


February 6, 2024

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: John Avendano, Ph.D.   
College President

RE: February 2024 Board Agenda

Enclosed please find materials in support of the February 13, 2024, 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 topics 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.

- Data Warehouse
- FSCJ Naming Policy

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**  
**February 13, 2024 – 1 p.m.**  
**Administrative Offices, Board Room 405**

---

**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. Requesters 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 NOVEMBER 14, 2023, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 208-210)**

**MINUTES OF THE NOVEMBER 14, 2023, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 211-213)**

**MINUTES OF THE NOVEMBER 14, 2023, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 214-235)**

**REPORT OF THE COLLEGE PRESIDENT**

**STRATEGIC PROGRAMMATIC DISCUSSION**

**CONSENT AGENDA**

Trustees may remove item(s) from the Consent Agenda for individual consideration under Action Items.

1. Purchasing: Annual Contract Extensions (p. 236)
2. Purchasing: Property Insurance (p. 237)
3. Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2023 (p. 238)
4. Facilities: Certificate of Final Inspection for the Deerwood Center – Nursing School Expansion Project (p. 239)
5. Facilities: Certificate of Final Inspection for the Nassau Center – Nursing School Expansion Project (p. 240)
6. Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F (p. 241)

**ACTION ITEMS**

1. Approval of Consent Agenda (p. 242)
2. Administrative Procedure Act – Board Rules, Section 2 – Administration (p. 243-244)
3. Finance: Fees and Charges (p. 245-250)
4. Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 3 (p. 251-252)
5. Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 2 (p. 253-255)
6. Foundation: Acceptance of Feasibility Study, and Approval for Comprehensive Campaign (p. 256)
7. Academic Affairs: Academic Calendar, 2024-2025 (p. 257-258)

Subject: FSCJ DBOT Regular Meeting  
February 13, 2024, Board Agenda  
(Continued)

## **INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 259-261)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 262)
- C. Finance: Investment Reports for Quarter Ended September 30, 2023 (p. 263)
- D. Facilities: Change Orders – Deerwood Center – Nursing School Expansion Project (p. 264-265)
- E. Facilities: Change Orders – Nassau Center – Nursing School Expansion Project (p. 266-267)
- F. Facilities: Change Order – South Campus – ARP Act – Door Replacement & Access Controls Upgrade – Buildings D&T (p. 268)
- G. Facilities: Change Orders – South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F (p. 269-270)

## **REPORT OF THE BOARD CHAIR**

## **REPORTS OF TRUSTEES**

## **REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR**

## **REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS**

**REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE** (Report provided by Dr. Tara Haley)

**REPORT OF THE CAREER EMPLOYEES COUNCIL** (Written report provided by Vanessa Gordon)

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

**REPORT OF THE STUDENT GOVERNMENT ASSOCIATION** (Written report provided by Jazmyn Arce)

## **NEXT MEETING**

The next regular meeting of the Board is scheduled for Tuesday, April 9, 2024, at the College's Kent Campus, Room D-120, 1 p.m.

## **ADJOURNMENT**

**Florida State College at Jacksonville  
District Board of Trustees  
Finance & Audit Committee  
Minutes of November 14, 2023, Quarterly Meeting  
Cecil Center – North, Room A-101E, 10:45 a.m.**

PRESENT:

Thomas R. McGehee, Jr., Committee Chair  
Michael M. Bell  
Roderick D. Odom (via remote attendance)  
John Avendano  
Wanda Ford  
Christopher Lambert  
Stephen Stanford  
Cleve Warren  
Mark Lacey  
Morris Bellick  
Cameron Fansher  
Linda Herlocker  
Beth McClain  
Taylor Mejia

ABSENT:

None

CALL TO ORDER:

Committee Chair Trustee Thomas McGehee called the Finance and Audit Committee meeting to order at 10:45 a.m. College President John Avendano, Ph.D. welcomed those in attendance.

INFORMATION/  
DISCUSSION:

- |   |  |
|---|--|
| <p>I. Review of<br/>Committee Purpose<br/>– Updated:</p>  | <p>Vice President of Finance &amp; Administration Dr. Wanda Ford reviewed the suggested change to the Committee Purpose by Trustee Michael Bell. The update reflects the following “...the Board can ensure that the College has the necessary resources to carry out its mission and remains accountable to the <i>Duval and Nassau communities</i>.” No other recommendations. President Avendano thanked Vice President Ford for moving forth with the new board technology, BoardEffect, for this committee. All are in support.</p> |
| <p>II. Interim Financial<br/>Statement:</p>               | <p>Vice President Ford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenue and Expenditures as of September 30, 2023. The increase in student fee revenue is in correlation to the increase in enrollment. With an increase to the fund balance, the College can then present a spending plan for capital projects. Current enrollment is up 20% for spring. The trend is showing that enrollment should level out between 8 – 10%.</p>   |
| <p>III. 2024 Healthcare<br/>Benefits – Follow<br/>Up:</p> | <p>Chief Human Resource Officer (CHRO) Mark Lacey presented documentation of a comparison between the College’s current benefits for 2024 versus what is offered via the State Health Insurance Benefit plan. The College is still planning on pursuing the State Health plans. The College currently offers three tiers</p>   |

REPORT OF THE COLLEGE  
PRESIDENT:

SACSCOC On-Site Visit:

College President John Avendano, Ph.D. provided the Board with information relating to the College's recent SACSCOC On-Site Visit:

- As you know, the College's SACSCOC on-site visit took place late last month. The meetings went well and FSCJ received positive feedback from the visiting reviewers. He was grateful to everyone who participated in the site visit activities as well as those members who prepared the narratives and scheduled the visits. He recognized Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel and Trustees for their contributions and involvement with the visit.
- Regarding the College's Quality Enhancement Plan, he was happy to share that the full plan was accepted with no recommendations. The reviewers were impressed with the buy-in from faculty/staff and leadership's support. They were especially complimentary of FSCJ's QueST gaming theme. The College is discussing some of their suggestions with the different committees, however, are continuing forward with the current plan as written.

The FSCJ Master Facilities Plan:

President Avendano provided the Board with information relating to FSCJ's Master Facilities Plan:

- FSCJ received recognition as the 2023 Outstanding Public Participation Award by Florida Planning and Zoning Association (FPZA). He recognizing Associate Vice President Morris Bellick, Executive Director of Facilities Planning and Design Danielle Ray, Executive Director of Campus Operations, Events and Special Projects Cameron Fansher and Facilities Planning and Resource Manager Samantha Lazic for their time and outstanding work.

FSCJ Faculty Union CBA Ratification:

President Avendano provided the Board with information relating to FSCJ's Faculty Union Collective Bargaining Agreement (CBA) Ratification:

- The College is excited to have had the FSCJ Faculty, through the leadership of the Union and the Administration Team, reach agreement on a 3-Year Contract pending Board approval. He shared his appreciation to everyone who was

Valencia, St. Petersburg College and Palm Beach State). Broward has been leasing vehicles for an excess of 10 years and turning their vehicles back in less than a 2-year window at an appreciated cost of sale with low mileage while being able to put the money back into the program. Many factors play into the decision: maintenance and upkeep of the purchased vehicles (or outsourced), availability and longevity of the vehicles, safety features, and long-term costs. The initial lease would be for 30 vehicles for a period of five years at an average cost of \$9,000 per year. Future plans would include moving the entire fleet to lease-purchase options. The vehicles can also be wrapped with the College logo and information.

VI. Student Application Fees:

Vice President of Student Services Dr. Linda Herlocker and Associate Vice President of Admissions, Records and Registrar Beth McClain discussed the recommendation to revise the student application fee process. Vice President Herlocker provided an overview of the current application fee policy. The program of study the student is applying to determines if the student will be charged an application fee. Students could be double charged if applying to more than one program. This creates barriers to the student, confusion, and excess back end administrative processes. Over the past year and a half, Student Services reviewed the admissions process and the related student experience. By changing the policy, the student would only be charged one application fee and provide a better experience for the student.

President Avendano briefly discuss the preliminary naming policy. The previous naming policy was based on prior state matching and approvals. In the next couple of weeks, the policy will be more defined and presented in late November 2023 with the Capital Campaign.

NEXT MEETING:

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, February 13, 2024, at the College's Administrative Offices in Room 406. The Committee will meet at 10:45 a.m.

ADJOURNMENT:

There being no further business, President Avendano and Committee Chair McGehee declared the meeting adjourned at 11:28 a.m.

APPROVAL OF MINUTES:

---

Committee Chair, Finance and Audit Committee

---

Vice President of Finance and Administration

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the November 14, 2023, Workshop  
Cecil Center – North, Room A-109, Noon**

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

ABSENT: None

CALL TO ORDER: Chair Wayne Young called the meeting to order at 12:00 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Roderick Odom via remote attendance.

