



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held February 16, 2021
Joseph W. Fordyce Building and Teleconference, Gainesville, Florida

Members present: G.W. Blake Fletcher, Michael M. Goldwire, Caridad E. Lee,
Jeffrey L. Oody, Robert L. Woody

Members absent: Lisa M. Prevatt (via Zoom)

Chair G.W. Blake Fletcher called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:00 p.m., in the Joseph W. Fordyce Building for the Trustees and some staff, and via Zoom for remaining staff and members of the public. The group recited the Pledge of Allegiance.

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

Trustee Prevatt participated in the meeting via Zoom.

Trustee Oody was delayed in arriving, joining the meeting during item 2.1.

The meeting adjourned at 4:45 p.m.

Blake Fletcher Digitally signed by Blake Fletcher
Date: 2021.04.21 14:14:59 -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 February 16, 2021, at 4 p.m.
Joseph W. Fordyce Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.582, 20-21

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of February 16, 2021
 - 1.2 Approval of Board Meeting Minutes of January 19, 2021
2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Quarterly Equity Update
 - 2.4 Community Education Enrich Brochure – Spring 2021
3. Citizen's Requests
4. Consent Items
 - Personnel
 - 4.1 Career Service Staff
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Contract Staff (Community and Continuing Workforce Education)
 - 4.4 Contract Staff (Faculty)
 - Finance
 - 4.5 Report of Purchases for January 2021
 - 4.6 Colonel Harry M. Hatcher, Jr. Property Survey 21-04
5. Personnel Items
 - 5.1 Continuing Contracts Candidates for 2021-2022
6. Facilities Items
 - 6.1 Blount Center Expansion Project – City of Gainesville Public Works Utilities in Rights-of-Way Permit Application
 - 6.2 Blount Center Building DA Data Center – Construction Documents (Phase III Documents) and Guaranteed Maximum Price
 - 6.3 Ralph W. Cellon, Jr. Institute – Revised Budget and Permission to Advertise for Architectural Services and Construction Management Services

7. Finance Items

- 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2021
- 7.2 Budget Amendment #1, 2020-2021 Unexpended Plant Fund Budget (Fund 7)
- 7.3 Acceptance of Donations, 21-03

8. Rules

- 8.1 New Rule 6.5: Animals on Campus

9. Agreements/Grants

- 9.1 Voluntary Cooperation Mutual Aid Agreement with the Alachua County Sheriff's Office for the Benefit of the Santa Fe College Police Department
- 9.2 Health Sciences Clinical Affiliation Agreement with RTI Surgical, Inc. for the Clinical Laboratory Science Program
- 9.3 Ratification of Emergency Signature Authority for the First Amendment to the Student Internship/Field Experience Placement Agreement with Florida Virtual School (Due to the COVID-19 Pandemic)

10. General Institutional Items

- 10.1 Approval of Expenditures from Equipment and Program Enhancement Funds

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

12. 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: Woody

Second: Goldwire

Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Prevatt – yes, Woody – yes

Approval of Board Meeting Minutes of January 19, 2021

401.573, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 19, 2021, 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,
Prevatt – yes, Woody – yes

President's Report

Information Item

The President will discuss a variety of information topics.

Discussion: Dr. Broadie recognized Ms. Rose Christy, Career Service Council President; Dr. David Price, College Senate President; Ms. Kathie Russell, Presiding Officer of the Senate Executive Council; Ms. Joudi Ayroud, Student Government President; and introduced Mr. Steve Grosteffon, the presumptive President of the SF Chapter of the Association of Florida Colleges (AFC), pending a formal vote at the next SF AFC meeting.

Dr. Broadie welcomed all in attendance to the meeting and provided an update concerning the recent Vice Presidents retreat to discuss the College's generous donation from Ms. MacKenzie Scott. President Broadie extended his appreciation to the College community for sharing feedback which helped the group develop targeted investment areas for the use of the funds. The President assured the Board that the investment areas were in alignment with the College's Mission and newly adopted Strategic Plan while also honoring the guiding sentiments expressed in Ms. Scott's announcement of the donation. He shared the four investment areas: creating a college-going culture throughout Alachua and Bradford counties; economic and social mobility to move people into the middle class through the delivery of education; enhancing student success through scholarships and the removal of barriers that impact success (e.g., food insecurity); and professional development to invest in SF's excellent faculty and staff and allow them to continue to provide and produce exceptional student success outcomes and innovative academic programs and services. Dr. Broadie added that another workshop to further refine specific strategies has been scheduled for next month. The President thanked Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, for facilitating the first retreat and remarked on her aptness for the task.

