

August 1, 2023

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: August 2023 Board Agenda

Enclosed please find materials in support of the August 8, 2023, Board meeting.

All meetings of the Board will be held at the College's Administrative Offices, 501 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topic listed below will convene from noon – 1 p.m. in Room 403A. The Board Regular Meeting will begin at 1 p.m., Board Room 405.

- District Board of Trustees Governance Structure

Should you have any questions, or if you are unable to attend one or both of the meetings, please let me know.

Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
A G E N D A
August 8, 2023 – 1 p.m.
Administrative Offices, Board Room 405

202400001

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COMMENTS BY THE PUBLIC

The District Board of Trustees welcomes comments before the Board relating to matters under the Board's consideration during today's meeting. Please note that consideration of the Action Items will also constitute a public hearing under the Administrative Procedures Act. Any comments regarding the Board Rule under consideration today, should also be made at this time. Those who wish to address the Board are required to complete a Public Comment Request form* prior to the meeting. Requestors will be called upon by the Board Chair. Comments are limited to three minutes per person, and the Board is not required to respond.

MINUTES OF THE MAY 16, 2023, DISTRICT BOARD OF TRUSTEES DEEP DIVE BUDGET WORKSHOP (p. 3-6)

MINUTES OF THE JUNE 13, 2023, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 7-10)

MINUTES OF THE JUNE 13, 2023, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 11-33)

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

There are no items to be presented at this time.

ACTION ITEMS

1. Administrative Procedure Act – Board Rules, Section 9 – Instruction (p. 34-35)
2. Human Resources: Salary Increase (p. 36)
3. Administration: Annual Salary Index (p. 37-38)
4. Administration: Winter Break Extension (p. 39)
5. Administration: Performance Evaluation – Dr. John Avendano, College President (p. 40)
6. Administration: Performance Incentive – Dr. John Avendano, College President (p. 41)
7. Office of General Counsel: College President's Contract of Employment; Amendment Five (p. 42-46)
8. Purchasing: Annual Contract Extensions (p. 47)
9. Finance: 403(b) Retirement Plan – DROP Participation (p. 48)
10. Finance: Fees and Charges (p. 49)
11. Academic Affairs: Revised Academic Calendar, 2023–2024 (p. 50-51)
12. Academic Affairs: Activation of Entrepreneurship in Interior Design Advanced Technical Certificate Program (p. 52)
13. Academic Affairs: The Virtual Florida Postsecondary Education Program Planning Institute Registration (p. 53-54)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 55-56)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 57-58)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

ORGANIZATION OF THE BOARD

A. ELECTION OF OFFICERS

- 1. Chair
- 2. Vice Chair for Duval County
- 3. Vice Chair for Nassau County

B. APPROVAL OF MEETING SCHEDULE FOR FY 2023-24

C. LIAISON & COMMITTEE APPOINTMENTS FOR FY 2023-24

- 1. Appointment of Liaison – Florida State College at Jacksonville Foundation Board of Directors
- 2. Appointment of Committee Members – Finance & Audit Committee

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (Written report provided by Dr. Tara Haley)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Phillip Delacruz)

REPORT OF THE FACULTY SENATE (Written report provided by Dr. John Woodward)

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Report provided by Jazmyn Arce)

NEXT MEETING

The next regular meeting of the Board is scheduled for Tuesday, September 12, 2023.

ADJOURNMENT

Florida State College at Jacksonville
District Board of Trustees
Minutes of the May 16, 2023, Deep Dive Workshop – Budget
Administrative Offices, Board Room 405, Noon

PRESENT:

Michael M. Bell, Chair
 Roderick D. Odom, Vice Chair, Nassau County
 O. Wayne Young, Vice Chair, Duval County (via remote attendance)
 Jennifer D. Brown
 D. Hunt Hawkins
 Thomas R. McGehee, Jr.
 Aaron A. Miri
 Andrew B. Shaw

ABSENT:

None

CALL TO ORDER:

Chair Michael Bell called the meeting to order at 12:07 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Wayne Young via remote attendance.

WELCOME/
INTRODUCTIONS:

College President John Avendano Ph.D. welcomed all those in attendance, noting that today's agenda was centered on two topics. He introduced FSCJ Foundation Executive Director and Chief Investment Officer Cleve Warren, who will present the Board with a review of the College's Investment Portfolio Strategies & Markets and Economy Overview as well as introduce the other presenters, followed by Vice President of Finance and Administration Dr. Wanda Ford providing Trustees with a comprehensive overview of FSCJ's 2023-24 Budget. Additionally, Associate Vice President for Administrative Services Steve Stanford was in attendance to assist with any questions or concerns that may arise throughout the workshop.

INFORMATION/
DISCUSSION:

A. Investment Portfolio
 Strategies & Markets and
 Economy Overview:

FSCJ Foundation Executive Director and Chief Investment Officer Cleve Warren, PFM Asset Management LLC Director Khalid Yasin and PFM Asset Management LLC Senior Managing Consultant Scott Sweeten provided the Board with a review of the College's Investment Portfolio Strategies & Markets and Economy Overview. The review included information pertaining to the following:

- Investment and Cash Management Principles.
 - Principle Maintenance.
 - Minimal Market and/or Credit Risk.
 - Moderate Income.
 - Easily Convertible to Cash.

- Investment Strategies.
 - Cash and Cash Equivalents.
 - Fixed Income Investments.
 - Marketable Securities.
- Portfolio Composition for March 2023.
 - Top Holdings & Average Maturity.
 - Credit Quality Composition.
 - Effective Maturity Schedule.
- Current Market Themes.
- Unemployment Rate / Labor Force Participation Rate.
- Price Change of Major CPI Components.
- Consumer Sentiment Index / Expected Change in Price During Next Year.
- Treasury Curve.
- Sector Yield Spreads.
- 1-5 Year Indices Return.
- Treasury / Debt Ceiling.
- Portfolio Snapshot – FSCJ OP Fund.
 - Portfolio Activity.
 - Portfolio Performance.
 - Fixed-Income Sector Outlook – 2Q 2023
- Quasi-Endowment Performance.
- Asset Allocation & Performance.
- Calendar Year Returns.
- Asset Allocation Summary.
- Plan Sponsor Peer Group. Analysis.
- Investment Strategy Overview.

Chair Bell asked if there were any questions or comments by the Board related to the College's Investment Portfolio Strategies & Markets and Economy Overview. There was discussion by the Board relating to commercial and urban real estate markets, distribution facilities and investment strategies.

President Avendano thanked PFM associates for taking time from their busy schedules to attend today's workshop and sharing information with the Board.

- B. 2023-24 Budget Overview: Vice President of Finance and Administration Dr. Wanda Ford provided the Board with a comprehensive overview of the College's proposed operating budget for 2023-24. The presentation included information pertaining to the following:
- Budget Planning Process.
 - Operating Fund Budget.
 - Financial Objectives.
 - Budget Overview.
 - 2023-24 Budget Summary.
 - 2023-24 Revenue Budget.
 - Revenue Overview, to include: Tuition & Fees, State Appropriation and Other Revenue.
 - Summary of State-wide Appropriations.
 - Current Year Budget Changes.
 - 2023-24 Supporting Initiatives Recommended for Funding, to include: High Point Course Auditor and Develop a Culture of Operational Excellence.
 - Expense Budget Categories, to include: Personnel Expense, Current Expenses and Equipment.
 - 2023-24 Expense Budget Snapshot.
 - 2023-24 Operating Expenditures by Type and Function.
 - 2022-23 End-of-Year Projected Reserves.
 - 2023-24 Capital Outlay Budgets.

Chair Bell asked if there were any questions or comments by the Board related to FSCJ's 2023-24 Budget. There was discussion by the Board relating to pipeline funding, current year budget changes, state appropriations for FSCJ's Veteran Center for Excellence, operating expenditures, creative budgeting, institutional program reviews, benchmarking the cost per student hour year-to-year, FSCJ's impact on the community and preparing a FSCJ Fact Sheet to leave behind when at The Florida Capitol.

President Avendano thanked Vice President Ford and Associate Vice President Stanford for their thorough presentation of the College's 2023-24 Budget and Trustees in-depth discussion. He shared some additional points with the Board to keep in mind, including tuition, personnel expense, pipeline funding timing, minimum wage, competitive wages, health insurance and fund balance.

ADJOURNMENT:

There being no further business, Chair Bell declared the workshop adjourned at 1:39 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 13, 2023, Workshop
Administrative Offices, Room 403A, Noon**

PRESENT:

Roderick D. Odom, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Thomas R. McGehee, Jr.
Aaron A. Miri
Andrew B. Shaw

ABSENT:

Michael M. Bell, Chair
Jennifer D. Brown

CALL TO ORDER:

On behalf of FSCJ DBOT Chair Michael Bell, Vice Chair Wayne Young called the meeting to order at 12:01 p.m. and welcomed those in attendance.

WELCOME/
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had three discussion topics. The first item will be a brief overview of the Board's Self-Evaluation process presented by Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel. The second item provides the Board with an overview of the College President's evaluation process presented by Chief Human Resource Office Mark Lacey. The final workshop item provides the Board with information on FSCJ's Collegewide Facilities Master Plan with the presenters being Executive Director of Facilities Planning and Design Danielle Ray and Principal and Project Manager of Prosser, Inc. Shawn Bliss.

INFORMATION/
DISCUSSION:

A. FSCJ District Board of Trustees (DBOT) Self-Evaluation Process:

Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel provided the Board with an overview of the DBOT's Self-Evaluation process and tool. The overview included information pertaining to the following:

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards and Annual Self-Evaluation Mandate.
- SACSCOC Main Goal – Institutional Improvement.
- Well-rounded Online Tool Survey – No Change, Obtained from the Association of Florida Colleges (AFC), SACSCOC, Department of Education and Aspen Awarding Winning Schools.