WELCOME/  
INTRODUCTIONS: College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had only one discussion topic prior to adjourning for Executive Session. He introduced Director of Government and Community Relations Taylor Mejia, and stated she and others will present the Board with information relating to FSCJ's Legislative Priorities. The Executive Session will be to discuss the progression made to date regarding the Faculty Collective Bargaining Agreement.

INFORMATION/  
DISCUSSION:

A. Legislative Priorities: Director of Government and Community Relations Taylor Mejia along with Director of Resource Development Dr. Jennifer Peterson and members of The Southern Group – Chris Hagan, Karis Lockhart and Sheela VanHoose provided the Board with an overview of the College's Legislative Priorities. The overview included information pertaining to the following:

- State Funding Sources
- Sources of Funding:
  - State Budget
  - Program Areas
  - Categories
  - Mechanisms
- State Budget Sources of Revenue:
  - Federal Funds
  - State General Revenue
  - State Trust Funds
- Program Areas and State Agencies

- Categories of Funding:
  - Career and Adult Education (Workforce)
  - Florida College System
  - Capital Outlay
- Mechanisms of Funding:
  - General Program Revenue
  - Performance Based and Student Success Incentives
  - Fixed Capital Outlay
  - Legislative Appropriations
  - Grants Administered by Dept. of Education
- FSCJ Budget Highlights – 2023:
  - General Program Fund
  - Project Appropriation
  - Student Success Incentives
- Budget Process
- Governor Releases Budget Recommendation
- Legislature Creates the General Appropriations Act (GAA)
- Appropriations Committees: House/Senate
- Education Committees: House/Senate
- Budget Conference
- Legislature Passes GAA and Governor Sign Budget
- Legislative Priorities
- FSCJ Legislative Priority Projects:
  - This year FSCJ’s Public Education Capital Outlay (PECO) priority projects are the appropriation requests:
    - Nursing Program at North Campus
    - Public Safety Facilities
- Florida College System (FCS) Council of Presidents (COP) Legislative Priorities:
  - Add FCS Institutions to the State Health Insurance Plan
  - Add \$100M to the FCS Recurring Program Funding
  - Increase Fixed Capital Outlay Funding

There was discussion by the Board regarding funding sources, capital projects, appropriations by program areas, grant applications, performance based and student success incentives, House/Senate budgets, budget conferencing, FSCJ’s PECO priority projects, advocacy on behalf of FSCJ/willingness to sponsor appropriation requests, outreach opportunities for local support and information relating to the upcoming FCS Trustee Commission Update and Legislative Conference on January 22-23, 2024.



ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 12:41 p.m. in order to convene the Executive Session.

EXECUTIVE SESSION:

Executive Session and Board discussion regarding the Faculty Collective Bargaining Agreement and related labor matters pursuant to Section 447.605, Florida Statutes will convene for approximately 20 minutes. Pursuant to Section 447.605, Florida Statutes, the Executive Session is closed to the public and exempt from the provisions of Section 286.011, Florida Statutes. Documents prepared for the Executive Session pertaining to faculty collective bargaining are confidential and exempt from Section 119.07(1), Florida Statutes.

Attendees: FSCJ DBOT Members; FSCJ College President; FSCJ Vice President of Finance and Administration; FSCJ Chief Human Resource Officer; FSCJ Outside Attorney; and Florida Professional Reporter.

ADJOURNMENT:

There being no further business, Chair Young declared the Executive Session adjourned at 12:58 p.m. in order to reopen the DBOT Workshop.

Chair Young shared with Trustees that the next meeting of the Board would immediately follow today's workshop. The Board will convene in Room A-109, at 1:05 p.m.

There being no further business, Chair Young declared the workshop adjourned at 12:59 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 November 14, 2023, Regular Meeting  
Cecil Center - North, Room A-109, 1 p.m.**

**PRESENT:** O. Wayne Young, Chair  
Jennifer D. Brown, Vice Chair, Duval County  
Roderick D. Odom, Vice Chair, Nassau County (via remote attendance)  
Michael M. Bell  
Thomas R. McGehee, Jr.  
Andrew B. Shaw

**ABSENT:** None

**CALL TO ORDER:** Chair Wayne Young called the meeting to order at 1:07 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Roderick Odom via remote attendance.

**PLEDGE:** Chair Young led the Pledge of Allegiance.

**COMMENTS BY THE PUBLIC:** 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.

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 November 14, 2023; Pages 202400141 – 174)  
Chair Young noted in efficiency of time, he would like to entertain a motion to approve the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes as presented on pages 141 – 174: The September 12, 2023, Finance & Audit Committee Quarterly Meeting, on agenda pages 141 – 143; September 12, 2023, Workshop, on agenda pages 144 – 146; September 12, 2023, Regular Meeting, on agenda pages 147 – 170; and October 10, 2023, Deep Dive Workshop, on agenda pages 171 – 174.

**MOTION:** (McGehee – Bell) The motion was made to approve the FSCJ DBOT minutes as presented on pages 141 – 174, from the September 12, 2023, Finance & Audit Committee Quarterly Meeting; September 12, 2023, Workshop; September 12, 2023, Regular Meeting; and October 10, 2023, Deep Dive Workshop, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE  
PRESIDENT:

SACSCOC On-Site Visit:

College President John Avendano, Ph.D. provided the Board with information relating to the College's recent SACSCOC On-Site Visit:

- As you know, the College's SACSCOC on-site visit took place late last month. The meetings went well and FSCJ received positive feedback from the visiting reviewers. He was grateful to everyone who participated in the site visit activities as well as those members who prepared the narratives and scheduled the visits. He recognized Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel and Trustees for their contributions and involvement with the visit.
- Regarding the College's Quality Enhancement Plan, he was happy to share that the full plan was accepted with no recommendations. The reviewers were impressed with the buy-in from faculty/staff and leadership's support. They were especially complimentary of FSCJ's QueST gaming theme. The College is discussing some of their suggestions with the different committees, however, are continuing forward with the current plan as written.

The FSCJ Master Facilities Plan:

President Avendano provided the Board with information relating to FSCJ's Master Facilities Plan:

- FSCJ received recognition as the 2023 Outstanding Public Participation Award by Florida Planning and Zoning Association (FPZA). He recognizing Associate Vice President Morris Bellick, Executive Director of Facilities Planning and Design Danielle Ray, Executive Director of Campus Operations, Events and Special Projects Cameron Fansher and Facilities Planning and Resource Manager Samantha Lazic for their time and outstanding work.

FSCJ Faculty Union CBA Ratification:

President Avendano provided the Board with information relating to FSCJ's Faculty Union Collective Bargaining Agreement (CBA) Ratification:

- The College is excited to have had the FSCJ Faculty, through the leadership of the Union and the Administration Team, reach agreement on a 3-Year Contract pending Board approval. He shared his appreciation to everyone who was

actively involved for all their hours of discussion and debate in order to reach the conclusion. He recognized United Faculty of Florida (UFF)–FSCJ Chapter President Dr. Jason Gibson and Chief Human Resource Officer Mark Lacey for their leadership in the entire process. Thank you to all!

Aspen Prize:

President Avendano provided the Board with information relating to the Aspen Prize for Community College Excellence:

- He shared the College was once again named by the Aspen Institute in the 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence. The prize is known as the signature recognition of high achievement and performance among America's community colleges.
- In being selected to compete, FSCJ is highlighted as a stand-out among more than 1,100 community colleges nationwide.
- He shared it is an honor just to be invited to compete because the recognition exemplifies the commitment and dedication FSCJ's faculty, staff and administrators have toward our students and their success both inside and outside the classroom. In short, this is recognition for community colleges who succeed in attaining exceptional results for all students.
- Over the coming months, FSCJ will submit data and narratives for the intensive review process, culminating with the announcement of the winner in spring 2025.

Downtown Campus Student Experience with KIPP:

President Avendano provided the Board with information relating to the Downtown Campus Student Experience with KIPP college-preparatory schools:

- In September, FSCJ hosted 65 juniors from the KIPP college-preparatory schools for tours to learn about several of our programs at Downtown Campus: culinary, electric, HVAC, welding, mechatronics, automotive, IT, business and early childhood education.
- While on campus, the students also had the opportunity to explore potential career opportunities with FSCJ's Career Coach tool. The College provided the students with information about our student life activities and other helpful resources to get them excited about coming to FSCJ.

Power of Possible Recap:

President Avendano provided the Board with information relating to the Power of Possible recap:

- FSCJ's annual Power of Possible event was held on Thursday, October 19 at the River Club.
- This year's event was a luncheon format and featured a panel discussion on the power of philanthropy.
- The College's very own Dr. Jennifer Brown participated as one of our panelists along with Sherry Magill, Whitney Meyer, Melanie Patz and Rachael Tutwiler Fortune, who served as the moderator.
- The event was a great success and was a wonderful way to kick-start the College's comprehensive campaign fundraising efforts through support of student scholarships.
- He was happy to report the College will increase the amount of scholarship dollars with this event, having a gross revenue of more than \$100,000. Additionally, with the event being a lunch, FSCJ was able to get the costs down by more than \$20,000, while still having a very successful event.
- The new Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Chris Lambert was introduced/welcomed for the first time to the community.