President Broadie continued by sharing the College's most recent COVID-19 numbers for employees, with 53 testing positive for COVID-19, 20 employees potentially on campus while contagious, and only 3 cases of community spread since last March. The President stated that 621 students have tested positive for COVID-19, with 99 potentially on campus while contagious, and only 5 cases of community spread since last March.

Dr. Broadie stated that the Alachua County Health Department was able to administer 235 vaccines on campus last week to the SF family and extended family, including students, faculty, staff, retirees, and members of their respective households who qualified by age. He added that the positive response from participants has been overwhelming. Dr. Broadie extended appreciation to the Human Resources Department, the SF Police Department, and Mr. Paul Myers, Director of the Alachua County Health Department, for ensuring the clinic was a success. President Broadie noted that another clinic is scheduled for February 26, 2021, to administer the second vaccination.

The President stated that the College has received new funding from the recently passed Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, with \$3.9 million allocated for students. Through this funding, Dr. Broadie was pleased to announce, the College has thus far awarded \$3,438,600 to 1,911 students. Dr. Broadie thanked

Dr. Naima Brown, Vice President for Student Affairs, along with her team for leading the effort to distribute these funds to students in need.

President Broadie presented a time-lapse video of the recent work on the Blount Center Expansion Project. He noted that the project is on schedule and within budget, and encouraged everyone to drive by and see the day-to-day construction progress.

The President reminded the Board that there will be no March Board meeting, with the next regular Board meeting scheduled for April 20, 2021, at 4 p.m. on the Northwest Campus in the Joseph W. Fordyce Building, adding that a workshop is also scheduled for 2 p.m. just prior to the regular April meeting. Dr. Broadie noted that commencement ceremonies for the Spring 2021 term will be virtual and Dr. Brown along with the Graduation Committee are looking into a supplementary graduation drive-through as well.

Concluding his report, Dr. Broadie welcomed Ms. Patti Locascio, Vice President and General Counsel, back from an extended leave and the Board echoed his sentiments with applause. Ms. Locascio thanked everyone for their messages and kind words during her time out of the office and stated she was excited to return to work.

Strategic Planning

Information Item
419.81, 20-21

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

Discussion: Dr. Armour stated that last Friday, a workshop was held to develop action items related to the new Strategic Plan. She noted that there were 85 attendees with representatives from across the College community and stated that it was a very productive meeting with 29 draft action items developed.

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

Quarterly Equity Update

Information Item
400.681, 20-21

To be presented at the meeting.

Discussion: Dr. Armour continued with a quarterly equity update, noting she was pleased with the opportunity to share the data with the Board. She began by displaying individual charts depicting enrollment information by degree type for 2019-2020 and explained them in detail. Dr. Armour highlighted the data for the AA, AS, Vocational Certificate, and BAS degree programs, pointing out the disaggregated data by race and ethnicity along with age. She noted that the BAS degree program data interestingly showed enrollment among the 23 to 30-year-old students was higher than the traditional student age group and pointed out the additional increase among 41 to 50-year-olds.

The Trustees asked questions about the data and a robust discussion ensued allowing the Board members to exchange thoughts and provide positive feedback. The Board asked to see additional information concerning student success after graduation among specific degree programs, which Dr. Armour stated she would share at a future meeting. Trustee Goldwire thanked Dr. Armour for the report and requested specific data for students within Bradford County. Dr. Armour replied she would obtain that data for Trustee Goldwire. The Board thanked Dr. Armour for the information and indicated they looked forward to the next quarterly update.

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

Community Education Enrich Brochure – Spring 2021

Information Item
415.187, 20-21

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the February 8, 2021, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Citizen's Requests

423.88, 20-21

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 agenda item.