- DBOT Self-Evaluation Online Tool Survey Link, Provided to Trustees by Board Liaison Kimberli Sodek following today's Workshop – June 13, 2023.
- DBOT Self-Evaluation Online Tool Survey, Completion Time – Approximately 15 minutes.
- DBOT Self-Evaluation Proposed Plan, Due Date June 23.
- DBOT Self-Evaluation Survey Results, Present to Trustees at their July 2023 DBOT Deep Dive Workshop (DDW).

Vice Chair Young asked if there were any questions or comments by the Board related to the DBOT's Self-Evaluation process and/or online tool survey, and there were none.

B. College President's
Evaluation Process:

Chief Human Resource Office (CHRO) Mark Lacey provided Trustees with an overview of the College President's evaluation process and the electronic evaluation instrument. The overview included information pertaining to the following:

- College President's Evaluation Electronic Instrument, Provided to Trustees by Board Liaison Kimberli Sodek following today's Workshop – June 13, 2023.
- College President's Evaluation Proposed Plan, Due Date June 23.
- College President's Evaluation Summary Results, Present to Trustees at their July 2023 DBOT DDW.
- Preparation of July 2023 DBOT DDW, to include Consideration of Performance Incentive and Contract Modifications/Amendments.
- Preparation of August 2023 DBOT Regular Meeting, to include drafting of Board Agenda Items.

CHRO Lacey reminded Trustees the electronic evaluation instrument should be returned to his attention. However, the instrument may also be returned to Board Liaison Sodek, whichever is easiest for the members.

President Avendano shared with Trustees that he values their feedback/comments from the evaluation instrument, noting he utilizes their thoughts/ideas when establishing his goals/objectives for the coming year.

Additionally, prior to the July 2023 DBOT DDW, the Board will receive a summary of both the Board's Self-Evaluation survey and President's evaluation instrument. This will allow Trustees time to review the documents prior to the workshop.

Vice Chair Young asked if there were any questions or comments by the Board related to the College President's evaluation process and electronic evaluation instrument, and there were none.

C. Collegewide Facilities
Master Plan:

Executive Director of Facilities Planning and Design Danielle Ray and Principal and Project Manager of Prosser, Inc. Shawn Bliss provided the Board with an overview of FSCJ's Collegewide Facilities Master Plan. The overview included information pertaining to the following:

- FSCJ Master Plan Delivery Process.
- Existing Conditions and Data Gathering.
- Analysis and Findings | Analysis and Assessment.
- Summary of Key Findings.
- Collegewide Master Plan Goal.
- Collegewide Master Plan Objectives and Strategies.
- Conceptual Design Process and Presentations.
- Collegewide Primary Actions.
- Primary Master Plan Drivers by Location.
- Collegewide Summary of Modifications of Program and Primary Offerings.
- Downtown Campus – 5-Year Master Plan.
- North Campus – 5-Year Master Plan.
- Kent Campus – 5-Year Master Plan.
- South Campus – 5-Year Master Plan.
- Deerwood Center – 5-Year Master Plan.
- Betty P. Cook Nassau Center – 5-Year Master Plan.
- Cecil Center, North/South – 5-Year Master Plan.
- Downtown Campus – Legacy Plan.
- North Campus – Legacy Plan.
- Kent Campus – Legacy Plan.
- South Campus – Legacy Plan.
- Deerwood Center – Legacy Plan.
- Betty P. Cook Nassau Center – Legacy Plan.
- Cecil Center, North/South – Legacy Plan.

Vice Chair Young asked if there were any questions or comments by the Board related to FSCJ's Collegewide Facilities Master Plan. There was discussion by the Board relating to campus demographics, average growth rate within campus/center areas, Nassau Center proposed renovations, grant sourcing, degree and certifications focus, locations/offerings of FSCJ's Continuing Workforce Education (CWE) courses, leverage resources of career growth, review of enrollment/growth patterns and corporate trainings.

ADJOURNMENT:

There being no further business, Vice Chair Young declared the workshop adjourned at 1:03 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 13, 2023, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

- PRESENT: Roderick D. Odom, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Thomas R. McGehee, Jr.
Aaron A. Miri
Andrew B. Shaw
- ABSENT: Michael M. Bell, Chair
Jennifer D. Brown
- CALL TO ORDER: On behalf of FSCJ DBOT Chair Michael Bell, Vice Chair Wayne Young called the meeting to order at 1:10 p.m. and welcomed those in attendance.
- PLEDGE: Vice Chair Young led the Pledge of Allegiance.
- COMMENTS BY THE PUBLIC: Vice Chair Young opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration.
- Vice Chair Young advised the Board that no member of the public had requested to speak. He asked if there were any comments by the Trustees, and there were none.
- MINUTES: (Ref. Board Agenda for June 13, 2023; Pages 202300672 – 697)
Vice Chair Young asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the April 11, 2023, Finance & Audit Committee Quarterly Meeting, on agenda pages 672 – 673; April 11, 2023, Workshop, on agenda pages 674 – 675; and April 11, 2023, Regular Meeting, on agenda pages 676 – 697, and there were none.
- MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the April 11, 2023, Finance & Audit Committee Quarterly Meeting; April 11, 2023, Workshop; and April 11, 2023, Regular Meeting, as recommended.
- Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

- Commencement Recap: College President John Avendano, Ph.D. provided the Board with information relating to the Commencement Recap:
- He shared his appreciation to all who participated in the College's Commencement Ceremony on Thursday, May 11, 2023.
 - Announced the College awarded more than 3,600 degrees for the 2022-23 academic year. Of these, 1,934 were associate in arts degrees, 894 were associate in science degrees and 774 were bachelor's degrees.
 - During the event, the College was also surprised to receive a cash donation of more than \$500 (in one-dollar bills) from one of the excited FSCJ graduates. The College has been in contact to officially welcome her into our FSCJ Alumni Association and hopes she will continue her engagement in the years to come.
- Adult Ed Graduation Recap: President Avendano provided the Board with information relating to the Adult Education Graduation Recap:
- Last week, the College held the annual Adult Education Graduation Ceremony where FSCJ had the honor of celebrating our students receiving their Adult High School diploma or GED. There were 60 participants and over 300 attendees.
 - The College's very own Dr. Deana Waite delivered a moving keynote address, encouraging the graduates to persist through life's challenges and continue their pursuit of success through education.
 - He thanked everyone who participated.
- Civil Rights Compliance Visit: President Avendano provided the Board with information relating to the Civil Rights Compliance Visit:
- The College underwent a civil rights compliance onsite and virtual review in late January 30 and early February 2023.
 - The visiting review team conducted interviews with 72 College staff members, including senior leadership, students and the College President in order to validate policy implementation and knowledge of grievance procedures, nondiscrimination policies and equity-related practices.

- FSCJ facilities and parking lots were also examined and reviewed for compliance with appropriate accessibility standards.
- The Chancellor shared as part of her response that “FSCJ has maintained efforts to conduct business in an environment conducive to enforcing the federal and state anti-discrimination laws. The outstanding leadership and unwavering efforts of your team deserve the highest accolades for ensuring the staff and students are able to attend classes, participate in activities and work in an environment that fosters professionalism and dedication by serving its constituents’ irrespective of their protected class status.”
- He was pleased to report that, on the administrative side, FSCJ received limited findings that centered around needing to place the nondiscrimination statement on promotional materials, syllabi, forms, contracts, etc. For the facilities, the updates include items such as wrapping pipes, restriping some parking spaces and corrective actions on walkways for wheelchair access.
- The College expects all items to be completed by June 2024, and has submitted FSCJ’s voluntary compliance plan identifying this date.

Legislative Update:

President Avendano asked Director of Government and Community Relations Taylor Mejia to provide the Board with information relating to the Legislative Update. She addressed the Board and provided information pertaining to the following:

- Legislative session concluded on Friday, May 5, 2023.
- At this point in the process, bills are being sent to Governor Ron DeSantis for signature.
- Over the last month, Governor DeSantis has signed several bills within the higher education space.
- She reviewed various bills with Trustees, to include SB 266, HB 931, SB 240 and SB 7024.
- She provided highlights from the budget.
- She shared with the Board the dates/times of upcoming FSCJ tours with elected officials, and welcomed Trustees to join and attend any of the tours.

- SACSCOC Update: President Avendano provided the Board with information relating to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Update:
- Last month, FSCJ received the report from the SACSCOC Off-Site Review Committee in response to the submission of the College's Compliance Certificate in late February 2023. Receiving this report marks an important transition from one review phase of the reaccreditation process to another, and provides FSCJ with the first feedback from peer-evaluators.
 - The College is very pleased to announce that the Off-Site Review Committee's report identified only eight SACSCOC standards that require additional information per this preliminary assessment. To put that into perspective, on average, institutions receive 15 findings of non-compliance.
 - The next phase of the reaffirmation process will allow FSCJ to complete focused reports on the identified standards to further expand upon the material submitted and provide additional evidence of the College's compliance.
- University of Florida Update: President Avendano provided the Board with information relating to the University of Florida (UF) Update:
- The location UF intends to utilize is still being determined at this time. There are indications it will be where business and industry, sports and higher education come together, which may be the Jacksonville Fairgrounds space as part of the renovations.
 - FSCJ's space is still available to UF.
 - The group who was working on securing local and state funding for UF was successful. The City allocated \$20 million initially to the project and the state budget allocated \$75 million for the project as well.
 - The College will continue to keep the Board updated on the matter.
- Main Street Property Update: President Avendano provided the Board with information relating to the Main Street Property Update:
- Interest still remains in the purchase of the FSCJ Main Street Property.
 - The College is working through some of the details of what the contract would look like, and providing JWB Real Estate Capital, LLC with the time for due diligence.

- The College will continue to keep the Board updated on the matter.

2023 Student Success Report:

President Avendano shared with the Board information relating to the College's 2023 Student Success Report:

- Each Trustee has been provided with a printed copy of the 2023 Student Success Report.