VP Searches:

President Avendano shared with the Board information relating to the VP searches:

- He shared Vice President of Student Services Dr. Linda Herlocker was retiring next month, and today would be her last official Board meeting. He thanked her for all she had done for the College, including her leadership, commitment and services to the College and role as student advocate for all FSCJ students.
- The College is nearing the end of the hiring process for our new Vice President of Student Development.
- The Search Committee has narrowed down the applicant pool to four finalists and hosted open forums for each candidate to introduce themselves to the FSCJ community.
- We hope to make our final decision later this week.

Mascot Search:

President Avendano provided the Board with information relating to the College's Mascot search:

- As you know, the College launched the search for an FSCJ mascot. The effort was met with great excitement and created a buzz throughout the community.
- The College received quite a bit of media attention, which helped bring in many votes from the community. FSCJ is very excited about this as we want a name that represents the College well within our community.
- In total, FSCJ received 8,672 votes, and 864 write-in votes for unique names to be considered as well. The committee is reviewing all responses and will announce the top three finalists in January 2024.
- The FSCJ mascot will be showed for the first time at the College's Commencement Ceremony in May 2024.

Data Dashboard:

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

- Fall Term College Credit Enrollment:
  - Positive variance of 8.2% credit hours for fall 2023 over fall 2022.
- Spring Term College Credit Enrollment:
  - Positive variance of 20% credit hours for spring 2024 over spring 2023.
- Foundation Performance Summary Report:
  - For the fiscal year ending August 30, 2023, non-endowed giving was more than \$1.5 million and total revenue for the FSCJ Artist Series was more than \$7.7 million.
- Grants Report:
  - For this award year, the College has received more than \$4.8 million.
  - Since the September 2023 report, the College received more than \$3.9 million, thanks to tow large grants from the Florida Department of Education.
  - Recently, the College had an unanimous donor provide a \$600,000 grant that will go into our Health Care Nursing Program.
  - FSCJ's Grants Office is doing a superior job.

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  
November 14, 2023; Items 1  
through 6, Pages 202400175 –  
185)

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-6. Purchasing: Vehicle Fleet Lease Master Agreement, on agenda pages 184 – 185.

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  
November 14, 2023; Items 1  
through 10, Pages 202400186  
– 199)

MOTION: (McGehee – Bell) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 6, which was moved to Action Items.

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, Administrative Procedure Act – Board Rules, Section 11 – Student Support Services, on agenda pages 187 – 190.

MOTION: (Brown – Shaw) The motion was made to approve the revised Board Rule 6Hx7-11.1 – Student's Rights and Responsibilities under Section 11, as recommended.

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.A., Human Resources: Collective Bargaining Agreement (Full-time Faculty), on agenda pages 190-A – 190-NNNN.

MOTION: (Bell – McGehee) The motion was made to approve the Collective Bargaining Agreement (Full-time Faculty), as recommended.

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

Motion carried unanimously.

Prior to moving forward, President Avendano shared his deep appreciation to the Faculty Union and College Administration teams for their countless hours as well as their contribution and commitment to the process. He recognized UFF–FSCJ Chapter President Dr. Jason Gibson for his team leadership and their candid conversation. He then turned the floor over to Dr. Gibson.

UFF–FSCJ Chapter President Dr. Gibson shared with the Board the faculty's appreciation for their continued support, and the opportunity to present a ratified agreement at today's meeting. The agreement solidifies the terms and conditions of employment at FSCJ for the faculty. Therefore, the agreement approved embodies the faculty's best efforts to ensure a place in which we can meet the needs of our community and FSCJ students.

President Avendano presented the administration's recommendation on Action Item 3, Human Resources: Vacation Leave December Cash-Out, on agenda page 191.

MOTION: (McGehee – Brown) The motion was made to approve the Vacation Leave December Cash-Out, as recommended.

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

Trustee McGehee stated that the Finance & Audit (F&A) Committee discussed various Action Items from today's agenda, noting there was consensus among committee members to provide the full Board with a brief overview of the item as the items were brought forward for action.



Therefore, as Committee Chair, he shared the following information relating to Action Item A-3:

This item was discussed during the F&A Committee meeting and the committee supports the College's recommendation to approve for full-time non-instructional employees to cash-out up to 40 hours of vacation leave hours to be paid on the December 8, 2023, paycheck. Employees remaining balance must equal 40 hours or more. Sick leave and personal sick leave hours are not eligible.

Accrual of vacation leave is an important component of the employee's benefit package and is a significant tool in retention and recruitment. This cash-out option will provide eligible employees an opportunity to receive additional income during the holidays while reducing the vacation leave liability for the College.

The F&A Committee is in support of this recommendation.

Chair Young asked if there were any additional 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: Application Fees, on agenda page 192.

MOTION: (Brown – McGehee) The motion was made to approve the Application Fees, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-4:

Vice President of Student Service Dr. Linda Herlocker and Associate Vice President of Admissions, Records & Registrar Beth McClain discussed the recommendation to revise the current Application Fee Policy, noting the current process requires an application fee to be paid for each Career, Credit and Clock program of study. The new process will allow a student to pursue programs of study in either Career, Credit or Clock programs without the need to submit an additional application. This change will decrease the number of student

application fees paid by students, decrease the number of applications that must be reviewed by our admissions team, and provide a better experience for our students. Additionally, the budgetary impact is expected to be a \$17,250 loss in revenue annually.

The F&A Committee recommends approval of revising the Application Fee Policy, which allows one application fee to be charged at the time of initial registration regardless of instructional program.

Chair Young asked if there were any additional 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: Fiscal Year 2023-24 Operating Budget Amendment No. 2, on agenda pages 193 – 194.

MOTION: (Bell – Brown) The motion was made to approve the Fiscal Year 2023-24 Operating Budget Amendment No. 2, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-5:

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford presented Budget Amendment 2, which is requested to increase the Tuition and Student Fee Revenue budget by \$2.3m. The increase in revenue is resulting from increases in enrollment realized for fall term through September 30, 2023. This amendment increases the Equipment Expense budget by \$440k for educational equipment for expansion of Nursing to Deerwood Center and Nassau Center. The remaining \$1.9m has been placed in reserves.

The F&A Committee supports the approval of this amendment.

Chair Young asked if there were any additional 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 195.

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

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-6:

Florida Statutes allow inclusive access programs when there is documented evidence that the options reduce the cost of textbooks and course materials for students. Students enrolling in courses under the FSCJ Access program benefit from significantly reduced textbook costs while also benefiting from having access to required resource materials on the first day of classes. Students enrolled in FSCJ Access classes for Fall Term 2023 had a total savings of \$940k.

The F&A Committee recommends the approval of the FSCJ Access Program for Spring Term 2024.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Academic Affairs: Activation of Barbering Career Certificate Program, on agenda page 196.

MOTION: (McGehee – Brown) The motion was made to approve the Activation of Barbering Career Certificate Program, as recommended.

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, Academic Affairs: Inactivation of Diesel Systems Career Certificate Program, on agenda page 197.

MOTION: (Bell – Brown) The motion was made to approve the Inactivation of Diesel Systems Career Certificate Program, as recommended.

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, Academic Affairs: Inactivation of Diesel Systems I Career Certificate Program, on agenda page 198.

MOTION: (Shaw – McGehee) The motion was made to approve the Inactivation of Diesel Systems I Career Certificate Program, as recommended.

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, Academic Affairs: Inactivation of Computer Related Crime Investigations Associate in Science Program, on agenda page 199.

MOTION: (Brown – McGehee) The motion was made to approve the Inactivation of Computer Related Crime Investigations Associate in Science Program, as recommended.

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

There was discussion by the Board relating to cyber security skills, cyber technology, decline in course enrollment, a capstone course specific to the program and that other coursework will remain active within a variety of other programs offered at the College.

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 6, Purchasing: Vehicle Fleet Lease Master Agreement, on agenda pages 184 – 185.

MOTION: (Bell – McGehee) The motion was made to approve the Vehicle Fleet Lease Master Agreement, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Consent Agenda Item CA-6:

Associate Vice President of Facilities Morris Bellick and Executive Director of Campus Operations, Events and Special Projects Cameron Fansher presented the College's recommendation to lease the College's fleet rather than continue to purchase. The average age of the current fleet of 53 vehicles is 14 years. The fleet supports daily operations for areas such as facilities, security, student services including athletics, risk management/safety, and code enforcement. A large percentage of the fleet would be considered at end-of-life based on physical appearance and the cost to operate/maintain. In addition, few offer current safety features such as anti-theft, anti-lock brakes, electronic stability control, and back up cameras. Leasing fleet vehicles reduces recurring capital outlay expense and often allows vehicles to be sold at equal and greater than market value based on historical trends. The initial lease would be for 30 vehicles for a period of 5 years at an average cost of \$9,000 per year. Future plans would include moving the entire fleet to lease-purchase options.

