



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held April 20, 2021
Teleconference

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

Members absent: None

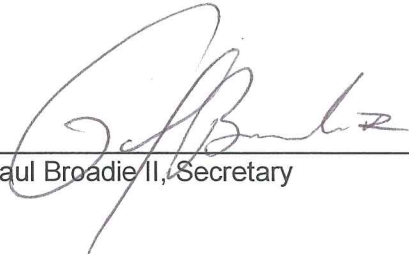
Chair G.W. Blake Fletcher called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:03 p.m., via Zoom, followed by the Pledge of Allegiance.

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

The meeting adjourned at 5:01 p.m.



G.W. Blake Fletcher, Chair



Paul Broadie II, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 20, 2021, at 4 p.m.
Teleconference**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.583, 20-21

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 20, 2021
- 1.2 Approval of Board Meeting Minutes of February 16, 2021

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Facilities Services Minor Projects – Change Orders
- 2.4 Financial Audit Report 2021-181, For the Fiscal Year Ended June 30, 2020
- 2.5 Career Pathways Articulation Agreements with:
 - The School Board of Alachua County
 - The School Board of Citrus County
 - The School Board of Gilchrist County
- 2.6 Standard Health Sciences Clinical Affiliation Agreement with Gabriel A. Nossa, DMD, LLC for the Dental Assisting Program
- 2.7 Standard Health Sciences Clinical Affiliation Agreement with Modern Canna, LLC for Various Health Sciences Programs
- 2.8 Community Education Enrich Brochure and Continuing Workforce Education Enhance Brochure – Summer 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)

Agreements, Grants

- 4.5 Criminal Justice Training Trust Funds Grant
- 4.6 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132 Grant, 2020-2021 Roll Forward Funds

Finance Items

4.7 Report of Purchases for February and March 2021

5. Personnel Items

5.1 Amended 2020-2021 Salary Schedule

6. Facilities Items

6.1 Buildings B, F, and U Storefront Replacement – Project Completion and Deductive Change Order

6.2 W Building Health Sciences Advisement Remodel – Project Budget Approval

6.3 W Building Second Floor Classrooms Renovation/Remodel – Project Budget Approval

7. Finance Items

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

7.2 Report of Investments, Quarter Ending December 31, 2020

7.3 Acceptance of Donations, 21-04

7.4 Agreements for Debris Monitoring Services with:

BrenCo, LLC

Disaster Program & Operations, Inc.

7.5 Amendment #8 to the Manual Food Service and Lease Agreement with Subway Real Estate, LLC

7.6 Ratification of Emergency Signature Authority for Amendment #1 to the Contract for Personal Professional Services with Ms. Patti Bartels

8. General Institutional Items

8.1 Amended College Calendar for 2021-2022

8.2 College Annual Equity Update Report for 2020-2021

8.3 Designation of Santa Fe College Foundation Liaison

9. Agreements/Grants

9.1 Memorandum of Understanding with CareerSource of North Central Florida

9.2 Memorandum of Understanding with VyStar Credit Union

9.3 Memorandum of Understanding for Traffic and Criminal Software with the Panama City Police Department for the Benefit of the Santa Fe College Police Department

9.4 VLab Subscription Agreement with the American Health Information Management Association

9.5 Agreements with National Student Clearinghouse:

Master Service Agreement and Enrollment and Education Financial Industry Reporting Statement of Work

Course Exchange Statement of Work

Education Verification and Authentication Services Statement of Work

Postsecondary Data Partnership Statement of Work

Student Self-Service Statement of Work

StudentTracker for Colleges and Universities Statement of Work

- 9.6 First Amendment to the College Affiliation Agreement with Marion Community Hospital, Inc. d/b/a Ocala Regional Medical Center and West Marion Community Hospital for Various Health Sciences Programs
 - 9.7 Second Amendment to the Affiliation Agreement with Orlando Health, Inc. for Various Health Sciences Programs
 - 9.8 Ratification of Emergency Signature Authority for the Berm Reclamation Agreement with Recoil, LLC for the Benefit of the Institute of Public Safety
 - 9.9 Ratification of Emergency Signature Authority for the Memorandum of Understanding with SkillPointe, LLC
 - 9.10 North Central Florida Educational Opportunity Center Grant
 - 9.11 North Central Florida Educational Talent Search Consortium Grant
 - 9.12 Pathways into the Biological, Biotechnology, and Chemistry Professions – National Science Foundation Grant
 - 9.13 Victim Advocacy Program – Victims of Crime Act (VOCA) – Department of Justice 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: Lee
- Second: Goldwire
- Vote: Fletcher – yes, Goldwire – yes, Lee – yes,
Oody – yes, Prevatt – yes, Woody – yes

Approval of Board Meeting Minutes of February 16, 2021

401.574, 20-21

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 16, 2021, are presented for approval.

Board Action Requested

Approval

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

President's Report

Information Item

The President will discuss a variety of information topics.

Discussion: Dr. Broadie recognized Mr. Steve Grosteffon, President of the SF Chapter of the Association of Florida Colleges (AFC); Ms. Rose Christy, Career Service Council President; Dr. David Price, College Senate President; Ms. Kathie Russell, Presiding Officer of the Senate Executive Council; and Ms. Joudi Ayroud, Student Government President. He announced that today is Dr. Price's last Board meeting as Senate President, with Ms. Russell taking his place in the coming weeks. Dr. Broadie remarked on Dr. Price's exemplary years of service to Shared Governance at SF and noted that he looks forward to working with Ms. Russell in the future. Dr. Broadie also pointed out that this will be Ms. Ayroud's last meeting as Student Government (SG) President, allowing Ms. Ayroud to introduce the newly elected SG President, Mr. Trevor Mathisen. Dr. Broadie similarly thanked Ms. Ayroud for her service and welcomed Mr. Mathisen to his new role.