C O N S E N T

District Board of Trustees
February 16, 2021

Agenda Item: 4.1

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

Career Service Staff

403.571, 20-21

The individuals listed below are being recommended for appointment. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of January 26, 2021.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Tikia Brown	Administrative Assistant, Veteran Student Support Services
* Cheron Hampton	Administrative Support Specialist, Gainesville Technology Entrepreneurship Center
Pamela Harrison	Office Supervisor, High School Dual Enrollment

Part Time

<u>Name</u>	<u>Position</u>
Tomika Clements	Child Care Center Teacher
Nathan Angel	Child Care Center Teacher

Promotion

<u>Name</u>	<u>Position</u>
Hyacin Christy	Executive Assistant, Office for Advancement

* Grant funded

Board Action Requested

Approval

Discussion: President Broadie pointed out an update to the format for the faculty appointments agenda item, as presented in item 4.4. He stated that disciplines are now being listed for part-time instructors, clarifying that if adjuncts are credentialed to teach in one subject, that discipline will be listed next to their name, and if they are credentialed to teach in multiple subjects, the broader umbrella that they will be teaching under will be listed. Dr. Broadie noted this change was at the request of Trustee Prevatt and thanked Ms. Lela Frye, Human Resources Director, for updating the template accordingly.

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

C O N S E N T

District Board of Trustees
February 16, 2021

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)

411.468, 20-21

The individuals listed below are being recommended for appointment for 2020-2021, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of January 26, 2021.

Executive/Managerial

Appointment

Full Time

Name

John Hooker
JD, University of Florida

Position

Associate Vice President, Office for Advancement

Technical/Professional

Appointment

Full Time

Name

Keturah Austin-McClendon
BS, University of Florida

Position

Academic Coach, College Achievement Program

* Jacki Garcia
BAS, Santa Fe College

Interim Academic Coach, Educational Talent Search

Lawrence Lipp
JD, University of Florida

Assistant Comptroller, Office for Advancement

Thomas Moore
MEd, University of Florida

Advising Specialist, Academic Advisement Center

Lindy Russell
MEd, University of Florida

Access Specialist

* Christopher Tylutki
BS, Northwestern State University

Interim Academic Coach, Veterans Student Support
Services

Part Time

Name

* Kristine Bour

Position

Specialist, GEER Rapid Credentialing Grant

Hannah Doyal

Specialist, Mathematics

David Geering

Specialist, Mathematics

Justin Kim

Specialist, Learning Commons

Dominic Morales

Specialist, Mathematics

* Grant funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.571).

C O N S E N T

District Board of Trustees
February 16, 2021

Agenda Item: 4.3

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

Contract Staff (Community and Continuing Workforce Education)

404.473, 20-21

The individual listed below are being recommended for appointment for 2020-2021, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of January 26, 2021.

Community Education

Appointment

Part Time

Name
David Vaina

Course
A People's History of Florida

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.571).

C O N S E N T

District Board of Trustees
February 16, 2021

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.838, 20-21

The individuals listed below are being recommended for appointment for 2020-2021, as stated in the individual employee's contract. The employees listed reflect those whose documentation has been processed and finalized by Human Resources as of January 26, 2021.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Sheryl Lee <i>MSN, University of Phoenix</i>	Assistant Professor, Nursing
Krista Tilley <i>DNP, Samford University</i>	Assistant Professor, Nursing
Marie Young Trabbic <i>MBA, Tiffin University</i>	Associate Professor, Business Programs

Part Time

<u>Name</u>	<u>Discipline</u>
Jason Criss	Anatomy and Physiology
Kelly Herrbold	Nursing
Joshua Hodges	Nursing
Alana Kyle	Dental Assisting
Tiffany McKenzie	Nursing
Stuart Nielsen	Health Sciences, Multiple Disciplines
Aaron Wagle	Criminal Justice

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.571).

C O N S E N T

District Board of Trustees
February 16, 2021

Agenda Item: 4.5

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

Report of Purchases for January 2021

202.671, 20-21

Below are the total amounts and a summary of purchases for the month of January 2021.