Data Dashboard:

President Avendano shared with the Board information relating to the June 2023 Data Dashboard/high-level view of the institutional data sets:

- Summer Term College Credit Enrollment:
 - Up 6.7% credit hours compared to summer 2022.
 - Represents 110.7% of overall enrollment for summer 2022.
 - When compared to summer 2021, college credit enrollment is up 1,311 credit hours.
- Fall Term College Credit Enrollment:
 - Down -2.7% credit hours compared to fall 2022.
 - Recruitment Efforts – Open House will be held on Saturday, June 17 at the College's South Campus, 9 a.m. – 2 p.m. At this time, FSCJ has received 1,000+ registrations for the event.
- There is a spotlight on the College's Dual Enrollment program, which offers five different types of college credit opportunities for eligible high school students. There is also a breakout on the Early College program.
- Additional spotlights on the Information Systems Technology Bachelor of Applied Science, Data Science Technology Associate in Science and IT Security Associate in Science are included.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending April 30, 2023 and April 30, 2022.
 - Unrestricted fund revenues were down approximately \$7.2 million, primarily related to less cost recovery available from COVID stimulus funds in the current year.
 - Expenditures are down \$15 million due to the payoff of the energy savings loan in fiscal year 2022.

- The restricted fund revenues and expenditures reflect both student and grant activities, so the federal stimulus funds account for the significant increase in fiscal year 2022. Most of the funds have been expended, which reduces the available amount in fiscal year 2023.
- Grants Report:
 - So far in the 2022-23 award year, FSCJ has received more than \$13.9 million in grants.
 - There is also a spotlight on FSCJ's H.O.P.E. Food Pantry.

STRATEGIC
PROGRAMMATIC
DISCUSSION:

President Avendano asked if there were any questions or comments by the Board related to his Report, Data Dashboards and/or any other College Strategic matters, and there were none.

CONSENT AGENDA:
(Ref. Board Agenda for
June 13, 2023; Items 1 through
12, Pages 202300698 – 709)

Vice Chair Young noted the Trustees had fully reviewed the Consent Agenda items prior to today's meeting and had the opportunity to discuss any questions and/or concerns with the College President. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of the Board meeting. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items.

Trustee Thomas McGehee, Jr., requested the removal of the following item from the Consent Agenda:

CA-9. Facilities: Certificate of Final Inspection for the Downtown Campus – CARES Act – Phase I – Building A, AHU-1 & 2 Replacement, on agenda page 706.

Vice Chair Young asked if there were any additional items the Board would like removed for individual consideration and discussion, and there were none.

ACTION ITEMS:
(Ref. Board Agenda for
June 13, 2023; Items 1 through
20, Pages 202300710 – 817)

MOTION: (McGehee – Shaw) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 9, which was moved to Action Items.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Administration: Annual Salary Index, on agenda pages 711 – 712.

MOTION: (McGehee – Odom) The motion was made to approve the 2023-24 Annual Salary Index as part of the Pay Plan, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Human Resources: Florida College System Annual Equity Update Report, on agenda page 713.

Prior to acting on the item, President Avendano asked Chief Officer for Organizational Culture and Engagement Lisa Moore to address the Board relating to the submission of the item. Chief Moore shared with Trustees that the College is required to submit an annual Equity Report to the Florida Department of Education. The report includes a review of the College's employment as well as services to underrepresented students. FSCJ measures itself each year and places the goals of the institute in the report.

MOTION: (McGehee – Miri) The motion was made to approve the Florida College System Annual Equity Update Report, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Finance: Direct Support Organization Checklist and Annual Audit for the Fiscal Year Ended September 30, 2022, on agenda pages 714 – 795.

MOTION: (McGehee – Odom) The motion was made to approve the Direct Support Organization Checklist and Annual Audit for the Fiscal Year Ended September 30, 2022, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Finance: Fees and Charges, on agenda page 796.

Prior to acting on the item, President Avendano asked Provost/Vice President of Academic Affairs Dr. John Wall to address the Board relating to the background/course type of the proposed item. Vice President Wall shared with Trustees that the proposed action will authorize the College, per Florida Statute 1009.285, to charge fees for enrollment in college-credit courses where students have enrolled in the same undergraduate college-credit course more than twice to be equal to 100 percent of the full cost of instruction. The statute further indicates that calculation of the full cost of instruction shall be based upon the system wide average of the prior year's cost of undergraduate programs for Florida College System institutions. The fees being presented for the Full Cost of Instruction are taken from the 2023 Florida College System Fact book, which is the most recent system information that is available.

MOTION: (McGehee – Odom) The motion was made to approve the Fees and Charges, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Finance: FSCJ ACCESS Program, on agenda page 797.

Prior to acting on the item, President Avendano asked Provost/Vice President of Academic Affairs Dr. John Wall to address the Board relating to program. Vice President Wall shared with Trustees that the FSCJ ACCESS Program, in accordance with Florida Statute 1004.085, will utilize an opt-out approach, where students are charged for their books along with their tuition in the participating courses unless the student opts-out of the program. The additional course fees would be exactly what the bookstore provider charges for the course materials. Students enrolled in FSCJ ACCESS classes for Spring Term 2023 had total savings of \$760,043.

MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ ACCESS Program for Fall Term 2023, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2022-23 Operating Budget Amendment No. 4, on agenda pages 798 – 799.

MOTION: (McGehee – Miri) The motion was made to approve the Fiscal Year 2022-23 Operating Budget Amendment No. 4, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Finance: Fiscal Year 2023-24 College Budget, on agenda page 800.

MOTION: (McGehee – Miri) The motion was made to approve the Fiscal Year 2023-24 College Budget, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Finance: Fiscal Year 2023-24 Capital Outlay Budget, on agenda pages 801 – 803.

MOTION: (Miri – McGehee) The motion was made to approve the Fiscal Year 2023-24 Capital Outlay Budget, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 10, Facilities: Approval of the Collegewide Master Plan, on agenda page 804.

MOTION: (McGehee – Miri) The motion was made to approve the Collegewide Master Plan, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 11, Facilities: Capital Improvement Plan, Fiscal Years 2024-25 through 2026-27, and Five-Year Educational Plant Survey, Fiscal Years 2023 to 2028, on agenda pages 805 – 806.

MOTION: (Miri – McGehee) The motion was made to approve the Capital Improvement Plan, Fiscal Years 2024-25 through 2026-27, and Five-Year Educational Plant Survey, Fiscal Years 2023 to 2028, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 12, Academic Affairs: Activation of Specialized Career Education Comprehensive (900 clock hours) Career Certificate Program, on agenda page 807.

MOTION: (Miri – McGehee) The motion was made to approve the Activation of Specialized Career Education Comprehensive (900 clock hours) Career Certificate Program, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 13, Academic Affairs: Inactivation of Insurance Claims Adjuster (6-20) Career Certificate Program, on agenda page 808.

Prior to acting on the item, President Avendano asked Provost/ Vice President of Academic Affairs Dr. John Wall to address the Board relating to the series of inactivation items. Vice President Wall shared with Trustees that the following seven Action Items are grouped within the Financial Services Insurance area and dovetail with the College's Master Plan. Following a comprehensive program and enrollment review it was determined to remove/deactivate the courses from the Career Certificate program and offer the courses under the Continuing Workforce Education (CWE) program.

MOTION: (McGehee – Miri) The motion was made to approve the Insurance Claims Adjuster (6-20) Career Certificate Program, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 14, Academic Affairs: Inactivation of Insurance Customer Service Representative (4-40) Career Certificate Program, on agenda page 809.

Prior to acting on Action Item 14 as well as Items 15 – 19, Trustee Mac McGehee proposed that the Academic Affairs agenda items be taken as a slate due to all six items relate to the inactivation of the same industry financial services.

There was a consensus among the Trustees to take the items – as a slate – of Items A-14. Academic Affairs: Inactivation of Insurance Customer Service Representative (4-40) Career Certificate Program, on agenda page 809; A-15. Academic Affairs: Inactivation of Insurance General Lines Agent [Property and Casualty (2-20)] Career Certificate Program, on agenda page 810; A-16. Academic Affairs: Inactivation of Life Insurance Marketing (2-15) Career Certificate Program, on agenda page 811; A-17. Academic Affairs: Inactivation of Loan Originator – Mortgage Career Certificate Program, on agenda page 812; A-18. Academic Affairs: Inactivation of Personal Lines Insurance Agent (20-44) Career Certificate Program, on agenda page 813; and A-19. Academic Affairs: Inactivation of Property Adjuster Estimating Career Certificate Program, on agenda page 814.

MOTION: (McGehee – Shaw) The motion was made to approve the Academic Affairs agenda items – as a slate – Items A-14. Academic Affairs: Inactivation of Insurance Customer Service Representative (4-40) Career Certificate Program; A-15. Academic Affairs: Inactivation of Insurance General Lines Agent [Property and Casualty (2-20)] Career Certificate Program; A-16. Academic Affairs: Inactivation of Life Insurance Marketing (2-15) Career Certificate Program; A-17. Academic Affairs: Inactivation of Loan Originator – Mortgage Career Certificate Program; A-18. Academic Affairs: Inactivation of Personal Lines Insurance Agent (20-44) Career Certificate Program; and A-19. Academic Affairs: Inactivation of Property Adjuster Estimating Career Certificate Program, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 20, Academic Affairs: Inactivation of Courses Not Taught Within Five Years, on agenda pages 815 – 817.

MOTION: (McGehee – Shaw) The motion was made to approve the Inactivation of Courses Not Taught Within Five Years, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Consent Agenda Item CA-9. Facilities: Certificate of Final Inspection for the Downtown Campus – CARES Act – Phase I – Building A, AHU-1 & 2 Replacement, on agenda page 706.

MOTION: (Miri – Shaw) The motion was made to approve the Certificate of Final Inspection for the Downtown Campus – CARES Act – Phase I – Building A, AHU-1 & 2 Replacement, as recommended.