The F&A Committee is in support of this recommendation.

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  
November 14, 2023; Items  
A – C, Pages 202400200  
– 205)

Chair Young asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 200 – 205, and there were none.

REPORT OF THE BOARD  
 CHAIR:

Chair Young on behalf of the Board recognized Vice President Herlocker for the commitment and support she has provided to the College and its students, and wished her in military terms – “Fair Winds and Following Seas.”

Chair Young shared his appreciation to the remarkable things happening/accomplished recently at the College, including but not limited to enrollment, SACSCOC accreditation, FSCJ’s Mascot and the ratification of the CBA. Great job FSCJ, faculty and staff!

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD  
 FINANCE & AUDIT  
 COMMITTEE CHAIR:

FSCJ Finance & Audit Committee Chair McGehee provided the Board with an overview of the written report relating to the November 2023 quarterly meeting. (Appendix A)

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, February 13, 2024.

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

FSCJ Foundation Board Liaison Dr. Andrew Shaw 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):

Administrative and Professional Collaborative Chair Dr. Tara Haley provided the Board with a written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER  
 EMPLOYEES’ COUNCIL  
 (CEC):

On behalf of the Career Employees Council Chair, Publicity Coordinator Vanessa Gordan addressed the Board and presented an overview of the 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)

NEXT MEETING:

Chair Young announced the Board will meet on Friday, January 26, 2024, for a Deep Dive Workshop/Planning Meeting beginning at 9 a.m.

The next regular meeting of the Board is scheduled for Tuesday, February 13, 2024, at the College’s Administrative Offices, Board Room 405, 1 p.m.

TOUR OF FSCJ CECIL CENTER:

Chair Young announced that following today’s meeting Trustees would be provided with a guided tour of the College’s Cecil Center, to include the North and South centers. He asked Trustees to remain if they were available to attend the tour.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:56 p.m.

TOUR OF FSCJ CECIL CENTER:

Unfortunately, none of the Trustees were available to remain to attend the tour. Therefore, at this time, the tour was cancelled and will be rescheduled for a future date.

APPROVAL OF MINUTES:

\_\_\_\_\_  
Chair, District Board of Trustees

\_\_\_\_\_  
Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

REPORT OF THE FINANCE & AUDIT COMMITTEE  
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE  
NOVEMBER 14, 2023

Vice President of Finance and Administration Dr. Wanda Ford presented the revised Finance and Audit Committee Charge and Process document that was reviewed and discussed during the September 2023 committee meeting. The document was updated to reflect a reference to the *Jacksonville community* to instead state the *Duval and Nassau communities*. All other language within the document remains the same.

Vice President Ford and Associate Vice President of Administrative Service Steve Stanford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenues, and Expenditures as of September 30, 2023. Revenues are trending higher than expected as a result of the increase in student fee revenue. All other line items within the revenue and expenditure categories are trending as anticipated.

Chief Human Resource Officer Mark Lacey provided follow-up information from the September 2023 meeting regarding health care benefits. He provided documentation and an overview outlining a comparison of the College's current benefits for 2024 versus what is currently offered via the State Health Insurance Benefit plans.

AVP Stanford provided an update on the third-party payment option for past due student accounts. Prior to spring 2023, FSCJ did not actively offer payment options to students with past due accounts. However, students who were prevented from registering would inquire about options other than the financial burden of paying the entire amount due. The only option offered by the College was an internal payment plan, which was very manual and could not be scaled to handle very many students. Prior to January 2023, Student Financial Services only processed an average of 5 payment plans per term. After partnering with Flywire (a third-party), FSCJ has progressed from offering payment options to 5 students per term to 905 students per term. These students are currently on payment plans or have completely paid the balances. In 9 months, the College has collected \$384k in payments from past due accounts. This new initiative has proven to be a gamechanger for our students as well as the College.

This concludes my report.





Date: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Dr. Tara Haley, Chair of the Administrative and Professional Collaborative, 2023-2024

Re: November 2023 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share updates since our last report. In an effort to increase connection, communication and engagement throughout the College during this academic year, the APC decided to hold quarterly meetings at various campuses other than the regular Downtown location. The November meeting was held at the South Campus with all administrative and professional employees invited to attend. In addition to the APC officers and representatives, 10 new administrative and professional employees also joined the meeting to learn more about the APC and how they can become more involved.

During the months of October and November, the campus and center representatives held Fall open house/meet and greet style meetings at their respective locations with great reception and attendance. Feedback received from those in attendance included questions regarding ongoing construction at the South Campus, results of the FSCJ Stay Survey, and flexibility of salary-band guidelines for new hires. As a result of the questions received, representatives from Campus Operations and Facilities and HR will be invited to attend upcoming APC meetings. Dr. Dumouchel has also been invited to present on the data collection process and findings of the Stay and Institutional Effectiveness surveys at the January 11<sup>th</sup> APC meeting.

The APC is looking forward to continued employee engagement efforts with the upcoming Holiday Hangout and networking breakfast for all administrative and professional employees on December 14<sup>th</sup> in the ATC. The event will not only focus on fun and fellowship, but will also include a service-oriented focus. The APC will be collecting new, unwrapped children's toys and supplies as donations for our FSCJ student parents who receive the Child Care Access Means Parents in Schools (CCAMPIS) grant. These donations will help alleviate the concerns voiced by our students who are parents in being able to provide gifts for their children during the holidays.

Wishing everyone a safe, healthy and happy holiday season!

Respectfully,

A handwritten signature in black ink that reads "Tara Haley". The signature is written in a cursive, flowing style.

Dr. Tara Haley  
Dean of Education and Human Services/Downtown Campus Dean  
Administrative and Professional Collaborative Chair, 2023-2024



Date: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Phillip Delacruz, Career Employees' Council Chair, 2022-2023

Re: November 2023 Career Employees' Council Report

Chair Young and Trustees:

Following my prior report provided this past September, I thank you for this opportunity to share with you the most recent update of the Career Employees' Council (CEC).

### **Strategic Planning**

As I conclude my one-year commitment (expiring this November) serving as CEC Chair, I hoped to help the Council plan for future growth and improvements of the CEC (in accordance with APM 02-1907 ([https://www.fscj.edu/docs/default-source/apm/02-1907.pdf?sfvrsn=8f0380d5\\_4%C2%A0](https://www.fscj.edu/docs/default-source/apm/02-1907.pdf?sfvrsn=8f0380d5_4%C2%A0))). Thus, the most recent Strategic Initiatives have involved Learning, Achieving, Ideation, and Restorative Planning:

### **Learning**

Over the past year, I was happy to report on an array of accomplishments and milestones achieved by its members. For long-term growth, in my advisement to the Council Board, two items remain beneficial to explore for the development and implementation of rudimentary processes to cultivate talent and team chemistry for subcommittee work group environments, as well as of rudimentary processes to develop its communication effectiveness as when Representatives serve as advocates for career employee, student, and College interests – the Council has faced its share of internal challenges in these areas over years past. And, as a result, the Council is:

1. Advised with initiating the research, development, and information sessions on the practical uses of “Team Charters” and “Road Maps” to serve as recruiting tools, as work group guides, and as data points for measuring future success.
2. Advised to rely on available professional development opportunities, one namely being the Office of Training and Organizational Development’s “Communication Certification Program (<https://training.fscj.edu/resources/certificate-programs/communications-certificate>),” to assist its future leaders, when needs arise, with developing its teams in conflict resolution/management/ de-escalation techniques, effective communication skills, Interest-Based Problem-Solving, and business etiquette – all to enhance its ongoing advocacy efforts and for supporting a healthy CEC work group environment.

### **Achieving / Ideation**

As we may know, Career Employees' central interests center on the challenges of career pathing, compensation, and economic mobility. As a result, the Council was invited to undertake a fundraising expansion to accelerate and increase the annual frequency and support of career development and scholarship. To do so:

1. The Fundraising Committee researched and developed new fundraising events:
  - a. On November 6, 2023, the Council executed a new winter holiday season "Christmas Wreath" fundraiser sale to increase the annual frequency and monetary value of the CEC Book Awards.
  - b. To further bolster proceeds, the Fundraising Committee plans to also execute its annual Poinsettia/Fern/Office Plants Sale as well as an additional Holiday Candle Sale later this year.
  - c. Lastly, on the horizon is a perpetual online fundraiser sale in development.