Purchasing	\$2,773,704.63
Risk Management Consortium	<u>0.00</u>
Total	<u>\$2,773,704.63</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y81148 (Fund 1)	\$ 136,054.00	Contract	Dell Marketing	Computers (100) Information Technology
Y81152 (Fund 2)	\$ 37,917.60	Contract	Dell Marketing	Student Laptops (80) Rapid Credentialing
Y81164 (Fund 7)	\$ 82,955.85	Contract	Hajoca Corporation	Direct Purchase – Fire Protection Materials Package Blount Campus
Y81200 (Fund 1)	\$ 82,512.59	Exempt	E-Techservices.com	Hardware/Software Support Information Technology
Y81204 (Fund 7)	\$ 236,865.60	Contract	Oldcastle Coastal	Direct Purchase – Masonry Package Blount Campus
Y81207 (Fund 7)	\$ 45,433.42	Contract	Karndean Design Flooring	Direct Purchase – Flooring Package Blount Campus
Y81208 (Fund 7)	\$1,031,005.14	Contract	City Electric Supply	Direct Purchase – Light Fixture Package Blount Campus
Y81210 (Fund 7)	\$ 131,490.36	Contract	Shaw Industries	Direct Purchase – Tile Flooring Package Blount Campus
Y81245 (Fund 7)	\$ 79,370.00	Contract	Raco Interior Products	Direct Purchase – Aluminum Door Frames Package Blount Campus
Y81247 (Fund 7)	\$ 56,579.78	Contract	Specialty Tile Products Inc.	Direct Purchase – Wall Tile Package Blount Campus

Y81248 (Fund 7)	\$ 40,746.00	Contract	Raise & Shine Blinds, Inc.	Direct Purchase – Blinds Package Blount Campus
Y81249 (Fund 7)	\$ 150,831.79	Contract	Saftifirst	Direct Purchase – Window Package Blount Campus
Y81252 (Fund 2)	\$ 47,186.00	Sole Source	Lucas-Nuelle, Inc.	Automotive Trainer Rapid Credentialing
Y81253 (Fund 2)	\$ 73,996.25	Sole Source	Mustang Dynamometer	Chassis Dynamometer Rapid Credentialing
	<u>\$2,232,944.38</u>			

Purchase orders for awarded bids/contracts: 2
(All Temp Force)

Amount: \$15,500.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 196

Amount: \$525,260.25

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.571).

C O N S E N T

District Board of Trustees
February 16, 2021

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 21-04

200.969, 20-21

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 conducted a virtual meeting on January 26, 2021, to consider requests from property custodians and the Committee members approved the requests presented in this Property Survey 21-04. 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	1	103,713.09	103,713.09	0
Trade-in Property	1	20,451.00	20,451.00	0
TOTAL	<u>2</u>	<u>124,164.09</u>	<u>124,164.09</u>	0

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.

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

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.571).

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

Continuing Contracts Candidates for 2021-2022

402.839, 20-21

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 for Academic Affairs and the College President, the following faculty members are recommended for the award of continuing contract for the 2021-2022 contract year.

Shawntal Abram	Assistant Professor, Zoo Animal Technology
Michael Bolton	Assistant Professor, English
Vickie Bone	Assistant Professor, Nursing Programs
Narada Bradman	Assistant Professor, Biomedical Engineering
Kasey Brandt	Assistant Professor, Nursing Programs
Katherin Garland	Assistant Professor, Education
Christine Greenberg	Assistant Professor, Physical Therapy Assistant Program
Natalie Hadad	Assistant Professor, Psychology
Ryan Mackey	Assistant Professor, Welding Technology
Lorisha Riley	Assistant Professor, Mathematics
Ranson Thomas	Assistant Professor, Nursing Programs
Rhonda Whitton	Assistant Professor, Nursing Programs

Board Action Requested

Approval

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, presented the Continuing Contracts Candidates for 2021-2022, explaining that of 20 faculty members who started full-time at the College five years ago, 12 are being brought forward for consideration for continuing contract status. Dr. Bonahue summarized the evaluation, peer review, and peer vote process necessary to offer these faculty members continuing contracts and noted with appreciation that the faculty presented in this item embody the College's Mission and Values.