Vice Chair Young asked if there were any questions or comments by the Board.

Trustee McGehee declared a conflict of interest on Consent Agenda Item CA-9 and recused himself from voting on the item. He stated he has family members who are associated with the contractor, W.W. Gay Mechanical Contractor, Inc. (Appendix A)

Vice Chair Young asked if there were any additional questions or comments by the Board, and there were none.

Motion carried unanimously.

INFORMATION ITEMS:
 (Ref. Board Agenda for
 June 13, 2023; Items
 A – I, Pages 202300818
 – 835)

Vice Chair Young asked the Board if there were any questions or comments related to Information Items A – I, on agenda pages 818 – 835, and there were none.

REPORT OF THE BOARD
 CHAIR:

On behalf of FSCJ DBOT Chair Bell, Vice Chair Young reported he recently had the pleasure of attending the 2023 FSCJ Commencement Ceremony on Thursday, May 11 at the VyStar Veterans Memorial Arena. He commended all who assisted with the extraordinary event.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD
 LIAISON, FSCJ
 FOUNDATION BOARD OF
 DIRECTORS:

FSCJ Foundation Board Liaison Thomas McGehee, Jr. provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix B)

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

On behalf of Administrative and Professional Collaborative Chair Kerry Roth, 2024-25 APC Chair Lori Cimino addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
 EMPLOYEES' COUNCIL
 (CEC):

Career Employees Council Chair Phillip Delacruz provided the Board with a written report relating to current CEC initiatives and activities. (Appendix D)

REPORT OF THE FACULTY
 SENATE (Senate):

Faculty Senate President Dr. John Woodward provided the Board with a written report relating to current Senate initiatives and activities. (Appendix E)

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

Collegewide Student Government Association President Jazmyn Arce provided the Board with a written report relating to current SGA initiatives and activities. (Appendix F)

CLOSING REMARKS BY
THE COLLEGE
PRESIDENT:

President Avendano congratulated Trustee Aaron Miri on his recent appointment by Governor Ron DeSantis to the Florida Cybersecurity Advisory Council. Although, Trustee Miri may continue to sit on the College's Board, the time commitment on the Advisory Council would be such he would not be able to carry on at FSCJ.

President Avendano thanked Trustee Miri for being actively engaged with the Board, College, community and with him personally, noting Trustee Miri's questions, insight and comments have been greatly appreciated. Although it has been a short tenure at FSCJ, Trustee Miri has made an imprint here as well as throughout Florida.

Trustee Miri shared his appreciation for the President, fellow Board members and FSCJ staff, noting he enjoyed being on the Board and giving back to the community. He and his family have been in the region under two years and already call it home.

NEXT MEETING:

Vice Chair Young announced the Board will meet on Tuesday, July 11, 2023, at the College's Administrative Offices for a Deep Dive Workshop. The workshop will convene at noon in Conference Room 403A. The next regular meeting of the Board is scheduled for Tuesday, August 8, 2023.

ADJOURNMENT:

There being no further business, Vice Chair Young declared the meeting adjourned at 2:02 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr. Thomas R.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees
MAILING ADDRESS 501 West State Street, Suite 408	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Jacksonville	COUNTY Duval
DATE ON WHICH VOTE OCCURRED June 13, 2023	NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Thomas R. McGehee, Jr., hereby disclose that on June 13, 2023;

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, who are associated with W.W. Gay Mechanical Contractors, Inc.;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Consent Agenda Item CA-9
 Facilities: Certificate of Final Inspection for the Downtown Campus - CARES Act - Phase I - Building A, AHU-1 & 2 Replacement
 Page 202300706

I have family members who are associated with the contractor, W.W. Gay Mechanical Contractors, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

June 13, 2023
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



REPORT OF THE BOARD LIAISON, TRUSTEE MAC MCGEHEE
JUNE 13, 2023

1. The Foundation Board held its last “Regular Quarterly Meeting” on Thursday, May 18, 2023.
2. At the May 18th meeting, the Board received and approved the 2021-22 “Unmodified” external audit along with its IRS Form 90 prepared by the accounting firm of FORVIS, LLP.
3. FORVIS ranks as one of the top 10 public accounting firms in the world [as measured by 2021 gross revenues] and is a member of the Praxity Global Alliance of Independent Accounting Firms.
4. The May 18th Board meeting was preceded by a Board Governance Committee meeting on May 17th [open to all Board members] to receive results and recommendations from the 2022 Boardspan “Board Self-Assessment Survey” which will be used to guide and measure strategic and operational actions of the Foundation in coming years.
5. As reported in the April 4th brief, work on the “Campaign Readiness Study” by Gonser Gerber continues to march forward to what now appears to be a 4th quarter 2023 completion deadline as the College and Foundation leans into a more likely 1st quarter 2024 Comprehensive Campaign [“the Campaign”].
6. In advance of the May 18th meeting, Dr. Avendano announced to members of the District Board of Trustees and Foundation Board of Directors plans for a reconstitution and reorganization of the Foundation team in preparation for the heavy lift expected through the course of the campaign.
7. Both Dr. Avendano and Mr. Warren, the Foundations Executive Director, gave highlights of the 2023 Employee “I’m In” Giving Campaign; where the proceeds provide scholarship dollars for First Generation College Students, the FSCJ Golf Tournament; where net proceeds contribute to the operating needs of the Athletic Department, and “FSCJ Pride” donations by the FSCJ Graduating Class of 2023; where individual donations of \$20.23 or more are given for the benefit of the FSCJ Strong Scholarship Fund.

8. Mr. Warren also highlighted 1st quarter results of the FSCJ Artist Series where its calendar of events included performances such as the Sleeping Beauty Ballet by the National Ballet Theatre of Ukraine, the Broadway touring performance of Disney's Aladdin, a performance of the New York dance phenomenon Alvin Ailey II, and the Broadway touring company of Jesus Christ Superstar; producing gross revenues for the January – March time frame of over \$4 million, and providing an estimated economic impact of nearly \$12.5 million.
9. Mr. Warren also gave a brief update on work being done in the Foundation conference room, where the space is being remodeled and outfitted with artifacts from Jim Winston's old Riverside office as the Foundation, in partnership with the Winston Family Foundation, makes plans for a formal dedication of the space in honor of Mr. Winston.
10. The DBOT gave formal approval in September 2020 for the posthumous awarding of the Honorary Bachelor's Degree in Business Administration to Mr. Winston along with the naming of the Foundation conference room in his honor.
11. The next "Regular Meeting" of the Foundation Board of Directors will be held on Wednesday September 6, 2023.

This concludes my report.

Date: June 13, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Kerry Roth, Chair of the Administrative and Professional Collaborative, 2022-23

Re: June 2023 Administrative and Professional Collaborative Report

Chair Bell and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share updates since our last report.

APC Speed Networking events have continued and provide an opportunity for administrative and professional employees to meet with colleagues in order to network and build professional connections.

FSCJ Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel attended the May 4 APC Meeting to answer any questions the APC Officers and Representatives had about the SACSCOC reaffirmation process.

Between April 11-May 17, FSCJ administrative and professional employees were able to self-nominate or nominate their peers as candidates to be on the 2023-24 APC Elections ballot. Thirty administrative and professional employees were nominated to fill eight vacant positions. Between May 24-30, FSCJ administrative and professional employees were able to vote for their peers to serve as APC Officers and Campus/Center Representatives. The following administrative and professional employees were elected by their peers to serve during the 2023-24 academic year: Chair-Elect - Lori Cimino, Secretary - Karen Acevedo, AO/URC Representative - Kerri Burns, Downtown Campus/ATC Representative - Sarah Ashbrook, North Campus/Nassau Ctr Representatives - Monica Franklin and Shannon Groff, Kent Campus/Cecil Ctr Representative - Mandy Miller, and Deerwood Center Representative - Robin Herriff. Since Lori Cimino was in the middle of a two-year term as one of two South Campus Representatives and was elected APC Chair-Elect, a special election will be held at the South Campus. Between June 1-8, South Campus administrative and professional employees can nominate peers to be on the ballot for the vacant position and elections will be held between June 15-22. All of the newly elected officers and representatives will assume their new roles on July 1 under the leadership of Dr. Tara Haley, the 2023-24 APC Chair. Dr. Haley will do great as the APC Chair and has already proposed many great ideas such as hybrid APC meetings and increasing APC communication with administrative and professional employees at the College.

During the June 1 APC Meeting, Dr. Marc Bose shared the findings of the FSCJ Stay Survey Results.

Previously, it was shared that President Avendano gathered a group of Administrative and Professional Collaborative, Career Employee Council, and Executive Leadership Team members to serve on an Interest Based Problem Solving (IBPS) committee to address the issues and interests regarding the CARE Project. Using IBPS, the committee continues to identify issues, causes and effects, interests, and data/resources needed relating to the CARE Project.

The APC Member Spotlight featured Michael Pugh (April) and Taylor Mejia (May).

Finally, we will continue to invite College President Dr. John Avendano to our monthly meetings to provide us with updates and take time to address higher-level issues.

Respectfully,

Kerry Roth
Associate Director of Student Success
Administrative and Professional Collaborative Chair, 2022-23



Date: June 13, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Phillip Delacruz, Career Employees' Council Chair, 2022-23

Re: June 2023 Career Employees' Council Report

Chair Bell and Trustees:

There will be no written report provided by the Career Employees' Council (CEC) this month.

Respectfully,

Phillip Delacruz, MFA
Career Employees' Council Chair, 2022-2023
Florida State College at Jacksonville
904-646-2178 / phillip.delacruz@fscj.edu



Date: June 13, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: June 2023 Faculty Senate Report

Chair Bell and Fellow Trustees:

Summer means a lighter set of responsibilities for Senate. However, we are following several projects as they work their way through to fruitful completion in the Fall. These projects include improving our reporting and tracking processes for academic dishonesty and working on a civility and academic freedom campaign for kicking off in the Fall.

