helps students who are often underrepresented in science, technology, engineering, and mathematics (STEM) gain the competencies needed to succeed in these fields. Dr. Calhoun was pleased to announce that the project recently won the Facilitator Choice Award in the 2020 STEM for All Video Showcase. She noted that there were nearly 700 presenters and co-presenters who shared 171 short videos highlighting innovations in STEM education, adding that only 15 groups were given Facilitator Choice Awards. Dr. Calhoun shared the winning video with the Board and thanked Ms. Chelsea Carnes, Interim Specialist for Outreach Projects, who narrated and composed the video along with many others that assisted. The Trustees expressed their congratulations and praised the innovative project.

Strategic Planning

Information Item
419.74, 19-20

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

Discussion: Dr. Broadie asked Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, to provide an update on strategic planning. Dr. Armour reviewed the College's process for drafting strategies for the development of a new strategic plan, which have been grouped into four "strategy sets" or themes: purpose, mindset, experience, and transition. She added that the draft strategies will serve as input for four charrettes that will be held virtually via Zoom in July. For each charrette, Zoom "breakout rooms" will be used to focus on each theme. She noted that the stakeholder groups represented at the charrettes will be nonprofit partners and community service agencies; the Chamber of Commerce and business leaders; education partners (county public schools and university leaders); and the SF Foundation Board along with the Board of Trustees. Trustee Lee recommended also including the Community Foundation of North Central Florida, with Dr. Armour noting that they have been contacted and have expressed that they are excited to participate.

Proposed Board of Trustees Meeting Schedule for 2020-2021

Information Item
416.157, 19-20

Below is the proposed schedule of the Board of Trustees meetings for the 2020-2021 year. All meetings begin at 4 p.m.

2020-2021 Board Meeting Schedule

July 21, 2020	Watson Center
August 2020	No Board Meeting
September 15, 2020	Northwest Campus
October 20, 2020	Andrews Cultural Center
November 17, 2020	Perry Center
December 2020	No Board Meeting
January 19, 2021	Northwest Campus
February 16, 2021	Blount Center
March 2021	No Board Meeting
April 20, 2021	Andrews Cultural Center
May 18, 2021	Northwest Campus – Zoo
June 15, 2021	Northwest Campus
July 20, 2021	Kirkpatrick Center

Discussion: Dr. Broadie shared the proposed Board meeting schedule for 2020-2021 and pointed out that the June 2020 meeting is not listed because it was approved last year as part of the 2019-2020 meeting schedule.

District Board of Trustees
May 19, 2020

Agenda Item: 2.4

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

Fee Waiver Report for Spring Term 2020

Information Item
200.956, 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 State Board of Administration Rule 6A-14.054 (12), the College maintains the 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.

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

Educational Equity Act Report for 2019-2020 – Part III: College
Employment Equity Accountability Plan

Information Item
400.667, 19-20

The College is required to submit an annual Equity Report to the Florida Department of Education (FLDOE). This report reflects both student and employee measurements regarding representation of minority populations and includes an analysis of historical data to assess trends and measure whether the College has met internal goals. Due to the COVID-19 pandemic, the FLDOE has delayed the deadline for submission of the complete Equity Report, which is now due on June 30, 2020. However, they required that Part III: College Employment Equity Accountability Plan, presented here for information, be submitted on May 1, 2020, as mandated by Florida Statute 1012.86 (2)(a). SF will provide the full report to the Board at the June 16, 2020, Board meeting for review and approval before final submission to the FLDOE. The remaining sections will consist of the previous year's student course substitutions; data on student enrollment, retention, completions, and strategies for increasing rates for underrepresented populations; College policies related to harassment and discrimination; and information about gender equity in athletics.

Discussion: Ms. Patti Locascio, Vice President and General Counsel, provided a detailed summary of Part III of the Educational Equity Act Report for 2019-2020, which focuses on the Employment Equity Accountability Plan. Ms. Locascio pointed out that due to the COVID-19 pandemic, the Florida Department of Education (FLDOE) delayed the deadline for submission of the complete Equity Report, now due on June 30, 2020, but asked that Part III be submitted by May 1, 2020, and the College provided a draft of Part III in a timely manner. She noted the full report will be presented at the June 16, 2020, meeting for review and approval before final submission to the FLDOE and that changes may be made to the previously submitted Part III if the Board has any edits to propose.