### **Restorative**

Restoratively, the Council Board does understand that elections can help attract and cultivate talent and expertise; reenergize teams; develop future advocacy and future leaders. However, with great sensitivity and understanding of its challenges, an election for Representatives (as stated policy in its Bylaws) has not occurred in many years – though the topic has been discussed at length. With the two aforementioned Learning initiatives advised (for recruiting and community building):

1. The Council was supportively tasked, since April 2023, to deliver an October 2023 Election so to support a November 2023 Board and Representative orientation/transition period. The newly formed Election Committee, as it stands, did miss the target time frame last month; however, the Council's Parliamentarian is now tasked with advising, supporting, and addressing the work group composition specifically with experienced and neutral, internal governance group partners to advise the current Elections Committee if/when needed (such as to reach out to the Administrative and Professional Collaborative Ex-Officio – with expertise in conducting proper elections).
2. Additionally, the Council successfully amended its Bylaws from 2015 to 2023 to contemporize various policies -- namely, to remedy the prior obstructing voting majority policy (an arbitrary/obsolete number as it was: "13") to instead be in stronger alignment with Robert's Rules of Order majority ruling.

In summation, The Council is committed to the Mission, Vision, and Values of FSCJ. It is fully committed to ensuring that students have a positive and successful student experience. We look forward to continued collaboration as we continue to make FSCJ a great place for our students to achieve their educational goals and for our current and future employees to achieve their professional goals.

On behalf of the Career Employees, we express our appreciation to the District Board of Trustees for your time, effort, and support that you bring to the "Community's College."

Respectfully,

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



November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees.

From: John A. Woodward, PhD

Re: November 2023 Faculty Senate Report

Chair Young and Fellow Trustees:

Senate's concerns or interests going into this year were to work on improving our outcomes for students in our online courses; work on improving our academic dishonesty reporting and processes; help to craft a more academic and collegial environment for our faculty and students by emphasizing academic discourse and civility; improve the relationship between faculty and students inside and outside of the classroom. We have made some inroads but there is still work to do.

The QEP we designed for our SACSCOC review, as I mentioned in my previous letter, is the culmination of much work over the past several years – some of it from even before the pandemic. The work also resonates with new federal guidelines about online instruction, the so-called RSI Guidelines (Regular Substantive Interaction). Our work in the FSCJ Online committee, sparked by some professional development opportunities offered by the Faculty Academy, led to our encouraging faculty to create more videos and have more of a regular presence in the online classroom environment as a matter of it being a good practice. We worked on those guidelines in Spring of 2021, and I sent our recommendations to all faculty in November of 2021. So this discussion was one we were engaged with before the new federal guidelines. In fact those guidelines support our own conclusions in discussions in our committee. Needless to say we are well positioned to be successful, although we still need to work on developing our faculty and assisting them in creating videos and disseminating them regularly. We will work on that development throughout next year and I hope we can make some real positive changes in the way we and our students think about online instruction.

Before I move away from our SACSCOC reaccreditation, I must take a moment to thank Dr. Jerrett Dumouchel for all of his work on the project. I will also mention Dr. Audrey Antee and her inimitable work on our QEP. And I also want to publicly thank our faculty who volunteered part of their day to speak with the SACSCOC members who visited our campuses. These faculty are shining examples of the quality of faculty we have at the college and their dedication to our mission:

Bryan Spohn  
Harpreet Malhotra  
Matthew Keyes  
Lanh Bloodworth  
Maureen McCormick  
Matthew Simmons

Stephen Lukas  
Tina Jenkins  
Paul Soar  
Bill Meisel  
Yakup Bilgili  
Pam Brauda  
Alicia Byrd  
Wil Kaiser  
Katherine Rawls  
Shawna Coram  
Theresa Menotte  
Suzanne Hess  
Carol Neil  
Doug Kines  
Mary Dumbleton  
John Salazar  
Kim Fahlgren  
Scott Cason  
Brad Biglow  
Marilyn Painter  
Lyn Noble  
Julie Dearriba-Montgomery  
Luz Font  
Jeniah Jones  
John Mayes

The work on our academic dishonesty reporting is in a 6-sigma committee at the moment. This question of honesty is integral to our success as a college and our students' success in the 'real world'. And it is especially important to our online offerings. We have only just discovered evidence that indicates some students may be paying other people to take their online courses for them. This new world of education entails new methods of exploring honesty, promoting it, and looking into avenues for making it more difficult – including possibly rethinking how we teach the material and how we test students' knowledge of the material. And while our committee is focusing on our reporting structure, what we have come to realize is that there are other aspects of this question that we must explore. The Senate committee on Academic Honesty will pick up this aspect of the question and work on professional development and guidelines for faculty.

The professional development opportunities surrounding academic honesty and the use of AI in the classroom is one of the sparks that I hope can lead to more academically engaged relationships at the college. Each discipline and area will need to discuss the limits of AI and its potential as well as establish course-wide policies about its use. The discussion around these issues will be invigorating and difficult. We should also include students in these discussions, and give them access to the very debates that will inform their futures in the workplace. We must also take time to be more focused in addressing civility and respect for faculty both inside the classroom and outside of it. That will be a longer project and I hope Senate can take it up in the next few months.

Finally, as I mentioned in the last letter, our data suggests early success in rebuilding deeper relationships with our students. I hope this creates an environment where education is not seen as a transaction and is instead seen as an opportunity for personal and professional growth. The more the faculty show their support for their colleagues and their students, the more they show up to events and sit in the audience and listen to speeches and watch video projects; in summa the more they show a commitment to the development of the students as a well-rounded member of society, the more their actions inside and outside of the classroom will positively affect our students.

That concludes my report to the Board.

Respectfully,



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: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2023 Student Government Association Report

Chair Young 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 September 2023 and October 2023. All of the extracurricular events hosted by the SGA and Student Life are led by students, for all students.

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

- Alpha Psi Omega National Theatre Honor Society, EV Battery and Electrathon Team, and the Fintech Club became chartered clubs at FSCJ.
- SGA Officers participated in the Pizza with the President events at North Campus, Nassau Center, and Kent Campus. Students were able to exchange views and provide updates with Dr. Avendano.
- Throughout the months of September and October, the Deerwood Center and Kent Campus held Caffeine Kick Off Days in order to provide social gatherings for students and employees to network and meet.
- SGA Officers attended the Power of Possible Luncheon along with other student leaders on October 19<sup>th</sup> at the River Club and were able to share their stories with donors sitting at their tables.
- During the week of October 23<sup>rd</sup>, SGA Officers and various students participated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) student group interviews.
- On October 20<sup>th</sup>, sixteen students attended the Leadership Symposium at the Downtown Campus Art Gallery and fourteen students were recognized by completing the FSCJ Leadership Certificate Program.
- From October 23<sup>rd</sup>-26<sup>th</sup>, Spirit Week occurred and was led by North Campus VP Johnathan Blackburn and Collegewide VP Cornelius Burkins. Throughout the week students and employees were able to dress up based on various themes to show their school spirit. On Thursday, the SGA and Athletics hosted Spirit Day which featured a cookout, tailgating games, a dunk contest, a three-point contest, basketball scrimmages, a knocker ball match, and door prizes.
- During the fourth and fifth weeks of October, all of the campuses and centers hosted their respective Fall Fest events that featured refreshments, games, music, costume contests, and a blood drive.
- On Oct. 26<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>, SGA officers and FSCJ students volunteered with the Jacksonville Zoo Spooktacular.
- From Nov 6<sup>th</sup>-8<sup>th</sup>, SGA Officers will attend the FCSSGA Legislative Conference in Tallahassee, where the students will be able to meet with Legislators about issues that affect students.
- Auditions for the 57<sup>th</sup> Annual Talent Show will occur on the week of November 13<sup>th</sup>.

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 L Arce R.T.(R)  
FSCJ Collegewide Student Government Association President

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

**AGENDA ITEM NO. CA – 1.**

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	February 13, 2024

**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.	2022C-06B	Roof Repair & Replacement Delivery Order/Job Order Contracting Services	BBG Contracting Group, Inc.	3/1/2024	2/29/2025	2 of 5	\$2,000,000	0%
2.	2022C-06R	Roof Repair & Replacement Delivery Order/Job Order Contracting Services	Register Roofing & Sheet Metal, Inc.	3/1/2024	2/29/2025	2 of 5	\$2,000,000	0%

**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. CA – 2.**

Subject:	Purchasing: Property Insurance
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a satisfactory contract with Arthur J. Gallagher Risk Management Services, Inc., in an amount not to exceed \$991,000 for the period of April 1, 2024 through April 1, 2025 for property insurance.