Both of these projects are in their nascent phase, but I think both are essentially important to our academics and our community. The project on reporting and tracking academic dishonesty I have mentioned before, so this is not a new issue. Currently, faculty have policies in their classrooms (some lenient some less so) and they act on those policies as per their syllabi. Sometimes, student conduct is reported to the deans; sometimes it is not. Our first step, however, will not be working on large-scale policy changes, but rather on tracking whether we need to work on large-scale policy changes. Ideally, from a faculty point of view, we want a structure that allows us to make a decision in the classroom based on the conduct and gives us confidence that repeat offenses will be dealt with outside of the classroom. At the same time, we will need to have faculty-led discussions about what is and what is not academic dishonesty as well as the severity of dishonesty, especially in the age of AI. These discussions will be more difficult but also very enlightening. We will have this on the Senate agenda and determine the best course of action for addressing these questions when we meet again.

The civility campaign will be a large-scale campaign that will address students, faculty, and staff. We would like to see a large movement on campus to civilize our discussions and interactions, as well as to focus on respecting each other. We also see a need in reminding students of how they must show respect to faculty and model how respectful communication works. This is not in any way intended to dampen lively discussions, though, and we would like to see a discussion of academic freedom be a part of this campaign. I am asking faculty to work on events oriented around the social and cultural importance of academic freedom and free inquiry to the very fabric of human civilization. We feel it is important to remind our students of the special importance of higher education to the future of America and what better way to do it than to give them extra credit for it? We also hope that these events will spark discussion and add to the extra-curricular academic engagement of students – an engagement that may make them think fondly of their time with us and perhaps even return to us as alumni.

These projects will also, perhaps, help with our other major interest in reinvigorating our student-faculty engagement at the institution. And that project, I hope, will help students persist and finish their degrees, either with us or through a university of their choice. I think these projects will bear fruit in encouraging our students to see value in their education that exceeds any sort of transactional thoughts they may have about it.

June 2023 Faculty Senate Report

June 13, 2023

Page 2

As I mentioned in my previous letter, I think this transactional thinking about education is detrimental to their future and to our future as a civilization, which is idealistic I know. However, I am also hopeful that these projects will help our students persist to finish their four-year degrees and at the same time be successful contributors to our social tapestry in Jacksonville.

That concludes my report to the Board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward". The signature is fluid and cursive, with a large initial "J" and "W".

John Arrington Woodward, PhD
Professor of Humanities and Film Studies
Faculty Senate President
C2326B, DWC
Florida State College at Jacksonville
john.a.woodward@fscj.edu
904-997-2703



Date: June 13, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Florida State College at Jacksonville Student Government Association Executive Board

Re: June 2023 Student Government Association Report

Chair Bell and Trustees:

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period between April 2023 and June 2023.

Since the last report, the SGA has accomplished the following:

- Members of the SGA participated in the Student Activity and Service (A&S) Fee Committee where they heard funding proposals between April 4-7 from various student clubs and areas of the College that receive A&S fee funding. After hearing the proposals, the committee deliberated and determined how the funds were disbursed for use during the 2023-24 academic year.
- On April 7, FSCJ students Jazmyn Arce, Meghann Feeley, and Breana White ran for the position of FSCJ Collegewide SGA President during the 2023-24 academic year. After hearing from all of the candidates as to why they would best serve the students of FSCJ, and a runoff election, Jazmyn Arce was selected by the FSCJ SGA Officers to serve as the 2023-24 Collegewide SGA President. In addition, Cornelius Burkins was selected to serve as the Collegewide SGA Vice President for next year as well.
- Between April 14-15, eleven members of the FSCJ SGA traveled to Daytona State College for the Florida College System Student Government Association (FCSSGA) End of the Year Conference. The students attended professional development workshops, submitted FSCJ's entry into the FCSSGA Scrapbook Competition, and networked with students from across the state. During the 2023-24 academic year, FSCJ student Cornelius Burkins will serve as the FCSSGA Region 1 Coordinator, and FSCJ employees Stephanie Castro and Kara Pinero will serve as the FCSSGA State Advisor and the FCSSGA Region 1 Advisor respectively.
- On April 15, three FSCJ students on the FSCJ Math Team competed against students from multiple Florida College System institutions at the Math Olympics at UNF. The FSCJ Math Team placed fourth overall in the competition with only two weeks of preparation.
- On May 11, students in the FSCJ Symphonic Band and Chorale performed at the FSCJ Commencement Ceremony at the Jacksonville Veterans Memorial Arena.
- On June 6, SGA officers Lithal Asoullina, Meghann Feeley, and Azeem Rahaman helped facilitated an Event Planning education session for area high school students that attended the Student Leaders Mini-Conference as part of the Civics Career Academy.
- On June 7, the 2023-24 *FSCJ Experience Magazine* returned from the printer to be distributed during the fall term. The annual arts and literature magazine is edited and designed by FSCJ students and features work by fellow FSCJ students.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and College President Dr. John Avendano for continuing to provide the SGA the opportunity to share updates and accomplishments of our students. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,
Jazmyn Arce
FSCJ Collegewide Student Government Association President

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 1.

Subject:	Administrative Procedure Act – Board Rules, Section 9 – Instruction
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 9 – Instruction, effective with this action.

6Hx7-9.9 – Adjunct Instructor Work Load and Instructional Responsibilities

BACKGROUND: The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-9.9 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

RATIONALE: Approval of this item brings the Rule up to date with Florida Statutes and State Board of Education Rules as depicted within and current College business practices.

FISCAL NOTES: There is no economic impact as a result of these revisions.

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-9.9	Adjunct Instructor Work Load and Instructional Responsibilities	9-12

- (1) Personnel employed for temporary instructional positions and for compensation at the part-time instructional hourly rate shall be considered as adjunct instructors. The College President is authorized to establish a comprehensive system of guidelines and procedures that provide for work load activities performed by adjunct faculty.
- (2) Pursuant to this Board Rule and the system established by the College President for the accounting, scheduling and verification of assigned work load activities performed by professors and adjunct faculty, each adjunct instructor shall provide instructional services at the agreed upon classroom contact hours per week and will maintain the applicable educational certifications for courses taught and maintain the same level of teaching standards as full-time faculty.
 - A. The adjunct instructor for credit-bearing courses may be assigned to a maximum of 80% the load of full-time faculty which is equivalent to 12 credit hours per term, and calculated at 27 work hours per week. Adjunct faculty will be responsible for providing appropriate time outside the class schedule for student consultation. However, additional employment-related duties must be kept below the total 30 work hours per week threshold. All exceptions must be authorized in advance and approved by the appropriate Vice President, Associate Provost or Associate Vice President ~~and the Chief Human Resource Officer (CHRO)~~.
 - B. Those adjuncts whose teaching load is calculated in clock hours are limited to 28 hours/week. In conjunction with not exceeding 28 hours per week, clock hour adjuncts are limited to working ~~no more less~~ than 130 hours in a calendar month. All exceptions must be authorized in advance and approved by the appropriate Vice President, Associate Provost or Associate Vice President ~~and the CHRO~~.
 - C. Prior to the beginning of the benefits plan year, the Chief Human Resource Officer, or designee, will determine if any adjunct instructors exceeded the service hours limits during the look back period and meets the definition of a full-time employee. If an adjunct instructor is deemed to be a full-time employee, health insurance must be offered under the Affordable Care Act (ACA). If an adjunct instructor elects health insurance coverage, the adjunct instructor's department will be responsible for providing funds to cover the employer portion of insurance premiums for the entire plan year.
- (3) The College President is authorized to establish an adjunct faculty classification with guidelines and procedures.

(General Authority: Affordable Care Act (ACA), F.S. 1001.64, 1001.65)

(Adopted 04/24/85, Revised 04/22/86, 07/20/88, 05/27/93, 06/16/94, 08/13/13, 12/02/14, 12/10/19, 08/08/2023)

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM A - 2.

Subject:	Human Resources: Salary Increase
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve a three and half percent (3.5%) salary increase, with a minimum of \$1,000.00, for all eligible full-time non-instructional employees. Employees serving in a full-time position as of August 31, 2023 and continuing in a full-time position are eligible for the increase to be effective September 1, 2023.

It is also recommended that the District Board of Trustees approve a three and half percent (3.5%) salary increase, for part-time non-instructional employees on the Administrative, Professional and Career salary indexes. Employees serving in a part-time position as of August 31, 2023 and continuing in a part-time position are eligible for the increase to be effective September 1, 2023.

It is also recommended that the District Board of Trustees approve a three and half percent (3.5%) salary increase, for part-time employees in the following positions:

Assistant Coach	Program Facilitator I	Text Examiner
Librarian	Program Facilitator II	Test Proctor
	Program Facilitator III	

Employees serving in any of these part-time positions as of August 31, 2023 and continuing in any of these part-time positions are eligible for the increase to be effective September 1, 2023.

It is also recommended that the District Board of Trustees approve an increase to the adjunct Work Load Unit (WLU) rate from \$672 per WLU to \$700 per WLU. Additionally, it is recommended that the District Board of Trustees increase the timesheet hourly rates of \$22.40, \$26.88 and \$28.73 to \$30.00/hr. Employees serving in an adjunct position are eligible for the increase to be effective August 28, 2023.

No salary increase shall be granted beyond the maximum annual salary rate indicated on the Board-approved salary classification index, except for the educational promotion one-step increase.

BACKGROUND: The proposed salary increase will provide our employees with funds to offset increases in the cost of living and recognize continued contributions to the College and its students.

RATIONALE: Funds were set aside during budget development to provide for salary increases for full-time and part-time non-instructional employees and adjunct instructors.

FISCAL NOTES: The total financial impact for this increase will be \$1.7 million.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A - 3.