Action: Motion to approve item 5.1: Lee
Second: Oody
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Oody – yes, Prevatt – yes, Woody – yes

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

Blount Center Expansion Project – City of Gainesville Public Works
Utilities in Rights-of-Way Permit Application

412.1231, 20-21

Santa Fe College intends to install electrical and fiber optic communication utilities under two City of Gainesville public roadways near downtown Gainesville. These utilities will connect Blount Hall to the new parking lot between NW 1st Avenue and NW 2nd Avenue. The utilities will also connect the new facility to the northern part of the Blount Campus.

This application must be submitted to and approved by the City of Gainesville Public Works department to ensure that the new utilities are precisely located, documented, and installed in accordance with the City's standards. Time is of the essence so as not to delay timely completion of the project. Negotiations are continuing, and a redlined draft is attached for review.

Board Action Requested

- A. Approval in concept of the permit application based on the draft presented, with approval for the President to negotiate and accept the final terms and conditions of the application upon legal review and approval by appropriate College officials**
- B. Delegation of authority for the President to execute the final application and related documents upon legal review and approval by appropriate College officials**

Discussion: Concerning item 6.1: the City of Gainesville Public Works Utilities in Rights-of-Way Permit Application for the Blount Center Expansion Project, Dr. Broadie noted that the College is still negotiating the terms of the permit with the City, including clarifications concerning insurance requirements and potential indemnification language. Therefore, the College is seeking approval in concept of the permit application with approval for the President to negotiate and accept the final terms and conditions of the application upon legal review and approval.

Mr. Liam McClay, Associate Vice President for Governmental Affairs and Facilities Services, then reviewed items 6.1 through 6.3 in further detail. Regarding item 6.3: Revised Budget and Permission to Advertise for Architectural Services and Construction Management Services for the Ralph W. Cellon, Jr. Institute, he noted that the College recommends a revised project budget of \$8,779,275 to design and construct the Institute on the Northwest Campus to include space for three programs: Welding; Heating, Ventilation, and Air Conditioning (HVAC); and Applied Engineering, which will also require an increase to the size of the proposed facility. Mr. McClay noted that this addition of square footage will require approval by the state legislature which has been formally requested for the upcoming legislative session.

Action: Motion to approve items 6.1 through 6.3: Lee
Second: Goldwire
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Oody – yes, Prevatt – yes, Woody – yes

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

Blount Center Building DA Data Center – Construction Documents (Phase III Documents) and Guaranteed Maximum Price

412.1232, 20-21

Project Background & Description:

In Santa Fe College's 2019 operational audit conducted by the State of Florida Auditor General, SF received a finding related to the disaster recovery of information technology. The report recommended that the College create a data center at a location outside of the Northwest Campus to provide redundancy and ensure continuity of operations during an emergency.

Information Technology Services (ITS) investigated multiple locations and recommended that a fully functional data center be established in downtown Gainesville at the Blount Center. Following the evaluation of the downtown center, as well as the design plans for the soon-to-be constructed Blount Hall, ITS staff determined that the new data center should be created within the former train station building. On June 16, 2020, the Board approved a project budget of \$838,000 for the design and construction of the new data center and adjacent science lab, which will be relocated and updated to better serve students.

This project involves the design and construction of an approximately 700 square foot data center in DA-130 and the renovation and remodel of approximately 1,400 square feet in DA-131 to create a new natural sciences lab and prep room. Project costs include the relocation of the main data entry point into building DA; reinforcement of the building envelope; a new transformer and electrical service; uninterrupted power supply to the data center; and associated HVAC, electronic access controls, and security camera system.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	Charles Perry Partners, Inc.
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$838,000
Source of Funds:	Campus Security Upgrades (Capital Improvement Fee)

Project Status:

College staff have received, reviewed, and approved the project's construction documents (Phase III Documents), supervised the Construction Manager's competitive bidding of all trade packages, and are negotiating a Guaranteed Maximum Price (GMP) not to exceed \$675,000.

Board Action Requested

- A. Approval of Construction Documents (Phase III Documents)**
- B. Approval of the Guaranteed Maximum Price not to exceed \$675,000**

Action: Approved. See item 6.1 (412.1231).