Dr. Broadie provided an update concerning ongoing legislative matters, stating that he and Mr. Liam McClay, Associate Vice President for Governmental Affairs and Facilities Services, recently submitted a letter to the Governor requesting the filling of the Board's two empty seats. He stated that the pair will inform the Board of the progress of the appointments at a future meeting. The President also updated the Trustees on the State budgeting process, pointing out that the House and Senate have drafted two very different budgets as it relates to SF and the Florida College System, with a final proposal some weeks away. He thanked Mr. McClay for his tireless work behind the scenes to ensure an advantageous budget outcome for the College. Lastly, Dr. Broadie shared a time-lapse video of the recent work on the Blount Campus, stating that the project is on schedule and within budget, again thanking Mr. McClay and his team for their work on the expansive project.

President Broadie commented on the COVID-19 vaccination clinic which was held on April 15, 2021, in the Fine Arts Hall, stating that 393 individuals were able to receive their vaccines at the event. He thanked the Alachua County Health Department and the many SF staff members who contributed to the success of the clinic.

Dr. Broadie reported that his office recently began the search for a new Executive Assistant to the President who will succeed Ms. Tina Crosby in her retirement. He stated that the search will be a comprehensive process, involving a Search Committee consisting of staff from across the College, SF's Shared Governance leaders, and the Vice Presidents, pointing out that the candidate must understand their role reaches the entire institution, along with external stakeholders. Dr. Broadie confirmed that he will provide an update on the search next month.

The President reminded the Board that the next Board meeting will be held on May 18, 2021, beginning at 4 p.m. on the Northwest Campus in the Joseph W. Fordyce

Building. He pointed out that the Board's annual budget workshop will precede the regular meeting at 2 p.m., with a location yet to be determined. Dr. Broadie also shared the Spring 2021 Commencement dates, which will be held on April 29, 2021, at 3 p.m. for Nursing, while general ceremonies will be held on April 30, 2021, at 3 p.m. and 7 p.m., all virtually.

President Broadie asked Ms. Patti Locascio, Vice President and General Counsel, and Ms. Lara Zwilling, Equity Officer and Title IX Coordinator, to present this year's Annual Equity Update Report. Ms. Locascio thanked the many contributors to the report along with the staff who assisted in assembling and editing the document. She reminded the Board of prior discussions concerning the necessity of filing the report per State guidelines and that the data reported is out of date by at least a year. Ms. Locascio pointed out that, at the request of the Trustees last year, the College now provides the Board with a Quarterly Equity Update containing timely equity information, strategies, and goals, which may serve as a more useful tool in analyzing and improving equity at SF. With that, Ms. Locascio and Ms. Zwilling shared the report's highlights, including areas where the College succeeded in meeting institutional diversity goals, areas which are in need of improvement, and strategies for retention and recruitment of diverse staff and students in the coming years. President Broadie thanked Ms. Locascio and Ms. Zwilling for their outstanding work.

Strategic Planning

Information Item
419.82, 20-21

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

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, and President Broadie thanked the Trustees for their attention and contributions during today's Board workshop, during which the group discussed proposed initiatives to utilize funds from the \$40 million donation the College received from philanthropist MacKenzie Scott. In a brief presentation, Dr. Armour elaborated on how each prospective initiative related to the new Strategic Plan, displaying infographics that connected the Plan's Strategies and Themes to the divisional presentations shared with the Board. Dr. Armour stated that the planning process for use of the gift was intentionally and intrinsically connected to the College's Strategic Plan, confirming the practicality of the new Plan.

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

Facilities Services Minor Projects – Change Orders

Information Item
412.1234, 20-21

Project Background & Description:

Facilities Services currently has agreements with four construction firms for construction management services for minor projects (less than \$2,000,000). Two minor projects have recently been completed under budget resulting in project savings which have been recovered through deductive change orders.

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.

A deductive change order for each of the minor projects has been signed by the President to reduce the contracts by the amount of the project savings listed below.

- D.E. Scorpio Corporation was chosen to manage the installation of motorized roller shades in the Fine Arts Hall dance studio (FA-143) on the Northwest Campus. College staff supervised the Construction Manager's (CM) competitive bidding process and negotiated a guaranteed maximum price (GMP) proposal in the amount of \$19,737. The project started on December 9, 2020, and was substantially completed on December 17, 2020. The final cost of construction was \$19,473.38, resulting in project savings of \$263.62.
- D.E. Scorpio Corporation was selected to manage repairs to the vehicle drop-off canopy at the Fine Arts Hall. College staff supervised the CM's competitive bidding process and negotiated a GMP in the amount of \$7,810. The project began on February 9, 2021, and was substantially completed on February 10, 2021. The final cost of construction was \$6,572.93, resulting in project savings of \$1,237.07.

District Board of Trustees
April 20, 2021

Agenda Item: 2.4

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

Financial Audit Report 2021-181, For the Fiscal Year Ended
June 30, 2020

Information Item
201.900, 20-21

The Financial Audit for the fiscal year ended June 30, 2020, has been released. This report will be available on the State of Florida Auditor General's website under "reports" and is included with this agenda.

Discussion: Dr. Broadie commended Mr. Andy Barnes, Vice President for Administrative Affairs and Chief Financial Officer, and the Finance Department staff for yet another clean audit. Chair Fletcher echoed the President's sentiments, noting how complimentary the auditors were of the team.

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

Career Pathways Articulation Agreements with:
 The School Board of Alachua County
 The School Board of Citrus County
 The School Board of Gilchrist County

Information Item
 408.2529, 20-21

The School Board of Alachua County

The Certificate, A.S., and A.A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement between Santa Fe College and the School Board of Alachua County.

Secondary Program	Postsecondary Program
Accounting Applications Finance	Accounting A.S. Business Administration Management A.S. Insurance and Risk Management A.S. Office Administration A.S. Health Services Management A.S. Paralegal Studies A.S. Data Management Analytics Certificate Office Specialist Certificate Health Information Technology A.S. Revenue Cycle Management Medical Coder/Biller Certificate
Allied Health Assisting (EHS, GHS) Electrocardiograph Technician (GHS) Emergency Medical Responder (LHS) Nursing Assistant (GHS)	Health Information Technology A.S. Revenue Cycle Management/Medical Coder/Biller Certificate Health Services Management A.S. Data Management Analytics Specialist Certificate Cardiovascular Technology A.S. Dental Assisting Certificate Dental Hygiene A.S. Diagnostic Medical Sonography Nuclear Medicine Technology A.S. Physical Therapy Assistant A.S. Respiratory Care A.S. Radiography A.S. Surgical Technology Certificate
Automotive Maintenance and Light Repair	Automotive Service Technology Certificate Automotive Service Management Technology A.A.S.
Criminal Justice Operations	Criminal Justice Technology A.S.
Digital Design	Computer Information Technology A.S. Network Systems Technology A.S. Accounting A.S.