Subject:	Administration: Annual Salary Index
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the revised 2023-24 Salary Index as part of the Pay Plan.

BACKGROUND: Pursuant to 6Hx7-3.3 of the Rules of the Board of Trustees, the administration is to develop for Board approval an annual salary index as part of the College Pay Plan.

RATIONALE: The Salary Index establishes the minimum and maximum salary for each job description.

FISCAL NOTES: The costs of resulting salary adjustments are covered by the College's annual salary budget or from grant or auxiliary funding.

2023-24 SALARY INDEXES**Career Positions**

PG	MIN	HRLY	MAX
1	\$24,173.00	\$12.09	\$33,293.00
2	\$24,173.00	\$12.09	\$35,227.00
3	\$24,173.00	\$12.09	\$37,405.00
4	\$24,173.00	\$12.09	\$39,584.00
5	\$24,173.00	\$12.09	\$41,616.00
6	\$24,712.00	\$12.36	\$43,672.00
7	\$25,864.00	\$12.93	\$45,900.00
8	\$27,352.00	\$13.68	\$48,642.00
9	\$29,200.00	\$14.60	\$52,093.00
9C	\$30,294.00	\$15.15	\$53,740.00
10	\$30,951.00	\$15.48	\$55,300.00
11	\$32,416.00	\$16.21	\$58,042.00
12	\$34,031.00	\$17.02	\$60,906.00
13	\$36,117.00	\$18.06	\$64,676.00
14	\$37,956.00	\$18.98	\$67,908.00
15	\$40,166.00	\$20.08	\$72,045.00
16	\$42,601.00	\$21.30	\$76,451.00
17	\$45,184.00	\$22.59	\$79,511.00
18	\$47,941.00	\$23.97	\$84,358.00
19	\$50,847.00	\$25.42	\$89,499.00
20	\$53,406.00	\$26.70	\$94,003.00

A&P Positions

PG	MIN	HRLY	MAX
16	\$41,930.00	\$20.96	\$75,815.00
17	\$44,513.00	\$22.26	\$78,875.00
18	\$47,271.00	\$23.64	\$83,722.00
19	\$50,177.00	\$25.09	\$88,887.00
20	\$52,735.00	\$26.37	\$93,440.00
21	\$55,418.00	\$27.71	\$98,116.00
22	\$58,225.00	\$29.11	\$102,106.00
23	\$61,156.00	\$30.58	\$107,271.00
24	\$64,360.00	\$32.18	\$112,828.00
25	\$68,285.00	\$34.14	\$118,532.00
26	\$71,763.00	\$35.88	\$125,827.00
27	\$76,159.00	\$38.08	\$133,587.00
28	\$80,034.00	\$40.02	\$140,368.00
29	\$84,108.00	\$42.05	None

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 4.

Subject:	Administration: Winter Break Extension
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve an extension to the 2023 Winter Break, adjusting the start date of Winter Break to December 20, 2023.

BACKGROUND: In February 2023, the District Board of Trustees approved the 2023-2024 Academic Calendar. At the time of the calendar's creation, the dates for Winter Break were identified as December 25-31. This extension will increase the Winter Break for all employees by three (3) days.

In past years, the College has approved one-time payments for employees. Similarly, this extension would serve as a method of employee recognition.

RATIONALE: This change is being proposed in order to enhance our employee retention and recruitment efforts. The number of days off that an employee receives is an important part of an employee's benefits package. This can help to make FSCJ an attractive place to work for prospective employees and can positively impact the work life balance of our current employees, thus enhancing retention.

FISCAL NOTES: The College will not incur any additional costs by extending the Winter Break as employee pay for those days is already accounted for in the 2023-2024 budget.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 5.

Subject:	Administration: Performance Evaluation – Dr. John Avendano, College President
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance evaluation of the President as required by law and the provisions of the employment contract between the Board and the President.

BACKGROUND: At the June 13, 2023 workshop, Board members were asked to complete the evaluation form independently and return the form to the Chief Human Resource Officer. The individual ratings and comments received were recorded on a summary evaluation document. At the July 11, 2023 workshop, the evaluation was discussed with Dr. Avendano.

RATIONALE: The President's annual evaluation addresses statutory mandates relating to 1008.45 (Florida College System Institution Accountability Process) and 1012.86 (Florida College System Institution Employment Equity Accountability Program).

FISCAL NOTES: There is no fiscal impact as a result of this action.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A - 6.

Subject:	Administration: Performance Incentive – Dr. John Avendano, College President
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance incentive payment of \$50,550.00 to the College President based on the performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President.

BACKGROUND: At their August 9, 2022 meeting, the Board approved Amendment Four to the College President’s Contract of Employment thereby establishing the College President’s 2022-23 goals and objectives. At their July 11, 2023 workshop, Board members discussed the College President’s performance and achievement of established goals and objectives.

RATIONALE: The President’s annual evaluation includes an assessment of established goals and objectives which have been deemed to have been met.

FISCAL NOTES: The fiscal impact of this action is \$50,550.00.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A - 7.

Subject:	Office of General Counsel: College President's Contract of Employment; Amendment Five
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment Five to the College President's Contract of Employment.

BACKGROUND: Pursuant to the College President's Contract of Employment ("Contract"), the District Board of Trustees may make modifications or revisions to the Contract in conjunction with the President's annual performance evaluation. Per the College's President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. The 2023-24 goals and objectives for Dr. Avendano shall be added to the College President's Contract of Employment.

RATIONALE: Approval of this item is within the Board's statutory authority to evaluate, compensate and retain the College President.

FISCAL NOTES: The recommended salary is comprehended in the College's annual salary budget. The impact of the performance incentive is an amount up to \$52,369.80.

AMENDMENT NUMBER FIVE
CONTRACT OF EMPLOYMENT
BETWEEN
DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT JACKSONVILLE
AND
JOHN AVENDANO, PH.D.

This Amendment Number Five (“Fifth Amendment”) is made and entered into this ____ day of August 2023 (“Fifth Amendment Effective Date”), by and between The District Board of Trustees of Florida State College at Jacksonville (the “Board” or “the Board of Trustees”), and John Avendano, Ph.D. (“Dr. Avendano” or the “College President”). The Board and Dr. Avendano are collectively referred to as “the parties”.

WHEREAS, the Board and Dr. Avendano entered into a contract of employment dated April 9, 2019 (“Contract”); and

WHEREAS, the Board and Dr. Avendano wish to amend the Contract;

NOW, THEREFORE, in consideration of the above recitals, and the mutual agreements, covenants, terms, and conditions set forth herein, the parties agree as follows:

1. Paragraph 1. shall be deleted in its entirety and replaced with the following:

The Board agrees to employ Dr. Avendano as the President of Florida State College at Jacksonville ("the College") from July 1, 2019 through June 30, 2026 ("the Term") pursuant to the terms and conditions set forth herein. The anniversary date hereafter of this Contract shall be deemed to be July 1 of each year and the Board will review the contract annually prior to each anniversary and make such modifications to the length of the contract, the salary of the College President, or other terms and conditions as may be mutually acceptable to the parties. Dr. Avendano agrees to accept the position and perform the duties of the College President for the Term pursuant to the terms and conditions set forth herein.

2. Paragraph 4a. i. shall be deleted in its entirety and replaced with Paragraph 4a. i. with the following:

- i. At the Board’s sole discretion and based on Board’s annual evaluation and assessment of the College President’s performance and achievement of established goals and objectives, the College President shall be entitled to a performance incentive of up to fifteen percent (15%) of base salary within thirty (30) days following the Board’s acceptance of Dr. Avendano’s annual evaluation and upon notice of these findings. The goals and objectives for Dr. Avendano’s 2023-24 evaluation are attached as Exhibit Seven (7).
3. Except as specifically amended by this Fifth Amendment, all other terms and conditions of the Contract shall remain in full force and effect and are to be performed pursuant to the terms and conditions set forth in the Contract. This Fifth Amendment is hereby made a part of and incorporated into the Contract.

IN WITNESS WHEREOF, the parties hereto have set their hands to cause this Fifth Amendment to be executed as of the Fifth Amendment Effective Date written above, with the full intent to be bound by the provisions herein.

DISTRICT BOARD OF TRUSTEES OF
 FLORIDA STATE COLLEGE AT
 JACKSONVILLE

Attest

By: _____
 Chair, Michael M. Bell

COLLEGE PRESIDENT

Attest

By: _____
 John Avendano, Ph.D.