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

Ralph W. Cellon, Jr. Institute – Revised Budget and Permission to Advertise for Architectural Services and Construction Management Services

412.1233, 20-21

Project Background & Description:

On April 17, 2018, the Board approved a project budget of \$6,000,000 for Phase I of the Institute for Technology and Advanced Manufacturing and granted College staff permission to advertise and select an architectural firm for design services. The facility was intended to house three existing vocational and technical programs (Automotive Technology; Heating, Ventilation, and Air Conditioning (HVAC); and Welding) as well as a new Advanced Manufacturing Program. The new building would also replace one of the oldest buildings on campus and would be built in two phases as the College received additional State appropriations.

Since the approval of the project budget, community needs as well as academic and institutional priorities have changed. Facilities staff reviewed the original design plans with College stakeholders and now recommend modifications to the project’s scope of work and project budget, including additional enhancements and expansion of the Welding and HVAC Programs, as well as space for a new Applied Engineering Program. The revised size of the facility is estimated at 30,150 square feet with a total construction cost of \$8,779,725. Further, on September 15, 2020, the Board approved naming this new facility in honor of Mr. Ralph Cellon, Jr., in recognition of his substantial contributions to Santa Fe College and Alachua and Bradford Counties over the past 55 years. The building will tentatively be called the Ralph W. Cellon, Jr. Institute.

Architect/Engineer:	TBD
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$8,779,275
Source of Funds:	Capital Improvement Fee, Other local funds

Project Status:

The College is seeking approval of a revised project budget in the amount \$8,779,275 based on previous Board-designated project funds, as well as permission to advertise, select, and negotiate contracts for both architectural services and construction management services following procedures defined in Florida Statutes.

Board Action Requested

- A. Approval of the revised project budget in the amount of \$8,779,275**
- B. Permission to advertise, select, and negotiate a contract with an architectural firm for design services**
- C. Permission to advertise, select, and negotiate a contract with a construction management firm for construction management services**

Action: Approved. See item 6.1 (412.1231).

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget
Report for January 2021

201.898, 20-21

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the College in relation to the percentage of unrealized and unencumbered funds as of January 31, 2021.

The following summary provides a comparison of actual revenues and expenditures for 2020-2021 vs. 2019-2020.

	2020-2021		2019-2020	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Budget</u>
Revenue	49,366,853	59.64%	54,071,068	64.14%
Expenditures	40,866,884	45.28%	42,597,069	45.31%

Board Action Requested

Approval

Discussion: Mr. Andy Barnes, Vice President for Administrative Affairs and Chief Financial Officer, reviewed items 7.1 through 7.3 individually and in detail.

Action: Motion to approve items 7.1 through 7.3: Oody

Second: Woody

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

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

Budget Amendment #1, 2020-2021 Unexpended Plant Fund 201.899, 20-21
Budget (Fund 7)

The Fund 7 (Unexpended Plant Fund) 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 first amendment to the 2020-2021 Fund 7 Budget is requested in order to accurately reflect budgeted allocated Capital Improvement Fee revenue of \$105,681.03 for the Fine Arts Hall Repair Escrow requirements (\$94,536.03) and Fine Arts Hall Stucco Investigation (\$11,145.00). The net effect is that the unallocated balance in Capital Improvement Fees is decreased by \$105,681.03.

Funding Source Descriptions:

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of College facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of College educational facilities. These funds are provided directly to the College from an allocation of license tag fees. The Board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees to be used to maintain, improve, or enhance the educational facilities.

Other Local: All other sources of funding for designated purposes.

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.898).

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

Acceptance of Donations, 21-03

200.970, 20-21

Donation #1

Dan Cromer has donated the items listed below to the SF Information Technology Education Department.

Qty	Description	Cost
1	Gigabyte Custom PC	\$ 400.00
1	Apple iMac 27"	350.00
1	Lenovo 24" LCD Display	100.00
	Total	<u>\$ 850.00</u>

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.898).