**BACKGROUND:** The College issued a request for proposal (RFP) for Property and Casualty Insurance Broker Services on May 3, 2018. The committee, after evaluation of all proposals, recommended the contract be awarded to Arthur J. Gallagher Risk Management Services, Inc., with an initial term of three years with an option to renew for two years. The renewal option was exercised extending the contract to December 31, 2024. As a result of multiple years of unprecedented catastrophic claims from hurricanes, wild fires, tornadoes, floods, etc., the market rate for property insurance has skyrocketed and many insurers have left the market. As a result, options are fewer with the cost of coverage increasing from \$902,803 last year to \$991,000. The administration believes the requested coverages are essential, and recommend Board approval to finalize coverage.

**RATIONALE:** This purchase renewal conforms to State Board of Education Rule 6A-14.0734 and insures the College against catastrophic property losses.

**FISCAL NOTES:** The renewal one-year term purchase will not exceed \$991,000, which is comprehended in the College's operating or capital budgets.

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

**AGENDA ITEM NO. CA – 3.**

Subject:	Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2023
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees accept the Florida Auditor General’s published Audit Report No. 2024-056, entitled Financial Audit for Fiscal Year Ended June 30, 2023.

**BACKGROUND:** The State Auditor General conducts an annual audit of financial statements of the District Board of Trustees of Florida State College at Jacksonville pursuant to Florida Statute 11.45. The following information provides a summary of findings of the audit regarding the financial statements of the College for the fiscal year ended June 30, 2023:

- The College’s financial statements were presented fairly, in all material respects, the respective financial position of Florida State College at Jacksonville and of its discretely presented component unit as of June 30, 2023, and the respective changes in financial position and cash flows, thereof for the fiscal year ended, in accordance with generally accepted accounting principles in the United States of America.
- No deficiencies in internal control over financial reporting, considered to be material weaknesses, were identified.
- The results of tests disclosed no instances of noncompliance or other matters that are required to be reported under “Government Auditing Standards.”

**RATIONALE:** The report is to apprise the Board of activities concerning audit and control.

**FISCAL NOTES:** This report is presented to the Board for information and approval, and has no economic impact. A copy of the report was provided to each Board member in advance from the Office of the Auditor General. Copies of the report may be obtained by the public on written request to the Controller, Florida State College at Jacksonville, Financial Services Department.

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

**AGENDA ITEM NO. C A - 4.**

<b>Subject:</b>	Facilities: Certificate of Final Inspection for the Deerwood Center – Nursing School Expansion Project
<b>Meeting Date:</b>	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Deerwood Center – Nursing School Expansion Project to Warden Construction.

**BACKGROUND:** The Board of Trustees awarded Contracting Services to Warden Construction for the Deerwood Center – Nursing School Expansion Project in accordance with plans and specifications developed by LS3P Associates Ltd. (formerly dba Elbert Norman Brady Architects). The College issued the contract to Warden Construction on June 1, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on December 14, 2023, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, LS3P Associates Ltd. It certifies that the Deerwood Center – Nursing School Expansion Project has been completed in accordance with the contract documents and best construction practices.

**RATIONALE:** State Requirements for Educational Facilities Chapter 4.2(3), and District Board of Trustees Rule 6Hx7-8.5, Construction Contract Administration require the following prior to final payment for construction contracts:

“Final Payment shall not be made until Certificate of Final Inspection has been issued, the project has been completed, and the Board has accepted the project.”

**FISCAL NOTES:** Final payment to the contractor is subject to this acceptance and resolution of all outstanding construction items.

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

**AGENDA ITEM NO. CA – 5.**

Subject:	Facilities: Certificate of Final Inspection for the Nassau Center – Nursing School Expansion Project
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Nassau Center – Nursing School Expansion Project to Warden Construction.

**BACKGROUND:** The Board of Trustees awarded Contracting Services to Warden Construction for the Nassau Center – Nursing School Expansion Project in accordance with plans and specifications developed by LS3P Associates Ltd. (formerly dba Elbert Norman Brady Architects). The College issued the contract to Warden Construction on May 22, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on November 17, 2023, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, LS3P Associates Ltd. It certifies that the Nassau Center – Nursing School Expansion Project has been completed in accordance with the contract documents and best construction practices.

**RATIONALE:** State Requirements for Educational Facilities Chapter 4.2(3), and District Board of Trustees Rule 6Hx7-8.5, Construction Contract Administration require the following prior to final payment for construction contracts:

“Final Payment shall not be made until Certificate of Final Inspection has been issued, the project has been completed, and the Board has accepted the project.”

**FISCAL NOTES:** Final payment to the contractor is subject to this acceptance and resolution of all outstanding construction items.

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

**AGENDA ITEM NO. CA – 6.**

<b>Subject:</b>	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F
<b>Meeting Date:</b>	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F Project to E. Vaughan Rivers Inc.

**BACKGROUND:** The Board of Trustees awarded Contracting Services to E. Vaughan Rivers Inc. for the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F Project in accordance with plans and specifications developed by OCI Associates, Inc. The College issued the contract to E. Vaughan Rivers Inc. on March 7, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on January 12, 2024, by the College's Facilities Management & Construction Building Code Official and the Engineer of Record, OCI Associates, Inc. It certifies that the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F Project has been completed in accordance with the contract documents and best construction practices.

**RATIONALE:** State Requirements for Educational Facilities Chapter 4.2(3), and District Board of Trustees Rule 6Hx7-8.5, Construction Contract Administration require the following prior to final payment for construction contracts:

“Final Payment shall not be made until Certificate of Final Inspection has been issued, the project has been completed, and the Board has accepted the project.”

**FISCAL NOTES:** Final payment to the contractor is subject to this acceptance and resolution of all outstanding construction items.

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

**AGENDA ITEM NO. A – 1.**

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Consent Agenda as presented, with the exception of:

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

The item(s) above has been removed from the Consent Agenda for individual consideration.

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

**AGENDA ITEM NO. A - 2.**

<b>Subject:</b>	Administrative Procedure Act – Board Rules, Section 2 – Administration
<b>Meeting Date:</b>	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 2 – Administration, effective with this action.


6Hx7-2.15 – College Calendars and Official College Holidays and Closings

**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 6Hx7-2.15 – 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.

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-2.15	College Calendars and Official College Holidays and Closings	2 - 27

- (1) Florida State College at Jacksonville shall operate on a year-round calendar.
- (2) The Administration shall develop and submit at least annually a recommended Academic Calendar to the District Board of Trustees (DBOT) for its review and approval. The approved Academic Calendar for each year shall be a part of the College Catalog and submitted to the State as required.
- (3) The Administration shall develop at least annually an Operating Calendar that is in agreement with the approved Academic Calendar. The College President shall designate one (1) paid holiday in the annual operating calendar to total ten (10) official paid holidays annually.
- (4) College approved federal and state recognized Hholidays, as well as the designated holiday, ~~and other days when the College is officially closed~~ shall be included in the approved College calendars unless a closing is due to an emergency.
- (5) Official College holidays shall be:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day
  - Christmas Day
- (6) The College President, or designee, is authorized to close the College during an emergency to protect the students, staff and property of the College.
- (7) The College President, or designee, is authorized to approve, within the guidelines established by the DBOT, pay for employees who are required to work during holidays and College closings.

(General Authority: F.S. 1001.64, 1001.65, SBE 6A-10.019)

(Adopted 02/13/80, Revised 06/23/80, 06/23/87, 03/11/14, 08/09/16, 02/13/24, Formerly 6.15)



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

**AGENDA ITEM NO. A - 3.**

Subject:	Finance: Fees and Charges
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Summer Term 2024, 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.

**Summer Term 2024**

Course Number	Course	Current Fee	Recommended Fee
MLT 2800L	Clinical Practicum I	\$0.00	\$20.00
RET 2834	Clinical III	\$39.00	\$0.00
RET 2835	Clinical IV	\$0.00	\$39.00
STS 2323L	Surgical Technology Lab I	\$39.00	\$0.00
STS 2944C	Surgical Technology Clinical I	\$39.00	\$20.00

Students enrolled in the Clinical courses are required to enter clinical facilities. The facilities use My Clinical Exchange to verify that students' medical records are current. The \$20.00 fee covers a six-month subscription, and the \$39.00 fee covers a one-year subscription to the software.

**Summer Term 2024**

Course Number	Course	Current Fee	Recommended Fee
EMS 1421C	EMT Clinical Experience (ED & Field)	\$0.00	\$15.00
EMS 2603L	Paramedic Laboratory III	\$0.00	\$15.00
EMS 2681L	Paramedic Laboratory IV	\$0.00	\$15.00

Students enrolled in the EMS program are required to earn certification in PHTLS, EPC, and AMLS through the Association of National EMTs. The above fee covers training through the Association of National EMTs.

Summer Term 2024

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
DIG 4373C	3D Textures	\$49.00	\$0.00

The 3D Textures course was previously included in the B.A.S. Digital Media Upper Division curriculum. However, the course is no longer offered and the fee should be removed.

Summer Term 2024

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
GRA 1110C	Graphic Design Methods	\$2.00	\$10.00

Students enrolled in digital media courses need access to specialized software. The above fee covers a student's access to industry standard Adobe Creative Cloud in a Mac-based computer lab.