	Business Administration Management A.S. Insurance and Risk Management A.S. Office Administration A.S. Health Information Technology A.S. Health Services Management A.S. Paralegal Studies A.S. Data Management Analytics Specialist Certificate Office Specialist Certificate Revenue Cycle Management/Medical Coder/Biller Certificate Digital Media Technology A.S. Graphic Design Technology A.S. Graphic Design Production Certificate Graphic Design Support Certificate
Digital Media/Multimedia Design	Graphic Design Technology A.S. Graphic Design Production Certificate Graphic Design Support Certificate Digital Media Technology A.S.
Digital Media Technology	Graphic Design Technology A.S. Graphic Design Production Certificate Graphic Design Support Certificate Digital Media Technology A.S. Computer Information Technology A.S. Network Systems Technology A.S.
Digital Video Technology	Digital Media Technology A.S.
Drafting	Construction Management Technology A.S.
Emergency Medical Responder	Emergency Medical Services A.S. Paramedic Certificate Emergency Medical Technician Certificate
Industrial Biotechnology	Biotechnology Laboratory Technology A.S. Chemical Technology A.S.

The School Board of Citrus County

The Certificate and A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement between Santa Fe College and the School Board of Citrus County.

Secondary Program

Postsecondary Program

Biomedical Science	Biotechnology Laboratory Technology A.S.
Nursing Assistant	Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine A.S. Respiratory Care A.S.

The School Board of Gilchrist County

The Certificate and A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement between Santa Fe College and the School Board of Gilchrist County.

Secondary Program

Postsecondary Program

<p>Allied Health Assistant Electrocardiograph Technician Emergency Medical Responder Nursing Assistant: Acute and Long Term Care</p>	<p>Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine A.S. Respiratory Care A.S. Radiography A.S. Dental Assisting Certificate Surgical Technology Certificate</p>
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District Board of Trustees
April 20, 2021

Agenda Item: 2.6

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

Standard Health Sciences Clinical Affiliation Agreement with Gabriel A. Nossa, DMD, LLC for the Dental Assisting Program

Information Item
408.2530, 20-21

This standard agreement will allow students in the Dental Assisting Program to complete clinical rotations and gain valuable experience with Dr. Gabriel Nossa in Gainesville. The agreement is effective as of April 1, 2021, and will continue from year to year unless terminated in accordance with the termination clause.

District Board of Trustees
April 20, 2021

Agenda Item: 2.7

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

Standard Health Sciences Clinical Affiliation Agreement with Modern Canna,
LLC for Various Health Sciences Programs

Information Item
408.2531, 20-21

This standard agreement will allow students in the Biotechnology Laboratory Technology, Chemical Technology, Clinical Laboratory Science, and Industrial Biotechnology Programs to complete clinical rotations and gain valuable experience at Modern Canna in Lakeland. This agreement is effective as of March 1, 2021, and will continue from year to year unless terminated in accordance with the termination clause.

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

Community Education Enrich Brochure and Continuing Workforce
Education Enhance Brochure – Summer 2021

Information Item
415.188, 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 April 12, 2021, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Continuing Workforce Education (CWE) courses and programs. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure (“Enhance”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the April 12, 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

423.89, 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
April 20, 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

403.572, 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 March 30, 2021.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Phillip Carver	Purchasing Agent
Kristin Terry	Assessment Specialist, Disability Resource Center

Part Time

<u>Name</u>	<u>Position</u>
Kara Smith	Child Care Center Teacher

Board Action Requested

Approval

Action: Motion to approve items 4.1 through 4.7: 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
April 20, 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)

411.469, 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 March 30, 2021.

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Mirta Fuentes <i>MS, Southern New Hampshire University</i>	Academic Coach, STEM Student Support Services
* Shanna Ratliff <i>MSW, Florida International University</i>	Academic Coach, STEM Student Support Services
Jessica Willis <i>AS, Santa Fe College</i>	Digital Videographer and Designer

Part Time

<u>Name</u>	<u>Position</u>
Nasseeka Denis	Specialist, Admissions
* Samantha Jones	Admissions Specialist, Rapid Credentialing Grant
Donely Santiago	Specialist, Learning Commons

* Grant Funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.572).

C O N S E N T

District Board of Trustees
April 20, 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)

404.474, 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 March 30, 2021.

Community Education

Appointment

Part Time

<u>Name</u>	<u>Course</u>
Ernest Lee	College For Kids
Marjorie Malerk	Mystical Belly Dancing

Continuing Workforce Education

Appointment

Part Time

<u>Name</u>	<u>Course</u>
Mark Foss	CPR
Pearl Millard	CPR

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.572).

C O N S E N T

**District Board of Trustees
April 20, 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)

402.840, 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 March 30, 2021.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Lisa Graham <i>BS, Indiana State University</i>	Interim Assistant Professor, Surgical Technology

Part Time

<u>Name</u>	<u>Discipline</u>
Sheri Butler	Mathematics
Maria Cediell	Nursing
Dana Colvin	Dental
Christie Hicks	Health Sciences Core
Brooke King	Criminal Justice
Heather Land	Dental
Angela Lounds-Singleton	Nutrition
Beverly Moore	Nursing
Natasha Seavers	Nursing
Ali Sirusi Arvij	Physics
Ashley Tormes	Surgical Technology
Julia Wagner	Surgical Technology
Elise Wise	Sonography

Board Action Requested

Approval

Action: Approved. See item 4.1 (403.572).