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

New Rule 6.5: Animals on Campus

410.577, 20-21

The College is committed to maintaining a healthy and safe environment on College premises. Additionally, the College is committed to affording individuals with disabilities an equal opportunity to access College property, courses, programs, activities, and employment opportunities. In consideration of these commitments, Rule 6.5: Animals on Campus states that no pets or animals, apart from service animals for individuals with disabilities and other exceptions detailed in the rule, are permitted inside Santa Fe College buildings or most outdoor public spaces.

The Board of Trustees authorizes the President to adopt procedures to implement this rule which shall, at a minimum, define service animals, designate College property where certain pets and animals may be allowed, and address responsibilities, restrictions, and removal processes related to animals on campus.

Board Action Requested

Approval

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

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

Voluntary Cooperation Mutual Aid Agreement with the Alachua County Sheriff’s Office for the Benefit of the Santa Fe College Police Department 408.2526, 20-21

This agreement gives both the Santa Fe College Police Department and the Alachua County Sheriff’s Office authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This mutual aid agreement is governed by Florida law.

This agreement continues the long-successful relationship between the College and the Sheriff’s Office with the new term ending January 14, 2026.

Board Action Requested

Approval

Action: Motion to approve items 9.1 through 9.3: Goldwire
Second: Oody
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Oody – yes, Prevatt – yes, Woody – yes

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

Health Sciences Clinical Affiliation Agreement with RTI Surgical, Inc. for
the Clinical Laboratory Science Program

408.2527, 20-21

The Health Sciences Clinical Affiliation Agreement with RTI Surgical, Inc. will allow SF students in the Clinical Laboratory Science Program to participate in training at this Alachua facility. The agreement is effective from the date of last signature and will continue from year to year unless terminated by either party in accordance with termination clause.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2526).

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

Ratification of Emergency Signature Authority for the First Amendment to the Student Internship/Field Experience Placement Agreement with Florida Virtual School (Due to the COVID-19 Pandemic)

408.2528, 20-21

The College's Student Internship/Field Experience Placement Agreement with Florida Virtual School (FLVS), executed in October 2020, allows students considering a career in education or enrolled in the Educator Preparation Institute (EPI) to complete required field experiences in a Florida public school. During the COVID-19 pandemic, completing internships through the FLVS is an appropriate alternative option while schools that typically provide placements are operating at decreased in-person capacity. This amendment to the agreement permits SF supervisors to observe live or recorded lessons taught by their students while, at the request of FLVS, protecting any confidential information that may be disclosed as a result. The amendment took effect January 1, 2021, and will remain in effect until the main agreement expires or is terminated per 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 amendment, pending ratification by the Board.

Board Action Requested

Ratification

Action: Approved. See item 9.1 (408.2526).

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

Approval of Expenditures from Equipment and Program Enhancement Funds

400.682, 20-21

The Santa Fe College Foundation requests permission to expend up to \$154,000 from the following Equipment and Program Enhancement Funds. The equipment, to be identified by Department Chairs, will be used to train roughly 5,000 students in various Degree and Certificate Programs.

<u>Equipment and Program Enhancement Fund:</u>	<u>Expend up to:</u>
Athletic Program	\$ 2,500
Automotive Technology	\$ 2,000
SF Employees and Dependents Scholarships	\$ 37,500
C.L. Blount Automotive Equipment Fund	\$ 25,000
Fine Arts Enhancement Fund	\$ 15,000
SF Nursing Equipment Trust Fund	\$ 20,000
Dental Instructional Equipment Enhancement	\$ 12,000
Arts and Sciences Instructional Equipment	\$ 15,000
Roszel Equipment Fund	\$ 25,000

Board Action Requested

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

Discussion: Mr. Michael Curry, Associate Vice President for the Office for Advancement, noted that the SF Foundation is requesting permission to expend up to \$154,000 from equipment and program enhancement funds to assist students in various degree and certificate programs.

Action: Motion to approve item 10.1: Woody
Second: Goldwire
Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Oody – yes, Prevatt – yes, Woody – yes

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

Discussion: Reporting for the Santa Fe College Foundation, Mr. Curry announced that since the last report in January, the SF Foundation has received contributions totaling \$190,322 to establish or complete endowment funds, which include support for scholarships and program enhancements. Mr. Curry shared that the Foundation currently has over \$100 million in assets and expressed appreciation to everyone that contributed to the achievement.