The General Counsel reviewed Part III and discussed the data analysis for the full-time Executive, Administrative, Managerial Staff (EAM). She stated that SF has met most of its goals in this area as they were primarily based on retaining the diverse EAMs already employed. However, she noted, the EAM goals for black males were not met. Ms. Locascio stated that the College anticipates that an increased emphasis on targeted recruiting and minority retention through established initiatives like the Association of Black Faculty and Staff will help the College improve in this area. A robust conversation followed concerning the College's diversity retention and possible ways to improve in this area. Trustee Lee asked that the President meet with the Gainesville Black Professionals for additional guidance. Dr. Naima Brown, Vice President for Student Affairs, noted that this organization has already requested a meeting with the President within the coming months.

Deletion of Rule 6.1: Organization of Facilities Services

Information Item
410.567, 19-20

Rule 6.1: Organization of Facilities Services should be repealed as it is outdated and duplicative. The College maintains an updated organizational chart in accordance with Procedure 2.2P: College Organization.

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

Amended Rule 6.4: Use of College Facilities

Information Item
410.568, 19-20

Key changes to Rule 6.4: Use of College Facilities include clarifying the general framework for permitting the use of College facilities; updating prohibited uses; removing provisions related to priorities for use as well as the use of specific College property, which will be added to the associated procedure; adding language related to trademarks and authorization of endorsements; updating the College's reservation of rights; requiring that assessments of requests for use of facilities be applied in a viewpoint neutral manner in order to protect free speech; and clarifying the delegation of authority in order to establish procedures for the use of College facilities.

Discussion: Mr. Liam McClay, Associate Vice President for Governmental Affairs and Facilities Services, stated that the proposed changes to Rule 6.4: Use of College Resources are the result of an eight-month review conducted by Facilities Services in which both the rule and associated procedure were scrutinized. He stated that the amended rule will create greater consistency in the use of College facilities and limit the potential risks associated with allowing outside individuals and groups to use College property. Mr. McClay reviewed the specific changes in depth with the Board and noted which items are being moved to and expanded upon in Procedure 6.4P: Use of College Resources. Regarding Trustee Prevatt's question about proof of insurance, Mr. McClay replied that this matter is covered in Procedure 6.4P.

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

Citizen's Requests

423.81, 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.

Because the meeting will be conducted virtually, individuals wishing to be heard may contact general.counsel@sfcollge.edu to notify the College that they wish to address the Board during this agenda item.

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

C O N S E N T

**District Board of Trustees
May 19, 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

403.564, 19-20

The individuals listed below are being recommended for appointment.

Appointment

Part Time

<u>Name</u>	<u>Position</u>
Julia Beardslee	Unclassified Part-time, Zoo
Emily Chandler	Unclassified Part-time, Zoo
Danielle Cuppan	Unclassified Part-time, Zoo
Veronica Garcia	Unclassified Part-time, Zoo
Jonathan Gault	Unclassified Part-time, Zoo
Sarah Kulley	Unclassified Part-time, Zoo
Sarah Lowe	Unclassified Part-time, Zoo
Casey Mell	Unclassified Part-time, Zoo
Lillian Roberti	Unclassified Part-time, Zoo
Deanna Beverly	Unclassified Part-time, Zoo
Valerie Vega	Unclassified Part-time, Zoo
Ashley Waddell	Unclassified Part-time, Zoo
Abigale Weeks	Unclassified Part-time, Zoo

Board Action Requested

Approval

Action: Motion to approve items 4.1 through 4.3: Goldwire
Second: Woody
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Mallini – yes, Prevatt – yes, Woody – yes

C O N S E N T

**District Board of Trustees
May 19, 2020**

Agenda Item: 4.2

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

Contract Staff (Faculty)

402.831, 19-20

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

Appointment

Part Time

Name

Deanna Beverly
Jennifer Rudnick-Volz

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.564).