C O N S E N T

District Board of Trustees
April 20, 2021

Agenda Item: 4.5

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

Criminal Justice Training Trust Funds Grant

409.2307, 20-21

This project provides advanced and specialized training to approximately 1,072 law enforcement, correctional, probation, and parole officers in the College's service district. The training may include courses such as Hostage Negotiations, Instructor Techniques, Breath Test Operator, Speed Measurement, Defensive Tactics Instructor, Crisis Intervention Team Training, Field Training Officer, Line Supervision, Stress Management Techniques, Advanced Report Writing, Emergency Preparedness for Correctional Officers, Profiling and Professional Traffic Stops, and Domestic Violence/Juvenile Sexual Offender, among other requested courses.

The amount of funds requested from the Florida Department of Law Enforcement is \$85,760, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2021, through June 30, 2022.

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 (403.572).

C O N S E N T

District Board of Trustees
April 20, 2021

Agenda Item: 4.6

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 Grant, 2020-2021 Roll Forward Funds

409.2308, 20-21

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the existing Perkins project serving Career and Technical Education (CTE) students at Santa Fe College in Alachua and Bradford counties. Increasing the current expense budget will provide educational supplies, while increasing the capital outlay budget will provide additional equipment for programmatic and instructional purposes for CTE Programs.

The amount of funds requested from the Florida Department of Education, Division of Career and Adult Education is \$28,686, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2020, through August 31, 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 4.1 (403.572).

C O N S E N T

**District Board of Trustees
April 20, 2021**

Agenda Item: 4.7

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

Report of Purchases for February and March 2021

202.672, 20-21

Below are the total amounts and a summary of purchases for the months of February and March 2021.

Purchasing	\$1,926,648.40
Risk Management Consortium	<u>1,138,300.00</u>
Total	<u>\$3,064,948.40</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y81340 (Fund 2)	\$ 45,725.00	Sole Source	UF Health Pathology Labs	Athlete COVID Testing CARES Act
Y81393 (Fund 2)	\$ 37,685.35	Sole Source	CAE Healthcare, Inc.	Patient Simulator Rapid Credentialing
Y81475 (Fund 6)	\$ 37,000.00	Exempt	James Moore & Co.	Auditing Services Risk Management Consortium
Y81476 (Fund 6)	\$ 216,300.00	Exempt	Mercer Health & Benefits, LLC	Health and Welfare Consulting Risk Management Consortium
Y81477 (Fund 6)	\$ 860,000.00	Exempt	FBMC Benefits Management	Benefits Enrollment/Billing Administration Risk Management Consortium
Y81484 (Fund 1)	\$ 38,000.00	Contract	United Rentals	Boom Lift Building Maintenance – Electrical
Y81542 (Fund 1)	\$ 45,260.88	Contract	Dell Marketing	Computers (14) and Monitors (42) Information Technology
Y81544 (Fund 7)	\$ 41,127.00	Contract	Scherer Construction & Engineering	U-Building Office Remodel Campus Improvements
Y81656 (Fund 1)	\$ 154,033.00	Contract	Dell Marketing	Computers (100) and Monitors (100) Information Technology
Y81686 (Fund 1)	\$ 311,710.55	Contract	Dell Marketing	Infrastructure VMWare Renewal Information Technology

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

Amended 2020-2021 Salary Schedule

405.127, 20-21

The 2020-2021 Salary Schedule is being amended to add the position title "Dentist" to the Technical and Professional PT 8 pay grade.

Board Action Requested

Approval

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, and Ms. Lela Frye, Human Resources Director, presented the amended Salary Schedule, which adds the position title "Dentist." Dr. Bonahue explained that for many years the College has collaborated with the UF College of Dentistry to staff and operate SF's Dental Clinic. Under the terms of the current agreement, UF provided a licensed and qualified professional to act as the Director of SF's Dental Assisting and Dental Hygiene Program, supervising students as they provided services to the community through the clinic. This individual from UF was paid a salary by SF. Dr. Bonahue stated that while SF will continue to work with the UF College of Dentistry, the College will now hire a supervising dentist in-house instead of through the University. The Provost noted that the change came about at the recommendation of the College's Dental Programs Advisory Committee and will allow students to perform a wider variety of techniques and services while better mimicking a clinical environment. Ms. Frye pointed out that the new position's salary is comparable to what the College was previously paying UF and any additional costs may be offset by increased revenues as the clinic expands services under the supervision of the new dentist.

Action: Motion to approve item 5.1: Oody
Second: Prevatt
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.

Buildings B, F, and U Storefront Replacement – Project
Completion and Deductive Change Order

412.1235, 20-21

Project Background & Description:

This project includes the replacement of the storefront entrance door systems for three of the oldest buildings on the Northwest Campus: B Building, which houses classrooms and faculty offices; F Building (also known as the Alan J. Robertson Administration Building); and U Building, home of the Facilities Services Department. These buildings were built in the mid-1970's and the storefront entrances were worn beyond repair. Replacement of all three entrance systems has improved accessibility in order to meet existing code requirements, enhanced functional use, and has allowed for the addition of electronic access controls.

At the February 21, 2017, meeting, the Board approved the transfer funds for this project from the Operating Budget (Fund 1) to the Plant Fund (Fund 7) as a part of a larger group of deferred maintenance projects. At the November 19, 2019, meeting, the Board approved a guaranteed maximum price (GMP) not to exceed \$365,000 for the project.

Architect/Engineer:	Not applicable
Contractor/Construction Manager:	Scherer Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$365,000
Source of Funds:	Other local funds

Following negotiation and approval of the GMP in the amount of \$364,425, College staff provided the Construction Manager with a notice to proceed with construction on April 17, 2020. The project was substantially completed on August 24, 2020, and reached final completion on March 26, 2021.

College staff have reviewed and approved all project close out documentation, including the Certificate of Occupancy, Certificate of Final Inspection, and a final deductive change order of \$36,786.03.

Final Project Costs	
Design	\$ 0.00
Construction	327,638.97
Furniture & Equipment	460.00
Miscellaneous	0.00
Total:	<u>\$ 328,098.97</u>

Board Action Requested

Approval

Discussion: Concerning agenda item 6.1: Buildings B, F, and U Storefront Replacement – Project Completion and Deductive Change Order, Mr. McClay pointed out that the project was completed on March 26, 2021, with a final cost of \$328,098.97, well under budget.