Exhibit Seven (7)
 FSCJ College President
 John Avendano, Ph.D.
 2023-24

GOALS & OBJECTIVES	2022-23 ACTUAL	GOALS FOR 2023-24	2023-24 ACTUAL
ENROLLMENT GOALS:			
FSCJ will increase annual FTE by 5% over 2022-23 enrollment year. Focus Areas: (FUNDED FTE COMPARISON)	13,773	14,461	
· High School Yield – The College will increase its high school yield to FSCJ by 2% points over the 2022-23 enrollment year.	DCPS: 12.5% NCSD: 13%	DCPS: 14.5% NCSD: 15%	
· Bachelor Degree Students – The College will increase the FTE of Bachelor Degree students at FSCJ by 5% over the 2022-23 enrollment year.	1,487	1,561	
· Adult Education – The College will increase the number of Adult Education students by 3%.	2,964	3,053	
· Associate in Arts (A.A.) – The College will increase FTE in A.A. by 5%.	7,854	8,247	
· Career and Technical Education (CTE) – The College will increase FTE in CTE by 5%.	3,682	3,866	
STUDENT SUCCESS GOALS:			
FSCJ will increase overall student persistence rates by 2% over the 2022-23 enrollment year.			
· FSCJ will increase Fall 2023 to Spring 2024 persistence rates by 2% over 2022-23.	74%	76%	202400045
· FSCJ will increase Fall 2022 to Fall 2023 persistence rates by 2% over 2022-23.	55%	57%	

Exhibit Seven (7)
 FSCJ College President
 John Avendano, Ph.D.
 2023-24

GOALS & OBJECTIVES	2022-23 ACTUAL	GOALS FOR 2023-24	2023-24 ACTUAL
FOUNDATION GOALS:			
The FSCJ Foundation will increase its donor base and overall contributions by 10% over Fiscal Year 2022-23. The Foundation fiscal year begins October 1 through September 30.	TBD	Donors TBD	
<ul style="list-style-type: none"> · The FSCJ Foundation will launch the first year of its Comprehensive Campaign & Silent Phase aimed at supporting the top priorities from the VIP and Facilities Master Plan for the College. 		Launch Campaign	
<ul style="list-style-type: none"> · The FSCJ Foundation will increase the number of President's Circle members by 10% over 2022-23. 	TBD	P.C. Members TBD	
<ul style="list-style-type: none"> · The FSCJ Foundation will increase the number of contributions to the Employee Giving Campaign, "I'M IN" by 10% over 2022-23. 	TBD	EGC TBD	
MAJOR INSTITUTIONAL GOALS:			
<ul style="list-style-type: none"> · FSCJ will introduce and develop, for implementation in Summer/Fall 2024, the following new initiatives: <ul style="list-style-type: none"> * Empower Ed * High School Grad Plus * College for Kids 		Introduce and Develop for Implementation New Initiatives	
<ul style="list-style-type: none"> · FSCJ will introduce and promote a Collegewide Customer Service and Request Program. 		Introduce and Promote Collegewide Customer Service & Request Program	
<ul style="list-style-type: none"> · FSCJ will develop a Comprehensive DBOT Professional Development Plan. 		Develop Comprehensive DBOT Professional Development Plan	202400046

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A - 8.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to extend the following annual contracts.

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2020C-01T	HVAC Delivery Order Contracting Services	Trane US, Inc.	09/01/2023	08/31/2024	4 of 5	\$1,000,000	0%
2.	2020C-01W		WW Gay Mechanical Contractors, Inc.	09/01/2023	08/31/2024	4 of 5	\$1,000,000	0%
3.	2020C-02C	Tree & Vegetative Debris Removal Services	Custom Tree Care, Inc.	09/01/2023	08/31/2024	4 of 5	\$385,000	0%
4.	2020C-02J		J. B. Coxwell Contracting, Inc.	09/01/2023	08/31/2024	4 of 5	\$385,000	4.44%
5.	2017-32	Child Care Services	Chappell Schools, LLC	07/01/2025	06/30/2028	7, 8 & 9 of 9	n/a	n/a

BACKGROUND: The College solicits annual indefinite quantity contracts for various services and products used Collegewide. These contract renewals are negotiated annually for optional extension terms. Each contract requires review to confirm satisfactory performance, terms, conditions and competitive renewal rates.

RATIONALE: Pursuant to State Board of Education Rule 6A-14.0734 annual indefinite quantity contracts minimize purchase costs through collective volume buying.

FISCAL NOTES: The total amount of services provided using these contracts is comprehended in the College's operating or capital budgets.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 9.

Subject:	Finance: 403(b) Retirement Plan – DROP Participation
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the change in the College’s 403(b) Retirement Plan from the current five-year plan to an eight-year plan.

BACKGROUND: On June 6, 2006, the Board approved a 403(b) Retirement Plan for tax sheltering employee terminal pay amounts. The plan meets IRS regulations and utilizes the provisions of the Internal Revenue Code 403(b).

RATIONALE: An IRS approved plan that allows for tax sheltering of accrued terminal pay is an attractive benefit for employees and the College.

The legislature approved changes on July 1, 2023 to the Deferred Retirement Option Program (DROP) extending the maximum time a member can participate in DROP from five years to eight years. This change in the time frame on the 403(b) Retirement Plan will align with the new legislation. This extends to DROP and Irrevocable Letter of Separation (ILS) participants.

Accumulated Sick Leave will continue to be placed into the Plan. Employee must have a minimum balance of 30 days (240 hours) at time of shelter. Also, upon termination of service, employees immediately accelerate to the final payment of 100% of their eligible sick leave balance.

See below schedule of DROP sick leave sheltering:

Year 1	20% of eligible balance of sick leave
Year 2	25% of eligible balance of sick leave
Year 3	33% of eligible balance of sick leave
Year 4	50% of eligible balance of sick leave
Year 5	50% of eligible balance of sick leave
Year 6	50% of eligible balance of sick leave
Year 7	50% of eligible balance of sick leave
Year 8 (Upon Separation)	100% of remaining eligible balance of sick leave

See below schedule of ILS sick leave sheltering:

Year 1	20% of eligible balance of sick leave
Year 2	25% of eligible balance of sick leave
Year 3	33% of eligible balance of sick leave
Year 4	50% of eligible balance of sick leave
Year 5	100% of eligible balance of sick leave

FISCAL NOTES: The proposed change in the 403(b) Retirement Plan would have no financial impact to the College.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 10.

Subject:	Finance: Fees and Charges
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Fall Term 2023, pursuant to Board Rule 6Hx7-4.19.

BACKGROUND: Florida Statutes 1009.22(9) Workforce education postsecondary student fees and 1009.23(12) Florida College System institution student fees allow the assessment of user fees. State Board Rule 6A-14.054(6), Student Fees, provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs (specialized software and equipment, equipment and software maintenance, tests, kits, materials, insurance and others). These fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

Fall Term 2023

Course Number	Course	Current Fee	Recommended Fee
AMT 1751L	Aviation Maintenance Technology General I	\$136.00	\$0.00
AMT 1752L	Aviation Maintenance Technology General II	\$120.00	\$0.00
AMT 1751C	Aviation Maintenance Technology General I	\$0.00	\$256.00
AMT 1753L	Aviation Maintenance Technology General III	\$116.00	\$0.00
AMT 1754L	Aviation Maintenance Technology General IV	\$132.00	\$0.00
AMT 1752C	Aviation Maintenance Technology General II	\$0.00	\$248.00

The Aviation Maintenance Management program modification removes separate lecture and laboratory course offerings and instead offers combined lecture/laboratory course offerings. Students are enrolled in the same rigorous curriculum as before only without the barrier of selecting both a lecture course and a laboratory course. The recommended fee changes listed combine the old AMT 1751L and AMT 1752L fees into one AMT 1751C fee totaling the same amount and the old AMT 1753L and AMT 1754L fees into one AMT 1752C fee totaling the same amount.

RATIONALE: The District Board of Trustees is authorized under Florida Statutes 1009.22 and 1009.23 to establish fees to recover costs of services provided.

FISCAL NOTES: This will have no net fiscal impact on the College.

Florida State College at Jacksonville
District Board of Trustees

AGENDA ITEM NO. A – 11.

Subject:	Academic Affairs: Revised Academic Calendar, 2023–2024
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the revised Academic Calendar for 2023–2024 as attached.

BACKGROUND: Each year the District Board of Trustees must approve the Academic Calendar for transmittal to the State Department of Education, Division of Florida Colleges. The 2023–2024 Academic Calendar coincides with Duval County Public School District spring break.

The Calendar represents the best possible arrangement of term lengths, starting dates and ending dates to accommodate enrollment, efficient operations, and program length requirements.

RATIONALE: The Academic Calendar is established within the rules for credit and non-credit courses in State Board of Education Rule 6A-10.019.

The 2023-2024 Academic Calendar, previously approved on February 14, 2023, is being modified to include the extension of the College's 2023 Winter Break, adjusting the start date of Winter Break to December 20, 2023. This updated calendar continues to maintain alignment between the College and the Duval County Public School System.

FISCAL NOTES: There is no fiscal impact associated with this action.

Florida State College at Jacksonville
2023–2024 ACADEMIC CALENDAR – REVISED*

FALL (15 Weeks)

2023

August 24	(Th)	College Convocation
August 28	(M)	Classes begin
September 4	(M)	Labor Day Holiday (College Closed)
November 10	(F)	Veteran’s Day Holiday (Observed) (College Closed)
November 22	(W)	College designated holiday (College Closed)
November 23-26	(Th-Su)	Thanksgiving Holiday and Break (College Closed)
December 11-12	(M-Tu)	Finals for A15 classes
December 20-31*	(W-Su)	Winter Break (College Closed)

SPRING (15 Weeks)

2024

January 1	(M)	New Year’s Day Holiday (College Closed)
January 2	(Tu)	College reopens
January 8	(M)	Classes begin
January 15	(M)	Martin Luther King, Jr. Holiday (College Closed)
February 19	(M)	Presidents’ Day Holiday (College Closed)
March 18-24	(M-Su)	Spring Break (College Closed)
April 29-30	(M-Tu)	Finals for A15 classes
May 9	(Th)	Commencement

SUMMER (15 Weeks)

2024

May 6	(M)	Classes begin
May 27	(M)	Memorial Day Holiday (College Closed)
June 6	(Th)	Adult High School Graduation
July 4	(Th)	Independence Day Holiday (College Closed)
August 19-20	(M-T)	Finals for A15 classes

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 12.

Subject:	Academic Affairs: Activation of Entrepreneurship in Interior Design Advanced Technical Certificate Program
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the activation of the Entrepreneurship in Interior Design (24 credits) Advanced Technical Certificate program embedded within the Associate in Science degree program in Business Administration, effective in the Fall 2023 term.

BACKGROUND: The Entrepreneurship in Interior Design (24 credits) Advanced Technical Certificate program has been recommended for activation by the College’s Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Fall 2023 term.

The program was developed in response to requests from the Business and Industry Leadership Team (BILT) members as well as graduates who expressed a desire to continue their education. The program offers a sequence of courses that provide coherent and rigorous content in addition to relevant technical knowledge and skills to prepare students for further education within the Business and Arts, A/V Technology and Communication career clusters. The curriculum includes competency-based applied learning that contributes to students’ academic knowledge, problem-solving skills, work attitudes, general employability skills and occupation-specific skills.