C O N S E N T

**District Board of Trustees
May 19, 2020**

Agenda Item: 4.3

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

Report of Purchases for April 2020

202.663, 19-20

Below are the total amounts and a summary of purchases for the month of April 2020.

Purchasing	\$874,949.62
Risk Management Consortium	<u>\$0.00</u>
Total	<u>\$874,949.62</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y78344 (Fund 7)	\$ 48,533.20	Contract	CCS Presentation Systems	Classroom Document Cameras Student Technology
Y78417 (Fund 7)	\$ 226,504.43	Contract	CCS Presentation Systems	Classroom A/V Upgrades Student Technology
Y78501 (Fund 1)	\$ 39,655.60	Contract	Duval Ford	Ford T-350 Van Zoo
	\$ 314,693.23			

Purchase orders for previously awarded bids/contracts: None

Amount: \$0.00

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 207

Amount: \$560,256.39

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.564).

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

Approval of Easements with the City of Gainesville and the City of Gainesville d/b/a Gainesville Regional Utilities for the Blount Center Expansion Project

412.1215, 19-20

Several easements are required for the construction and maintenance of public utility infrastructure and sidewalks on the site of the Blount Center expansion project. The need to grant these easements to the City of Gainesville and Gainesville Regional Utilities (GRU) was identified during the project's planning process, and similar easements are already in existence on other College properties.

The four proposed easements grant the following:

1. Santa Fe College to the City of Gainesville d/b/a/ Gainesville Regional Utilities – this public utility easement grants GRU the right to access, maintain, construct, inspect, repair, and relocate electrical utilities (Exhibit A – NE corner on NW 1st Avenue) as well as water facilities (Exhibit B – SE corner on West University Avenue) on the Blount Center expansion building site.
2. Santa Fe College to the City of Gainesville – sidewalk easement #1 grants the City of Gainesville the right to construct, operate, and maintain a pedestrian sidewalk along the south side of NW 2nd Avenue on the northern boundary of the Blount Center expansion parking lot site.
3. Santa Fe College to the City of Gainesville – sidewalk easement #2 grants the City of Gainesville the right to construct, operate, and maintain a pedestrian sidewalk along the north side of NW 1st Avenue on the southern boundary of the Blount Center expansion parking lot site.
4. Santa Fe College to the City of Gainesville – sidewalk easement #3 grants the City of Gainesville the right to construct, operate, and maintain a pedestrian sidewalk along the south side of NW 1st Avenue on the northern boundary of the Blount Center expansion building site.

Board Action Requested

Approval of easements and delegation of authority to the Board Chair to sign all necessary documentation upon legal review and approval by the Associate Vice President for Governmental Affairs and Facilities Services and other appropriate College officials

Discussion: Mr. McClay reviewed items 5.1 and 6.1 individually. Concerning item 5.1, he noted that the Blount Center expansion project requires several easements on College property in order to maintain public utility infrastructure and sidewalks, specifying that the easements will allow Gainesville Regional Utilities access for electrical utilities and water facilities and the City of Gainesville access to sidewalks on the perimeter of the parking lot and the new building.

Mr. McClay continued, noting that agenda item 6.1 is a proposed budget amendment to the Unexpended Plant Fund (Fund 7), also to support the Blount Center expansion

project. He pointed out that to date, the College has secured over \$27 million for the Blount Center expansion project, including \$13 million in state appropriated funding, \$1 million in private support, \$4.76 million awarded through a U.S. Economic Development Administration (EDA) grant, and \$8.5 million in local funds with the Board's support. He added that this does not count the millions of dollars of property value that the SF Foundation has given to the College in order to support students and economic development in the community. Mr. McClay stated that \$6,189,656 from both existing unallocated Fund 7 dollars and through the reassignment of funds previously designated for other purposes will further fund the estimated cost of construction for the project, as reflected in the budget amendment.