He asked Dr. Jodi Long, Associate Vice President for Academic Affairs, to assist in presenting agenda items 6.2 and 6.3 relating to renovations and remodels in the Health Sciences (W) Building, noting that the projects will be completed in tandem with the design and construction of the proposed Nursing Simulation Center discussed during the Board workshop. Dr. Long stated that the projects presented in these agenda items provide an excellent opportunity for the Health Sciences Department to implement best practices observed at other colleges which centralize student services, pointing out that SF's tutoring, advisement, and recruitment services are currently housed in disjointed spaces throughout the Health Sciences (W) Building. She noted that reorganizing the space will also provide flexible new teaching areas which will be well-utilized upon completion of the projects.

Action: Motion to approve items 6.1 through 6.3: 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.

W Building Health Sciences Advisement Remodel – Project
Budget Approval

412.1236, 20-21

Project Background & Description:

The W Building Health Sciences Advisement Remodel project will repurpose existing program space to consolidate the Health Sciences Advisement Center and the Teaching and Learning Center (TLC).

This project involves the remodel of 3,125 square feet to reconfigure the current Advisement Center space on the first floor, update the main building lobby, and relocate the TLC from the second floor. Combining Advisement with the TLC will create a more accessible and welcoming environment for current and prospective students while also centralizing student services in a convenient location for Health Sciences. Additionally, consolidation of these spaces will allow Health Sciences to temporarily use the vacated second floor area as an interim simulation center and address future program needs by having new flexible teaching areas. Project costs include reconfiguration of walls to optimize use of space, addition of windows and storefront glass for greater visibility, updating all interior finishes, significant improvements to the mechanical and electrical systems, updating technology for study spaces, and new furnishings.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$872,000
Source of Funds:	Capital Improvement Fees (CIF), Other local funds

Project Status:

College staff have consulted with the design team, evaluated possible options, reviewed the scope of the project, and are requesting the Board approve the estimated project budget in the amount of \$872,000.

Board Action Requested

Approval

Action: Approved. See item 6.1 (412.1235).

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

W Building Second Floor Classrooms Renovation/Remodel –
Project Budget Approval

412.1237, 20-21

Project Background & Description:

This project involves the renovation and remodel of four classrooms totaling 2,885 square feet, as well as several minor modifications to a teaching lab in W Building. Project costs include updates to technology, lighting, flooring, acoustics, furniture, and finishes in W-206, W-207, W-222, W-230 and W-281. The classrooms were constructed and equipped in 1984 and have had very few updates since they were originally outfitted. Renovating these learning spaces will better serve and support the Health Sciences Programs and will provide greater flexibility in how these classrooms may be used, including the ability to combine multiple spaces into a large learning environment.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$448,000
Source of Funds:	CIF, Other local funds

Project Status:

College staff have consulted with the design team, reviewed the scope of the project, and are requesting the Board approve the estimated project budget in the amount of \$448,000.

Board Action Requested

Approval

Action: Approved. See item 6.1 (412.1235).

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 March 2021 201.901, 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 March 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	59,637,581	72.05%	63,986,483	75.90%
Expenditures	52,935,871	59.01%	54,867,829	58.36%

Board Action Requested

Approval

Discussion: Mr. Andy Barnes, Vice President for Administrative Affairs and Chief Financial Officer, reviewed items 7.1 through 7.6 individually and in detail.

Concerning agenda item 7.1: Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2021, Mr. Barnes noted that the report reflects the impact of both Fall 2020 and Spring 2021 enrollment declines, along with State holdbacks. However, he pointed out that the College recently received new guidance that may allow SF to recapture lost revenue through stimulus funds, which will be reflected in next month's report.

In reviewing agenda item 7.5: Amendment #8 to the Manual Food Service and Lease Agreement with Subway Real Estate, LLC, Mr. Barnes noted that this amendment will restore the pre-pandemic terms of the College's agreement with Subway as it relates to rent and commissions, effective September 2021. He thanked Subway for being a valuable partner over the course of the past year, with Dr. Broadie and others in attendance mirroring his remarks.

Action: Motion to approve items 7.1 through 7.6: 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.

Report of Investments, Quarter Ending December 31, 2020

201.902, 20-21

Demand deposits are maintained in the Board's operating funds account with BBVA Compass. The interest rate that is applied is calculated based on the daily average collected balance.

Interest Rate, Month of December 2020		0.12%
Interest earnings, quarter	\$	1,733
Interest earnings, fiscal year to date	\$	8,205

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

Participant Yield, net of costs, at December 30, 2020		0.18%
Interest earnings, net of costs, quarter	\$	1,230
Interest earnings, net of costs, fiscal year to date	\$	3,268

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

Annualized effective rate, net of costs, at December 30, 2020		1.64%
Interest earnings, net of costs, quarter	\$	261,943
Interest earnings, net of costs, fiscal year to date	\$	604,660

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 have calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective Duration		1.83 Years
Yield-to-maturity at cost		1.17%
Earnings, quarter	\$	13,256
Earnings, fiscal year to date	\$	29,698

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2020/2021	\$	645,831
Total interest earnings fiscal year to date 2019/2020	\$	1,111,269

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.901).

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

Acceptance of Donations, 21-04

200.971, 20-21

Donation #1

Applied Genetics Technologies has donated the item listed below to the SF Biotechnology Laboratory Program.

Qty	Description	Cost
1	BioProfile Flex Automated Cell Culture Analyzer	\$ 1,000.00
	Total	<u>\$1,000.00</u>

Donation #2

The Clearwater Police Department has donated the item listed below to the Santa Fe Police Department.

Qty	Description	Cost
1	McGruff the Crime Dog Outfit	\$ 400.00
	Total	<u>\$ 400.00</u>

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.901).

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

Agreements for Debris Monitoring Services with:
BrenCo, LLC
Disaster Program & Operations, Inc.

209.207, 20-21

A request for proposals (RFP), jointly created by the Florida College System Risk Management Consortium (FCSRMC) and Santa Fe College, as its fiscal agent, was released on June 24, 2020, for debris removal monitoring services in the event of a disaster, such as a hurricane.