Upon graduation, students will be prepared for continued employment in the interior design, architecture or construction industry. Graduates will have opportunities for state licensing and registration as interior designers. The program may also be used to provide supplemental or required training for individuals previously or currently employed within the career cluster. The new program will be offered as an option for students who currently hold an associate’s degree or higher.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of an Advanced Technical Certificate also facilitates the transferability of credits while enhancing educational access. The faculty and staff view this certificate as a further method of preparing students for academic and professional success.

RATIONALE: It is anticipated that the implementation of this Advanced Technical Certificate program will provide graduates with occupation-specific skills that contribute to their ongoing academic knowledge, higher-order reasoning, problem-solving abilities and general employability skills.

FISCAL NOTES: The financial impact of this program is comprehended in the College’s budget.

**Florida State College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO. A – 13.

Subject:	Academic Affairs: The Virtual Florida Postsecondary Education Program Planning Institute Registration
Meeting Date:	August 8, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College’s intent to continue pursuit of two applications in support of our students with intellectual disabilities:

- 1) To apply to become a Florida Post-Secondary Comprehensive Transition Program (FPCTP)
- 2) To apply for federal status as a Comprehensive Transition Program (CTP)

BACKGROUND: In September 2020, the DBOT approved the College’s intent to apply to become a Florida Post-Secondary Comprehensive Transition Program (FPCTP) and apply for federal status as a Comprehensive Transition Program (CTP). Due to the Covid pandemic, progress on the application process was delayed. In July of 2022, FSCJ resumed the application process. The Florida Center for Students with Unique Abilities evaluators have reviewed the first draft of the application. The evaluators have recommended an updated DBOT approval to strengthen the application.

The Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495) established the Florida Center for Students with Unique Abilities at the University of Central Florida (the Center). It charged the Center with managing the Florida Postsecondary Comprehensive Transition Program (FPCTP) application and approval process. The Act also established criteria for FPCTP approval, scholarship awards for eligible students to attend approved programs, and accountability requirements associated with program renewal and scholarship awards.

The College’s Vocational and Employment Readiness Training in Comprehensive Adult Learning (VERTICAL) program has demonstrated that students with intellectual disabilities can participate in and complete postsecondary career and technical education training programs that improve their employment opportunities. This program aligns with the mission of the College by providing post-secondary access to an underserved population of students who, with the attainment of a state-recognized credential, are afforded better employment opportunities that increase their earning potential and fosters their independence and overall long-term quality of life.

The Florida legislation has recognized the positive impact of expanding post-secondary opportunities. It passed legislation SB850 in 2014 (repeal of the special diploma), SB7030 in 2016 (Adult Education and Literacy Activities-Division of Career and Adult Education), and SB672 in 2016 (created FS 1004.6495, the Florida Postsecondary Comprehensive Transition Program (the Act) and established the Florida Center for Students with Unique Abilities). The purpose of the Act is to “increase independent living, inclusive and experiential postsecondary education, and employment opportunities for students with intellectual disabilities through degree, certificate, or non-degree programs and to establish statewide coordination of the dissemination of information regarding programs and services for students with disabilities.”

Academic Affairs: The Virtual Florida Postsecondary Education Program Planning Institute
Registration
(Continued)

The passage of SB672 provides an opportunity for the College to collaborate with the Florida Center for Students with Unique Abilities at the University of Central Florida to submit a Florida Postsecondary Comprehensive Transition Program that would allow program participants to be eligible for PELL grant funding in addition to scholarship funding of \$7,000.00 per student or greater. The additional PELL and scholarship funding would allow the College to cover program fees for supports and services to sustain the College's VERTICAL program.

State colleges with approved FPCTPs include Broward College, the College of the Florida Keys, Indian River State College, Santa Fe College, St. Petersburg College, and Tallahassee Community College have approved FPCTP state college programs. Universities with approved FPCTPs include Florida Atlantic University, Florida Gulf Coast University, Florida International University, Southeastern University, University of Central Florida, and the University of South Florida. Technical centers with approved FPCTPs include Ft. Myers Technical College, Lively Technical College, McFatter Technical College, Okaloosa Technical College, Orange Technical College, Robert Morgan Technical College, and Sheridan Technical College have approved FPCTP technical center programs.

RATIONALE: This program aligns with the mission of the College by providing post-secondary access to underserved populations of students, specifically students with intellectual disabilities. The program offers participants attainment of state-recognized credentials, which offers better employment opportunities, increases earning potential, and fosters independence. The FPCTP application is a pathway to the sustainability of the VERTICAL program. VERTICAL students would be eligible to apply for PELL grant funding and would have access to scholarship funding through SB672. Additionally, students would have access to quality, wrap-around support services.

FISCAL NOTES: Pursuing the state and federal designations will enable the College to apply for grant funding up to \$1,500,000 over a three-year project period from the Florida Center for Students with Unique Abilities. Grant funds would expand the VERTICAL program's capacity to provide inclusive post-secondary educational opportunities for FSCJ students with intellectual disabilities.

**Florida State College at Jacksonville
District Board of Trustees**

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	August 8, 2023

INFORMATION: The Personnel Actions since the previous Board Meeting are presented to the District Board of Trustees for information.

BACKGROUND: This listing provides the District Board of Trustees a timely notification of all recently hired personnel.

FISCAL NOTES: The costs of all personnel actions are covered by the College’s annual salary budget or from grant or auxiliary funding.

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of August 8, 2023**

Faculty Full-Time Appointments

Davis	Kimberly
Maravillas	Winter
Wade	Jessica

Job Title

Professor of Speech
Temporary Professor of Dance
Professor of Dental Programs

Faculty Strategic Value Annuity

Veiga	Glenna
-------	--------

Job Title

Professor of EAP and Spanish

A&P Full-Time Appointments

Bush	Mikayla
Butterbrodt	Michael
Dumouchel	Jerrett
Evans	Jennifer
Fontaine	Deborah
Lancto	Juliene
Strong	LaTroy

Job Title

Student Housing Residential Coordinator
Campus Facilities Director
AVP Institutional Effectiveness
Interim Instructional Program Coordinator
VP Strategic and Institutional Effectiveness
Associate Director of Advising
Interim Program Manager

A&P Strategic Value Annuity

Smith	Jeffrey
Warren	Cleve

Job Title

Instructional Program Manager
Chief Investment Officer

Career Full-Time Appointments

Acevedo	Karen
Aiken	Elizabeth
Akpadjavi	Amavi
Bornhoffer	Amanda
Bowman	Jayla
Carmo	Solange
Goode	Angela
Hall	Ryannon
Jenkins	Eric
Jones	Donovin
Kreutz	Tyler
Labombarbe	Chance
Manuel-McKenney	Faith
McGoldrick	Meghan
McWilliams	Katherine
Nelson	Rebecca
Roberts	Jasmine
Solomon	Debra
Thomas	Chelsea
Thomas	Edward
White	Brittany
Williams	Natasha
Yisrael	Shabat
Young	Alyssa

Job Title

Director of Quality Enhancement Plan
Student Success Advisor II
Student Success Advisor I
Vision Rehabilitation Case Manager/Career Specialist
Library Assistant I
Laboratory Manager
Financial Aid Advisor II
Campus Dual Enrollment Coordinator
Library Assistant I
Senior Plant Service Worker
Laboratory Assistant
Business Office Specialist II
Student Services Coordinator
Enrollment Coach
Student Success Advisor I
Academic Department Coordinator
Academic and Career Advisor
Law Enforcement Records Specialist
Duplicating and Mailroom Coordinator
Academic Tutor
Academic and Career Advisor
Department Coordinator
Student Success Advisor I
Call Center Representative I

Career Part-Time Appointments

Alday	Alvin
Elorza Velez	Dayanna
Jackson	Damien
Phillips	Elena
Reyes	Jasmine
Santos	Samantha
Shorter	Julia
Welch	Carson

Job Title

Patron Services Specialist
Program Facilitator I
Academic Tutor
Academic Tutor
Library Assistant I
Program Facilitator III
Program Facilitator I
Academic Tutor

**Florida State College at Jacksonville
District Board of Trustees**

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	August 8, 2023

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-5.1 for purchases greater than \$195,000.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00015073	\$205,300	SHI International Corp.	One Login Annual Subscription Renewal with Adaptive Authentication	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Cooperative Agreement: Sourcewell Contract #081419-SHI, Technology Solutions
PO00015124	\$353,197	Instructure, Inc.	Learning Management System (Canvas)	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Strategic Technology Plan; FSCJ Contract 2021-05
PO00014975	\$277,379	Presidio Corporation	Cisco Network Equipment	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Cooperative Agreement: State of Florida DMS 43230000-NASPO-16-ACS Quote #2001723043796-01
PO00015086	\$347,004	Duval County School Board	Department of Education Civics Grant Partnership between the College & Duval County School Board	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1
PO00015085	\$422,864	Nassau County School Board	Department of Education Civics Grant Partnership between the College & Nassau County School Board	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1
PO00014958	\$308,639	The Lincoln Electric CO.	Welding Simulators	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Cooperative Agreement: State of Kansas Bid Event ID/Number EVT0008769; 2CFRII 200.318
PO00015071	\$201,816	Databank IMX, LLC	Data Management Software Package Annual Subscription	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6HX7-5.1 Strategic Technology Plan; FSCJ Contract 2021-17

BACKGROUND: Board Rule 6Hx7-5.1 requires submittal of an Information Item listing purchase orders greater than \$195,000 that were purchased in accordance with State Board of Education (SBE) and College Board Rules.

Subject: Purchasing: Purchase Orders Over \$195,000
(Continued)

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RATIONALE: This listing provides the District Board of Trustees an opportunity to review all College purchases \$195,000 or greater. These purchases were made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

FISCAL NOTES: These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$2,116,199.