Action: Motion to approve items 5.1 through 6.1: Lee
Second: Prevatt
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Mallini – yes, Prevatt – yes, Woody – yes

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

Budget Amendment #1, 2019-20 Unexpended Plant Fund Budget
(Fund 7) – Blount Center Expansion Project

201.882, 19-20

The Unexpended Plant Fund (Fund 7) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The Blount Center expansion project has been designated as the College's top construction priority by the Board of Trustees. On April 18, 2017, the Board approved a project budget of \$32,531,029. This figure was subsequently amended on October 16, 2018, when the Board approved increasing the total project budget to \$36,493,446. The budget increase was based on the review of the schematic design by the construction manager and the College's request for funds from the U.S. Department of Commerce's Economic Development Administration (EDA) in July 2018 to expand and enhance the College's small business incubator within the project.

To date, the College has secured \$27,303,790 for the project, including \$13,039,710 in state appropriated funds; \$1,000,000 in private support; \$4,764,080 in EDA funding; and \$8,500,000 in College transfer funds, which were authorized by the Board on June 18, 2019.

In order to fully fund the remaining estimated cost of construction for the Blount Center expansion project, the following budget amendment to the Unexpended Plant Fund is proposed, totaling \$6,189,656:

- Add \$1,256,196.96 from unallocated Capital Improvement Fee funds
- Add \$432.71 from unallocated Other Local funds
- Reassign \$3,033,026.33 from the Campus Improvements/Land Acquisitions project
- Reassign \$1,900,000.00 from the G Building Labs and Classrooms project

Board Action Requested

Approval

Action: Approved. See item 5.1 (412.1215).

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 April 2020 201.883, 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 April 30, 2020.

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	71,604,701	86.10	73,134,539	84.78
Expenditures	61,479,262	62.73	66,760,415	75.60

Board Action Requested

Approval

Discussion: Mr. Andy Barnes, Vice President for Administrative Affairs and Chief Financial Officer, reviewed items 6.2 and 6.3. Regarding item 6.3, Mr. Barnes pointed out that the College's agreement for long-term investments with PFM Asset Management Services, LLC (PFM) expires on July 31, 2020, and the Florida College System Risk Management Consortium's (FCSRMC) agreement with PFM expires on August 31, 2020. Due to the COVID-19 pandemic, the College and the FCSRMC plan to extend the agreements with PFM until January 31, 2021, due to the difficulty of preparing a request for proposal at this time.

Action: Motion to approve items 6.2 through 6.3: Woody
Second: Lee
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Mallini – 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 March 31, 2020

201.884, 19-20

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 March 2020	0.15%
Interest earnings, quarter	\$ 11,385
Interest earnings, fiscal year to date	\$ 36,216

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 March 31, 2020	1.36%
Interest earnings, net of costs, quarter	\$ 7,819
Interest earnings, net of costs, fiscal year to date	\$ 73,473

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 March 31, 2020	4.72%
Interest earnings, net of costs, quarter	\$ 529,231
Interest earnings, net of costs, fiscal year to date	\$ 1,453,123

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those which the College finance staff has 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	1.75 Years
Yield-to-maturity @ cost	2.13%
Earnings, quarter	\$ 222,175
Earnings, fiscal year to date	\$ 319,068

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2019/2020	\$ 1,881,880
Total interest earnings fiscal year to date 2018/2019	\$ 1,238,663

Board Action Requested

Approval

Action: Approved. See item 6.2 (201.883).

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

Deletion of Courses Not Taught in the Last Five Years

400.668, 19-20

To stay in compliance with Florida Administrative Code Rule 6A-10.0331, for the 2020-2021 academic year, the following courses have not been taught in the last five years or more and need to be purged from the Statewide Course Numbering System catalog inventory for Santa Fe College. This is a yearly catalog house-cleaning task that requires Board of Trustees approval.