The intention of the solicitation and resulting agreements is to provide Florida College System (FCS) institutions with multiple available contractors for these services without the need to perform solicitations at the time of a crisis. Having contractors in place that were 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.

At the September 15, 2020, meeting, the Board approved the recommendation to award the RFP to both BrenCo, LLC, and Disaster Program and Operations, Inc. After negotiations with both firms, the final agreements are presented for approval.

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.901).

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

Amendment #8 to the Manual Food Service and Lease Agreement
with Subway Real Estate, LLC

209.208, 20-21

The College's current agreement with Subway expires April 30, 2021. With the contract expiring, standard College procedure would be to conduct a new request for proposals (RFP) for the food court location currently occupied by Subway. However, due to the COVID-19 pandemic, conducting a new RFP at this time would be challenging due to the environmental uncertainties involved. Therefore, the College recommends extending the current Subway agreement for one year via this amendment to give ample time to conduct a proper RFP in the Fall and Spring of 2021-2022 for a long-term contractor.

Additionally, due to the expectation that the COVID-19 pandemic will continue to impact on-campus attendance during the Summer 2021 semester, this amendment extends the practice approved by the Board at the October 20, 2020, meeting, whereby Subway only pays rent if the prior month's sales exceed \$40,000, and only pays the 4% commission on weekly sales that exceed \$9,000.

Since the College expects a significant return of students on campus for the Fall 2021 semester, starting in September 2021 and through April 30, 2022, rent and commission percentage will return to pre-pandemic levels (\$902.53/month in rent and 4% commission on commissionable sales).

Board Action Requested

Approval

Action: Approved. See item 7.1 (201.901).

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

Ratification of Emergency Signature Authority for Amendment #1 to the
Contract for Personal Professional Services with Ms. Patti Bartels

209.209, 20-21

The College executed a Contract for Personal Professional Services with Ms. Patti Bartels to provide guidance and consultation to SF's Sponsored Projects Office, including grant management and oversight for pre- and post-award grant processes, for \$32,000 annually. The Sponsored Projects Office sought to amend and increase Ms. Bartels's contract by \$10,000 so she could write a complex National Science Foundation grant proposal on behalf of the College (as described in agenda item 9.12). With the addition of this new grant project, Ms. Bartel's contract for services for the 2020-2021 fiscal year now totals \$42,000. College Rule 5.2: Purchasing and Contract Authority requires that Contracts for Personal Professional Services which exceed \$35,000 be approved by the Board of Trustees.

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, Vice Chair Michael M. Goldwire used emergency signature authority to authorize this amendment, pending ratification by the Board.

Board Action Requested

Ratification

Action: Approved. See item 7.1 (201.901).

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

Amended College Calendar for 2021-2022

414.85, 20-21

Late-start terms (E-terms) have been added to the Fall and Spring 2021-2022 semesters. All fee due dates, grade due dates, and other calendar dates remain consistent, and the calendar remains compliant with State Rules and guidelines.

Board Action Requested

Approval

Action: Motion to approve items 8.1 through 8.3: Woody
Second: Goldwire
Vote: Fletcher – yes, Goldwire – yes, Lee – 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.

College Annual Equity Update Report for 2020-2021

400.683, 20-21

The College is required to submit an annual Equity Report to the Florida Department of Education. This report reflects both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends and measure whether the College has met internal goals. Student enrollment, retention, completions, and strategies for increasing rates for these markers for underrepresented populations are included. For employees, Fall 2020 employment numbers for Executive and Managerial staff, full-time faculty, and the award of continuing contract are compared to the previous year's data. College policies related to harassment and discrimination, gender equity in athletics, and course substitutions for students with disabilities were also reviewed.

Board Action Requested

Approval

Action: Approved. See item 8.1 (414.85).

Designation of Santa Fe College Foundation Liaison

400.684, 20-21

At its February 2021 meeting, the Santa Fe College Foundation, Inc. Board of Directors voted to recommend to the District Board of Trustees of Santa Fe College, Florida that Trustee Carrie Lee replace Trustee Tom Mallini as the liaison to the Board of Trustees.

Board Action Requested

Approval

Action: Approved. See item 8.1 (414.85).

College Goal: Workforce Development – Provide student-centered workforce programs in collaboration with local employers and economic development agencies.

Memorandum of Understanding with CareerSource of North Central Florida

408.2532, 20-21

Santa Fe College has enjoyed a long and mutually beneficial relationship with the CareerSource North Central Florida, which connects businesses with skilled employees and training opportunities. Coordination between CareerSource and the College focuses on workforce training, advancing employment, and greater economic development. The Workforce Innovation and Opportunity Act (WIOA) of 2014 is an affirmation of the work being done throughout the nation to build the workforce development system, as SF and CareerSource do with this cooperative effort. The cornerstone of the WIOA is its one-stop customer service delivery system, offered by organizations such as CareerSource, which assures coordination between the activities authorized in and linked to this act.

This Memorandum of Understanding (MOU) describes how CareerSource and SF will assure the coordination of their efforts in accordance with state-issued requirements that establish and maintain an effective and successful one-stop system. This MOU provides for the establishment of a technological connection between the parties to best serve mutual customers and give the College a technological presence at the one-stop career center. Under this MOU, CareerSource will also develop a website that will provide a direct linkage between CareerSource customers and College staff who can provide information or services to customers by phone or through real-time web-based communication. The College will pay CareerSource \$1,500 over the term of the MOU to develop and maintain this technological connection and presence. The MOU is effective as of July 1, 2021, for a three-year term unless terminated by either party in accordance with the termination clause.