Summer Term 2024

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
TPA 2212	Sound for the Stage	\$140.00	\$0.00
TPA 2930	Special Topics in Entertainment Technology	\$140.00	\$0.00

Students enrolled in the above theatre courses now provide their own headphones and USB storage devices and the fees should no longer be assessed.

Summer Term 2024

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
ASL 1140	American Sign Language I	\$19.00	\$0.00
ASL 1150	American Sign Language II	\$19.00	\$0.00
ASL 1130	American Sign Language III	\$19.00	\$0.00

Curriculum materials necessary for the American Sign Language courses are now available online and there is no longer a need to charge the materials fee.

Summer Term 2024

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
CVT 2320C	Peripheral Vascular I w/Lab	\$3.00	\$5.00
CVT 2420C	Invasive Cardiology I w/Lab	\$3.00	\$5.00
CVT 2421C	Invasive Cardiology II w/Lab	\$3.00	\$5.00

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
CVT 2500C	EKG Interpretation w/Lab	\$3.00	\$5.00
CVT 2620C	Non-Invasive Cardiology I w/Lab	\$3.00	\$5.00
CVT 2621C	Non-Invasive Cardiology II w/Lab	\$3.00	\$5.00
CVT 2840L	Cardiovascular Practicum I	\$3.00	\$5.00
CVT 2841L	Cardiovascular Practicum II	\$3.00	\$5.00
CVT 2842L	Cardiovascular Practicum III	\$3.00	\$5.00
DEH 1001C	Introduction to Clinical Procedures	\$3.00	\$5.00
DEH 1800L	Clinical Dental Hygiene I Lab	\$3.00	\$5.00
DEH 1802L	Clinical Dental Hygiene II Lab	\$3.00	\$5.00
DEH 2530L	Dental Hygienists Expanded Functions Lab	\$3.00	\$5.00
DEH 2701L	Community Oral Health Practicum	\$3.00	\$5.00
DEH 2804L	Clinical Dental Hygiene III Lab	\$3.00	\$5.00
DEH 2806L	Clinical Dental Hygiene IV Lab	\$3.00	\$5.00
DES 1000L	Oral and Dental Anatomy Lab	\$3.00	\$5.00
DES 1200L	Dental Radiology Lab	\$3.00	\$5.00
EMS 1421C	EMT Clinical Experience (Ed & Field)	\$3.00	\$5.00
EMS 2659	Paramedic Capstone	\$3.00	\$5.00
EMS 2666	Paramedic Clinical I	\$3.00	\$5.00
EMS 2667	Paramedic Clinical II	\$3.00	\$5.00
EMS 2668	Paramedic Clinical III	\$3.00	\$5.00
ETS 2436	Biomedical Instrumentation	\$3.00	\$5.00
FSE 2100L	Embalming Clinic I	\$3.00	\$5.00
FSE 2120L	Restorative Art Lab	\$3.00	\$5.00
FSE 2140L	Embalming Lab II	\$3.00	\$5.00
FSE 2946	Funeral Services Professional Practicum	\$3.00	\$5.00
FSS 1063	Baking	\$3.00	\$5.00
FSS 1202	Food Production I	\$3.00	\$5.00
FSS 1221	Food Production II	\$3.00	\$5.00
FSS 1240	American Regional Foods	\$3.00	\$5.00
FSS 1242	International Foods	\$3.00	\$5.00
FSS 1248	Garde Manager	\$3.00	\$5.00
FSS 2284	Catering and Buffet Management	\$3.00	\$5.00
HIM 1800	Professional Practice I	\$3.00	\$5.00
HIM 2810	Professional Practice II	\$3.00	\$5.00

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
HIM 2820	Professional Practice III	\$3.00	\$5.00
MLT 1022C	Introduction to Health Technology	\$3.00	\$5.00
MLT 1300C	Hematology	\$3.00	\$5.00
MLT 1330C	Hemostasis	\$3.00	\$5.00
MLT 1401C	Medical Microbiology	\$3.00	\$5.00
MLT 1440C	Parasitology/Mycology	\$3.00	\$5.00
MLT 2150C	Clinical Correlations	\$3.00	\$5.00
MLT 2191	Histotechniques I	\$3.00	\$5.00
MLT 2191L	Histotechniques I Lab	\$3.00	\$5.00
MLT 2192L	Histotechniques II Lab	\$3.00	\$5.00
MLT 2194L	Histotechniques III Lab	\$3.00	\$5.00
MLT 2230C	Clinical Microscopy	\$3.00	\$5.00
MLT 2500C	Clinical Immunology	\$3.00	\$5.00
MLT 2525C	Immunohematology	\$3.00	\$5.00
MLT 2610C	Clinical Chemistry	\$3.00	\$5.00
MLT 2800L	Clinical Practicum I	\$3.00	\$5.00
MLT 2801L	Clinical Practicum II	\$3.00	\$5.00
MLT 2840L	Histotechnology Practicum I	\$3.00	\$5.00
MLT 2841L	Histotechnology Practicum II	\$3.00	\$5.00
NUR 1008C	Transition to Professional Nursing	\$3.00	\$5.00
NUR 1020C	Nursing Concepts: Health and Wellness Across the Lifespan I	\$3.00	\$5.00
NUR 1021C	Nursing Concepts: Health and Wellness Across the Lifespan II	\$3.00	\$5.00
NUR 1022C	Nursing Technique	\$3.00	\$5.00
NUR 1023C	Nursing Concepts: Health and Wellness Across the Lifespan II	\$3.00	\$5.00
NUR1025C	Health-Illness Concepts Across the Lifespan II	\$3.00	\$5.00
NUR 1060C	Health Assessment/Lifespan	\$3.00	\$5.00
NUR 1210C	Adult Health Nursing	\$3.00	\$5.00
NUR 1212C	Health Alterations Across the Lifespan I	\$3.00	\$5.00
NUR 1411C	Nursing Care of the Family Across the Lifespan	\$3.00	\$5.00
NUR 1521C	Psychiatric/Mental Health Nursing	\$3.00	\$5.00
NUR 2214C	Health Alterations Across the Lifespan II	\$3.00	\$5.00

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
NUR 2242C	Nursing Concepts: Families in Crisis-Complex Health Problems II	\$3.00	\$5.00
NUR 2243C	Nursing Concepts: Families in Crisis-Complex Health Problems I	\$3.00	\$5.00
NUR 2310C	Nurse Care/Children	\$3.00	\$5.00
NUR 2421C	Nursing Women/Infants	\$3.00	\$5.00
NUR 2710C	Adult Health Nurse II	\$3.00	\$5.00
NUR 2811C	Role Transformation	\$3.00	\$5.00
OPT 2287	Ophthalmology Medical Practicum III	\$3.00	\$5.00
OPT 2800L	Vision Care Clinic I	\$3.00	\$5.00
OPT 2801L	Vision Care Clinic II	\$3.00	\$5.00
OPT 2802L	Vision Care Clinic III	\$3.00	\$5.00
OPT 2940	Ophthalmology Medical Practicum I	\$3.00	\$5.00
OPT 2941	Ophthalmology Medical Practicum II	\$3.00	\$5.00
OTH 1800	Occupational Therapy Practicum I	\$3.00	\$5.00
OTH 2840	Occupational Therapy Supervised Practice I	\$3.00	\$5.00
OTH 2841	Occupational Therapy Supervised Practice II	\$3.00	\$5.00
PHT 1120C	Applied Kinesiology with Lab	\$3.00	\$5.00
PHT 1200C	Basic Patient Care with Lab	\$3.00	\$5.00
PHT 2220C	Physical Agents and Mechanical Modalities with Lab	\$3.00	\$5.00
PHT 2252C	Musculoskeletal Physical Therapy with Lab	\$3.00	\$5.00
PHT 2253C	Neuromuscular Physical Therapy	\$3.00	\$5.00
PHT 2282C	Cardiopulmonary and Integumentary Physical Therapy	\$3.00	\$5.00
PHT 2801L	Physical Therapy Clinical Practice I	\$3.00	\$5.00
PHT 2810L	Physical Therapy Clinical Practice II	\$3.00	\$5.00
PHT 2820L	Physical Therapy Clinical Practice III	\$3.00	\$5.00
RAT 2832	Clinical Education B	\$3.00	\$5.00
RAT 2833	Clinical Education C	\$3.00	\$5.00
RAT 2834	Clinical Education D	\$3.00	\$5.00
RET 1824	Clinical I	\$3.00	\$5.00
RET 2272L	Essentials of Respiratory Care Lab	\$3.00	\$5.00
RET 2834	Clinical III	\$3.00	\$5.00
RET 2835	Clinical IV	\$3.00	\$5.00
RTE 1804L	Radiographic Clinic I	\$3.00	\$5.00

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
RTE 1814L	Radiographic Clinic II	\$3.00	\$5.00
RTE 1824L	Radiographic Clinic III	\$3.00	\$5.00
RTE 1834L	Radiographic Clinic IV	\$3.00	\$5.00
RTE 1844L	Radiographic Clinic V	\$3.00	\$5.00

Insurance fees for liability are collected on all lab, clinical, and practicum courses to cover the cost of the policy plus claims from the previous year. The above fees need to be modified to cover increased costs.