<u>Course Number</u>	<u>Title</u>	<u>Last Year Taught</u>
AMH2056	The Civil War	2015
AMH2933	The Land an Introduction to American Environmental History	2014
BCV0045	Building Layout	2011
BCV0054	Introduction to Building Construction 2	2007
BCV0100	Framing Materials	2010
BCV0126	Intermediate Carpentry	2010
BCV0127	Concrete Formwork	2009
BCV0146	Roof Framing 1	2010
BCV0536	Plumbing Trades	2009
CHD2930	Special Topics	2007
CJK0008	Legal	2014
CJK0011	Human Issues	2014
CJK0017	Communications	2014
CJK0027	Officer Wellness	2014
CJK0061	Patrol 1	2014
CJK0062	Patrol 2	2014
CJK0063	Patrol 2	2012
CJK0071	Criminal Investigations	2014
CJK0086	Traffic Investigations	2014
CJK0101	Interpersonal Skills 2	2009
CJK0102	Correctional Operations	2009
CJK0200	Overview of Corrections	2015
CJK0205	Incident & Emergency	2015
CJK0221	Correctional Intro & Legal	2012
CJK0222	Communications	2012
CJK0223	Human Issues	2012
CJK0235	Wellness	2012
CJK0240	Auxiliary Introduction	2014
CJK0241	Patrol and Traffic	2014
CJK0242	Auxiliary Investigations	2014
CJK0258	Officer Wellness	2012
CJK0263	Auxiliary Officer	2009
CJK0270	Legal 2	2015
CJK0283	Interpersonal 1	2010

CJK0285	Legal 2	2009
CJK0286	Communications	2009
CJK0287	Radio Communications	2012
CJK0290	Intro and Legal Overview	2014
CJK0291	Human Interaction	2014
CJK0292	Human Issues	2014
CJK0293	Overview of Law Enforcement	2015
CJK0294	Patrol 2	2014
CJK0295	Officer Wellness	2015
CJK0350	Intro and Legal Overview	2014
CJK0351	Correctional Procedures	2014
CJK0352	Officer Safety	2014
CJK0353	Special Populations	2014
CJK0354	Officer Wellness	2015
CJK0391	Officer Wellness	2012
CJK0443	Police Service Technician	2009
CJK0480	Emergency Preparedness	2008
COP2843	Internet Programming 2	2011
DIG2105	Web 2.0 and Social Networking	2012
DIG3823	Creative Digital Media Problem Solving	2015
EEC2521	Child Care and Education	2001
EEC2526	Child Care and Education Programming	2001
EEX2930	Special Topics	2005
EMS0000	Dispatcher	2011
EMS1055	Emergency Medical Responder	2011
EMS1055L	EMS Responder Lab	2011
EMS1920	Group Study	1994
ENC2301	Advanced Composition	2015
ENC2305	Topics in Composition	2013
EUH2032	History of the Holocaust	2011
GRA2757	Digital Media and Web Action Scripting	2013
GRA2941	IMP Internship	2008
LIT2195	African Literature	2015
MMC1000	Introduction to Mass Media	2014
STS0931	Surgical Specialties Topics	2014
TPA1000	Production Workshop	2004

Board Action Requested

Approval

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, stated that the College purges courses that have not been taught in the last five years to comply with Florida Administrative Code. Dr. Bonahue noted that most of the courses presented are electives or involve instances where the course numbering has changed.

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

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

Amended Rule 4.2: Grading System Due to the COVID-19 Pandemic

410.569, 19-20

Due to the COVID-19 pandemic, all College courses were moved online. Proposed changes to College Rule 4.2: Grading System give students who are particularly impacted by the pandemic (and potential future state or national emergencies) the flexibility they need to acclimate to the transfer to online courses and allow students to choose their health and safety over grades by authorizing the President to adopt non-punitive grades of S (Satisfactory performance) and U (Unsatisfactory performance) as an alternative to traditional letter grades.

This option was intended to apply imminently to students and courses impacted by the COVID-19 pandemic. At the April 21, 2020, Board meeting, the Board approved immediate adoption of this Rule 4.2 for such students impacted by the current crisis. The emergency adoption item in April also constituted the customary information item for long-term changes to the rule, which will allow the President to apply the "S/U" grading option in extraordinary circumstances in the future as deemed necessary and appropriate during a state of emergency. Approval of this month's agenda item will finalize the proposed long-term rule changes for potential future use.