Board Action Requested

- A. Approval**
- B. Delegation of authority to the Provost and Vice President for Academic Affairs to execute any future amendments and related documents associated with this agreement upon legal review and approval by appropriate College officials**

Discussion: Dr. Broadie asked Dr. Stefanie Waschull, Associate Vice President for Academic Affairs, to discuss agenda item 9.10: North Central Florida Educational Opportunity Center Grant. Dr. Waschull stated that if awarded, these TRIO grant funds will be used to open a new Educational Opportunity Center in SF's future Blount Hall which will provide resources and information to assist past and potential students who want to continue or begin pursuing higher education. The Center will provide financial aid assistance, financial literacy and counseling, and access to tutors and coaches, among other services. Dr. Waschull pointed out that the Center will have a wide reach into the community to recruit and empower students to achieve an improved economic outlook for themselves and their families through education and training. Dr. Broadie commended Dr. Waschull and her team for an impressive proposal and emphasized the impact the Center will have if funded.

Chair Fletcher announced his plan to abstain from voting on agenda item 9.2, therefore calling a vote for items 9.1 and 9.3 through 9.13.

Agenda Item 9.1

April 20, 2021

Page 2

Action: Motion to approve items 9.1 and 9.3 through 9.13: Woody

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.

Memorandum of Understanding with VyStar Credit Union

408.2533, 20-21

Under the terms of this Memorandum of Understanding (MOU) with VyStar Credit Union, VyStar will provide SF students with free financial wellness services and opportunities to explore career and internship opportunities. This MOU also provides for the installation of a VyStar ATM at SF's future Blount Hall and memorializes VyStar's commitment to support the College's mission through annual donations.

Board Action Requested

- A. Approval in concept of the agreement based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the final agreement upon legal review and approval by appropriate College officials**

Discussion: Dr. Naima Brown, Vice President for Student Affairs, presented the proposed agreement with VyStar Credit Union. Dr. Brown explained that under the terms of the agreement, VyStar will install a no-fee ATM at SF's future Blount Hall and will provide virtual and in-person (based at the Northwest Campus) financial wellness services to SF students that focus on debt, saving, and investing, among other topics. VyStar will also provide the College with a list of participating students so SF may assess the impact of VyStar's services. And finally, Dr. Brown announced that VyStar has pledged an annual \$20,000 donation to the College for the life of the agreement.

Chair Fletcher abstained from voting on agenda item 9.2, citing a business affiliation with the VyStar Credit Union. The Chair completed the appropriate conflict of interest form for filing.

Action: Motion to approve item 9.2: Woody
Second: Prevatt
Vote: 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.

Memorandum of Understanding for Traffic and Criminal Software with the Panama City Police Department for the Benefit of the Santa Fe College Police Department

408.2534, 20-21

The Panama City Police Department (PCPD) is the lead agency which manages the Traffic and Criminal Software (TraCS) system, a data collection and reporting tool for the Florida public safety community. PCPD houses the related hardware and servers and ensures that TraCS meets Florida Department of Law Enforcement (FDLE) standards protecting criminal justice information systems, security, and data transfers.

At the October 20, 2020, meeting, the Board approved a Memorandum of Understanding (MOU) for Traffic and Criminal Software with PCPD. Since the execution of that MOU, PCPD has migrated to a new data hosting center and FDLE has requested that SF sign a new MOU with PCPD specifying the new data hosting location and clarifying terms related to security and record requests. This new MOU is substantively similar to what the Board approved in October and ensures the security of criminal justice information, such as traffic citations and forms, that the SFPD electronically transfers, shares, and accesses through the TraCS system. The MOU is effective as of April 1, 2021, and shall remain in effect unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2532).

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

VLab Subscription Agreement with the American Health Information Management Association

408.2535, 20-21

The Subscription Agreement with the American Health Information Management Association (AHIMA) will allow students and faculty in SF's Health Information Technology (HIT) Program to access VLab, a virtual practice lab portal, on the AHIMA platform. VLab has application exercises that are pertinent to learning HIT principles which correlate with the program's accreditation competencies. The College has used this platform for many years to successfully enhance HIT learning.

Students purchase access codes to VLab directly from the company or through the SF bookstore at no cost to the College, and faculty listed in the agreement are able to access VLab at no cost to SF or themselves. The agreement is effective from April 20, 2021, for a three-year term unless terminated by either party in accordance with the termination clause.

Board Action Requested

- A. Approval in concept of the agreement based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the final agreement upon legal review and approval by appropriate College officials**

Action: Approved. See item 9.1 (408.2532).

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

Agreements with National Student Clearinghouse:	408.2536, 20-21
Master Service Agreement and Enrollment and Education Financial Industry Reporting Statement of Work	
Course Exchange Statement of Work	
Education Verification and Authentication Services Statement of Work	
Postsecondary Data Partnership Statement of Work	
Student Self-Service Statement of Work	
StudentTracker for Colleges and Universities Statement of Work	

Santa Fe College has been working with National Student Clearinghouse (NSC) since 2009. NSC collects educational data from participating institutions such as SF and aggregates this data for ease of use within the contributing institution, as well as shares anonymized descriptions of the data with other participating institutions, to further research and analysis of educational trends with the aim of improving programs and services.

NSC is changing the format of its institutional contracts to a new Master Service Agreement (MSA) with accompanying Statements of Work (SOW). The MSA encompasses all of the services provided by the National Student Clearinghouse in one agreement, and there are no changes to the services and access by the College under this new arrangement. The SOW's reflect that services already in effect such as Course Exchange, Education Verification and Authentication Services, Postsecondary Data Partnership, Student Self-Service, and StudentTracker for Colleges and Universities, remain so. The MSA shall be effective as of the date of last signature and shall remain in effect until all SOWs have been terminated or are no longer effective.

Board Action Requested

- A. Approval**
- B. Delegation of authority to the President or designee to execute any future amendments and related documents associated with these agreements upon legal review and approval by appropriate College officials**

Action: Approved. See item 9.1 (408.2532).

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

First Amendment to the College Affiliation Agreement with Marion Community Hospital, Inc. d/b/a Ocala Regional Medical Center and West Marion Community Hospital for Various Health Sciences Programs

408.2537, 20-21

The College's current agreement with Marion Community Hospital, Inc., which represents two hospitals in Ocala, recently expired. Continuation of the relationship via this amendment will allow SF students in the Cardiovascular Technology, Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Phlebotomy, Physical Therapist Assistant, and Respiratory Therapy Programs to maintain participation in clinical training at these two facilities. The amendment is effective from January 31, 2021, and will extend the original agreement to January 31, 2023, unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2532).

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

Second Amendment to the Affiliation Agreement with Orlando Health, Inc. for Various Health Sciences Programs

408.2538, 20-21

This amendment to the College's current agreement with Orlando Health, Inc., will extend the term of the original agreement to July 19, 2023. This will allow students in the Invasive and Non-Invasive Cardiovascular Technology, Biomedical Engineering Technician, and Health Information Technology Programs to continue to gain valuable experience at this Orlando facility. The amendment also updates the non-discrimination language, while the remainder of the original agreement remains unchanged.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2532).

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

Ratification of Emergency Signature Authority for the Berm Reclamation Agreement with Recoil, LLC for the Benefit of the Institute of Public Safety

408.2539, 20-21

Recoil, LLC is a salvage company contracted to extract lead from three gun ranges at the Institute of Public Safety (IPS), a service IPS requires every five to six years. Soil is removed from the ranges and screened for bullets and bullet fragments which are then cleaned, weighed, and inventoried before the material is shipped to a recycler for sale. Recoil performed mining services at IPS during Spring Break and kept the profits from the lead salvaged as payment for the services performed, per the terms of the agreement.

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: Approved. See item 9.1 (408.2532).

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

Ratification of Emergency Signature Authority for the Memorandum of Understanding with SkillPointe, LLC

408.2540, 20-21

SkillPointe, LLC is an organization dedicated to connecting learners interested in skills-based careers with education and training opportunities, such as those offered by SF, to enhance and empower the nation's skills-based workforce and increase the success of working learners and dislocated workers. Under this Memorandum of Understanding (MOU), SkillPointe will list and feature SF's skills-based training programs on its website to help learners connect with the College. SF will also be able to place a College-focused microsite on SkillPointe's website. SF will receive these benefits without charge until December 31, 2021, at which point the College can choose to either discontinue services or continue services by moving to a paid plan.

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 MOU, pending ratification by the Board.

Board Action Requested

Ratification

Action: Approved. See item 9.1 (408.2532).

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

North Central Florida Educational Opportunity Center Grant

409.2309, 20-21

The proposed Educational Opportunity Center, to be housed within SF's future Blount Hall, will serve 850 adults, primarily 19 years of age and over, to provide information regarding financial and academic assistance available for qualified adults who want to enter or continue to pursue a program of postsecondary education; provide assistance to those individuals in applying for admission to institutions at which a program of postsecondary education is offered, including preparing necessary applications for use by admissions and financial aid officers; and assist in improving the financial and economic literacy of program participants. Santa Fe College and Florida Gateway College have developed a consortium for the purpose of implementing the proposed new North Central Florida Educational Opportunity Center Program with Santa Fe College serving as the lead institution. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education for the first year is \$232,050, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.16 million.

Duration of this project is September 1, 2021, through August 31, 2022.

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 (408.2532).

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

North Central Florida Educational Talent Search Consortium Grant

409.2310, 20-21

SF's Educational Talent Search Program provides educational services and information to 680 low-income and/or potential first-generation college students in grades 9-12 to encourage them to complete high school and enroll in postsecondary education. The project provides academic advisement, workshops, career information, assistance with college and financial aid applications, campus tours, and financial literacy instruction. Santa Fe College, the College of Central Florida, and Florida Gateway College have developed a consortium for the purpose of implementing the project in concert with local school districts. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education for the first year is \$377,231, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.9 million.

Duration of this project is September 1, 2022, through August 31, 2023.

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 (408.2532).

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

Pathways into the Biological, Biotechnology, and Chemistry Professions – National Science Foundation Grant

409.2311, 20-21

Funding from the Pathways into the Biological, Biotechnology, and Chemistry Professions (PiBB-C) National Science Foundation grant will be used to increase the participation of underserved populations in science, technology, engineering, and math (STEM) fields to develop a diverse, globally competitive STEM workforce. To accomplish this, the project will target low-income students to provide services which enhance academic and socio-psycho supports that increase student success in foundational courses in chemistry, biology, and mathematics (critical loss points across the nation) and in turn increase the number of students earning STEM-related degrees. Sixty percent of the funding will go toward scholarships for low-income, talented students. This is year one of a six-year project.

The amount of funds requested from the National Science Foundation for the first year is \$73,385, with no matching funds from Santa Fe College. Total funding for the six-year project is \$749,715.

Duration of this project is January 1, 2022, through December 31, 2022.

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 (408.2532).

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

Victim Advocacy Program – Victims of Crime Act (VOCA) –
Department of Justice Grant

409.2312, 20-21

The purpose of this program is to provide Santa Fe College with a Victim Specialist position that will be a liaison between crime victims and law enforcement. The Victim Specialist will provide counseling and advocacy work assisting victims, including but not limited to, homicide survivors, victims of domestic and non-domestic battery/assault, robbery, stalking, sexual battery, and other sexual abuse crimes. This program will provide crisis intervention, information about student options to seek relief through College and criminal processes, and direct assistance in participating in those processes. This position will be housed in the Santa Fe Police Department but will work in partnership with SF's Counseling Center, Human Resources, and the Equity Officer and Title IX Coordinator, amongst other support services, to provide comprehensive student- and staff-focused advocacy.

The amount of funds requested from the U.S. Department of Justice, Office of the Attorney General is \$55,983, with \$13,996 in matching funds from Santa Fe College.

Duration of this project is October 1, 2021, through September 30, 2022.

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 9.1 (408.2532).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Trustee Lee announced that since the last report in February, the SF Foundation has received contributions totaling \$59,358 to establish or complete endowment funds, which include support for scholarships and program enhancements. Trustee Lee shared recent developments concerning the acquisition of Mr. Héctor Puig's significant art collection, with over \$1 million worth of art obtained by the Foundation. Many artists in Mr. Puig's collection have a connection to SF, Trustee Lee pointed out, expressing her sentiment that it will be good to "bring them home."

Trustee Oody congratulated the SF baseball team on securing a regional championship and moving on to the statewide competition next month, with the other Trustees also congratulating the players on their accomplishments.