Board Action Requested

Approval

Discussion: President Broadie reviewed amended Rule 4.2: Grading System and the changes prompted by the COVID-19 pandemic. He noted that students were offered the opportunity to choose "S" (Satisfactory performance) and "U" (Unsatisfactory performance) grades during the spring semester to support those whose courses were unexpectedly moved online. Dr. Broadie clarified that the long-term change to the rule will allow him to implement the "S/U" grading option in extraordinary circumstances in the future during a state of emergency when deemed necessary and appropriate.

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

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

Dual Enrollment Articulation Agreement with Micanopy Academy

408.2486, 19-20

This articulation agreement with Micanopy Academy, located in Alachua County, is for participation in SF's High School Dual Enrollment Program. Florida Statute 1007.271, as interpreted by the Florida Department of Education, authorizes the College to enter into dual enrollment agreements with public charter schools, such as Micanopy Academy, which is approved and regulated by the Alachua County School Board. The terms of the agreement allow for qualified, approved secondary students to participate on a part-time or full-time basis. The agreement will take effect on August 1, 2020, with automatic annual renewals unless one party terminates the agreement in writing.

Board Action Requested

Approval of the agreement and authorization for the President or designee to administer the terms and conditions of the agreement, including terminating the agreement as provided in the agreement

Discussion: Regarding the clinical affiliation agreements presented in agenda items 9.2 and 9.3, Provost Bonahue noted that these agreements offer wonderful opportunities for students in the Clinical Laboratory Science program to participate in clinical training and provided a brief update on the status of clinical training during the COVID-19 pandemic.

Dr. Brown continued by discussing item 9.5: Retooling After a Pandemic (RAP) – AARP Foundation Grant. Dr. Brown stated that in response to the pandemic, the College is seeking grant funds from AARP to develop an evidence-based program that will train and reemploy vulnerable older adults. Dr. Brown pointed out that the pandemic has caused many older workers to lose their jobs and as the economy recovers, new industries and new ways of work will emerge, requiring new technological skills. She stated those who are over 50 and may be confronted by ageism will need to retool so that they can successfully get back to work. Dr. Brown explained that RAP is a two-year education, training, and job assistance project and noted that under the leadership of Ms. Joanne Wilkes, Coordinator of the Displaced Homemaker Program, and Dr. Bea Awoniyi, Assistant Vice President for Student Affairs, RAP will capitalize on SF's proven 50+ retraining tools and network of contacts. Dr. Brown shared that the College has successfully partnered with AARP in the past to provide low-income older adult retooling education through the Plus 50 program, the Back-to-Work 50+ program, and The Back-To-Work 50+ WESI program.

Action: Motion to approve items 9.1 through 9.6: Prevatt
Second: Woody
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Mallini – yes, Prevatt – yes, Woody – yes

District Board of Trustees
May 19, 2020

Agenda Item: 9.2

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

Clinical Education Agreement with Mayo Clinic Jacksonville d/b/a
Mayo Clinic School of Health Sciences for the Clinical Laboratory
Science Program

408.2487, 19-20

The College has maintained clinical affiliation with Mayo Clinic Jacksonville for many years. The facility terminated the most recent agreement, which was executed in 2017, in order to arrange a new agreement that meets their new contract template requirements. This Clinical Education Agreement with Mayo Clinic Jacksonville renews SF's standing relationship with the facility and will allow students in the Clinical Laboratory Science Program to participate in clinical training at this Jacksonville hospital. The agreement is effective from the date of execution and will be renewed annually thereafter for a maximum of five years unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2486).

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

Memorandum of Understanding Concerning Affiliation with the Hospital Authority of Valdosta and Lowndes County, GA d/b/a South Georgia Medical Center, SGMC Berrien Campus, SGMC Lanier Campus, and SGMC Lakeland Villa for the Clinical Laboratory Science Program

408.2488, 19-20

The Memorandum of Understanding Concerning Affiliation with the Hospital Authority of Valdosta and Lowndes County, GA will allow SF students in the Clinical Laboratory Science Program to participate in clinical training at several locations in Georgia that are managed by this medical group. The agreement is effective from May 1, 2020, for a period of three years, unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2486).

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

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

409.2276, 19-20

Project SAINT (Student Access and INclusion Together), a federally approved Florida Postsecondary Comprehensive Transition Program initiated at Santa Fe College in 2013, is seeking an Enhancement Grant from the Florida Center for Students with Unique Abilities to: 1) fully address the employment goals, preparation, and placement of students with intellectual disabilities through dedicated staffing, counseling, and innovative support and programming; 2) maintain its growth, visibility, and community reach with a goal of fifteen students enrolled annually in three diverse pathways and with multiple vocational certifications available; 3) sustain and enhance its wide variety of career preparation opportunities, expand its career offerings to embrace new areas of student interest and societal needs to include direct care, hospitality, and technical fields; and 4) increase and enhance student digital access to and competency with tools for online and distance learning for the foreseeable future and beyond. This is year one of a three-year grant.

The amount of funds requested from the University of Central Florida is \$192,241 for year-one funding, with no matching funds from Santa Fe College. Total funding for the three-year grant period is \$506,889.

Duration of this project is July 1, 2020, through June 30, 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 9.1 (408.2486).

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

Retooling After a Pandemic (RAP) – AARP Foundation Grant

409.2277, 19-20

This project is modeled on the success of previous AARP partnerships to create an evidence-based program to train and reemploy vulnerable older adults in response to the COVID-19 pandemic. This two-year education, training, and job placement assistance project will serve 100 low income, older adults to get them back to work.

Florida has a large senior population and its major industries include tourism and agriculture. Unfortunately, these sectors are being decimated by the pandemic. According to *Florida Trend* (April 3, 2020), for the week of March 23, 2020, Florida's unemployment insurance initial claims rate increased by 4179.79% from 5,304 the week of March 25, 2019, to 227,000 the week of March 23, 2020. The need for job skill retooling after the pandemic is staggering. This grant will provide funding for the classes, laptops on loan, books, computer training, individual support, and career advisement.

The amount of funds requested from the AARP Foundation for year one is \$149,986, with no matching funds from Santa Fe College. The two-year project total is \$297,380.

Duration of this project is July 1, 2020, through June 30, 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 9.1 (408.2486).

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

Santa Fe College Higher Education Emergency Relief Fund –
IHEs Grant

409.2278, 19-20

These funds will provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to the COVID-19 pandemic, including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and childcare.

The amount of funds requested from the U.S. Department of Education is \$3,929,725, with no matching funds from Santa Fe College.

Duration of this project is April 13, 2020, through April 12, 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 8.1 (408.2486).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Mr. Chuck Clemons, Vice President for Advancement, announced that the Foundation has awarded 650 scholarships with a total value of \$1.6 million, noting this is a record amount to date. He thanked Trustee Lee, Chair of the Scholarship Committee, for her work in this area. Mr. Clemons stated that the Foundation recently held its Executive Board meeting where it was determined that Ms. Barbara Anderson will serve as the new Foundation President and Ms. Carrie Lee will serve as Vice President.

Mr. Clemons explained that the Foundation is preparing a presentation that will provide a brief history of the Foundation along with a scholarship tutorial. He will share this presentation with the executive leadership team soon, with hopes to then present it in the community and to possible donors as another creative way of raising scholarship funds. Mr. Clemons continued by disclosing some new donor announcements: the Builders Association of North Central Florida (BANCF) will provide a scholarship matched dollar-for-dollar and a major gift will be made to the Foundation in the fall, acknowledging Dr. Broadie for being instrumental in assisting with both donations.

In closing, Chair Fletcher thanked everyone who has assisted with the Blount Center expansion project. He added that the campus will be a great asset to SF's students and the surrounding community. The Trustees echoed his comments with applause.