**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 - 4.**

Subject:	Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 3
Meeting Date:	February 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 2 to the Fiscal Year 2023-24 Operating Budget.

<b><u>Budget Amendment #3, FY 2023-24</u></b>	<b>Current Budget</b>	<b>Changes</b>	<b>Revised Budget</b>
<b><u>Opening Reserves July 1, 2023</u></b>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	19,097,413		19,097,413
Total Reserves	\$ 22,927,413	\$	\$ 22,927,413
Tuition and Fees	\$ 47,311,434	\$ 2,530,000	\$ 49,841,434
State Appropriations	91,948,961		91,948,961
Other Revenue	3,447,663		3,447,663
Total Revenue	\$ 142,708,058	\$ 2,530,000	\$ 145,238,058
Total Available Funds	<b>\$ 165,635,471</b>	<b>\$ 2,530,000</b>	<b>\$ 168,165,471</b>
Personnel	\$ 109,160,580	\$ 800,000	\$ 109,960,580
Current Expense	31,038,140	100,000	31,138,140
Transfers	0	1,630,000	1,630,000
Equipment	2,509,339		2,509,339
Total Expenses	\$ 142,708,059	\$ 2,530,000	\$ 145,238,059
<b><u>Year-end Reserves, June 30, 2024</u></b>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	17,166,369		17,166,369
Total Reserves	\$ 20,996,369	\$ 0	\$ 20,996,369
Total Expenses and Reserves	<b>\$ 163,704,427</b>	<b>\$ 2,530,000</b>	<b>\$ 166,234,427</b>

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 13, 2023, approved Amendment No. 1 on September 12, 2023, and approved Amendment No. 2 on November 14, 2023.

This budget amendment increases Tuition and Student Fee Revenue Budget by \$2,530,000. This increase in revenue is due to increases in enrollment realized for Fall Term and Spring Term through December 31, 2023. This amendment increases the Expense Budget by \$2,530,000.

This amendment increases the Personnel Expense budget by \$800,000 for the increase in adjunct faculty and full-time faculty overload due to the increase in enrollment, and the Current Expense budget by \$100,000 due to the increase in utility rates. The Transfer Expense budget increases \$1,630,000 to transfer funds to the Capital Outlay budget for projects on four campuses and centers. The \$1,630,000 will be used to renovate a physical sciences lab at Nassau Center, renovate two rooms at the Advanced Technology Center, renovate the Student Center at Kent Campus and convert two rooms to computer labs at Deerwood Center.

**RATIONALE:** State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

**FISCAL NOTES:** The net of the items listed above increases the Fiscal Year 2023-24 Operating Expenditure Budget by \$2,530,000 and the Revenue Budget by \$2,530,000.



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

**AGENDA ITEM NO. A – 5.**

Subject:	Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 2
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 2 to the Fiscal Year 2023-24 Capital Outlay Budget.

**BACKGROUND:** The District Board of Trustees approved the Capital Outlay Budget on June 13, 2023, and approved Budget Amendment 1 on September 12, 2023.

**RATIONALE:** Florida Statute 235.18 and State Board of Education Rule 6A-14.0716(6) state that as part of the official budget, community college trustees shall adopt a capital outlay budget for the capital outlay needs of the College. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources.

**FISCAL NOTES:** This increases the Fiscal Year 2023-24 Capital Outlay Budget from \$65,343,089 to \$68,073,089.

## 2023-24 Capital Outlay Budget

	<b>2023-24</b>	<b>2023-24</b>
<b><u>Total Funds by Source</u></b>	<b>Budget</b>	<b>Amended Budget</b>
Capital Improvement Fee Budget	\$ 15,555,304	\$ 16,655,304
Capital Outlay & Debt Service (CO&DS) Budget	\$ 250,000	\$ 250,000
Transfer Fund Budget	\$ 13,617,415	\$ 15,247,415
Local Funds	\$ 11,246,473	\$ 11,246,473
Deferred Maintenance	\$ 24,005,389	\$ 24,005,389
Public Education Capital Outlay (PECO) Budget	\$ 668,508	\$ 668,508
<b>Total Capital Outlay Budget</b>	<b>\$ 65,343,089</b>	<b>\$ 68,073,089</b>
<b><u>Project Budgets</u></b>		
<b>Capital Improvement Fee Projects</b>		
Collegewide Life Safety Upgrades	\$ 1,740,000	\$ 1,740,000
Collegewide Site Upgrades	\$ 272,310	\$ 272,310
Collegewide Signage	\$ 962,832	\$ 962,832
IT Infrastructure	\$ 1,306,568	\$ 1,306,568
Computer Lab Refresh	\$ 1,118,408	\$ 1,118,408
Classroom Technology Upgrades	\$ 1,100,000	\$ 1,100,000
Upgrade Science Labs Collegewide	\$ 1,680,000	\$ 1,680,000
North Campus Nursing Remodel Design Services	\$ -	\$ 1,100,000
Energy Performance Upgrades	\$ 351,341	\$ 351,341
Building Envelope Upgrades	\$ 35,125	\$ 35,125
HVAC Upgrades & Improvements	\$ 673,000	\$ 673,000
Guaranteed Energy Performance Contract	\$ 168,955	\$ 168,955
Dental Classrooms Renovation	\$ 100,000	\$ 100,000
Recurring Maintenance	\$ 2,636,887	\$ 2,636,887
Collegewide Interior Upgrades	\$ 2,286,348	\$ 2,286,348
Collegewide Interior Renovations & Remodel	\$ 1,123,530	\$ 1,123,530
<b>Total Capital Improvement Fee Budget</b>	<b>\$ 15,555,304</b>	<b>\$ 16,655,304</b>
<b>Capital Outlay &amp; Debt Service (CO&amp;DS) Projects</b>		
ADA Upgrades	\$ 250,000	\$ 250,000
<b>Total CO&amp;DS Budget</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Transfer Funded Projects</b>		
Collegewide Signage	\$ 12,223	\$ 12,223
Classroom Technology Upgrades	\$ 421,212	\$ 421,212
Collegewide Renovations	\$ -	\$ 1,630,000
Remodel for Nursing Expansion Nassau & Deerwood	\$ 1,183,980	\$ 1,183,980
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
<b>Total Transfer Funded</b>	<b>\$ 13,617,415</b>	<b>\$ 15,247,415</b>

**Project Budgets**

	<b>2023-24</b>	<b>2023-24</b>
	<b>Budget</b>	<b>Amended Budget</b>
<b>Local Funds Projects</b>		
Veterans' Center	\$ 2,083,000	\$ 2,083,000
Nassau Center Commercial Vehicle Driving	\$ 1,600,000	\$ 1,600,000
ERP Maintenance	\$ 698,152	\$ 698,152
Collegewide Digital Emergency Communication	\$ 14,122	\$ 14,122
Classroom Upgrades	\$ -	\$ -
HVAC Upgrades & Improvements	\$ -	\$ -
Collegewide Site Upgrades	\$ -	\$ -
Develop Five-Year Master Plan	\$ 59,605	\$ 59,605
Collegewide Renovations and Repairs	\$ 217,608	\$ 217,608
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
Total Local Fund Budget	<u>\$ 11,246,473</u>	<u>\$ 11,246,473</u>
<b>Deferred Maintenance Projects</b>		
Deferred Maintenance Projects	<u>\$ 24,005,389</u>	<u>\$ 24,005,389</u>
Total Deferred Maintenance Projects	<u>\$ 24,005,389</u>	<u>\$ 24,005,389</u>
<b>Public Education Capital Outlay (PECO) Projects</b>		
Veterans' Center	<u>\$ 668,508</u>	<u>\$ 668,508</u>
Total Public Education Capital Outlay (PECO)	<u>\$ 668,508</u>	<u>\$ 668,508</u>
<b>Total Capital Outlay Budget</b>	<u><u>\$ 65,343,089</u></u>	<u><u>\$ 68,073,089</u></u>

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

**AGENDA ITEM NO. A – 6.**

Subject:	Foundation: Acceptance of Feasibility Study, and Approval for Comprehensive Campaign
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the acceptance of the Feasibility Study, and approval for the Comprehensive Campaign.

**BACKGROUND:** The College has explored the idea of a comprehensive campaign in partnership with the FSCJ Foundation over the past two years. With the support and guidance of a consultant from Gonser Gerber, a national advancement consulting company, and a locally experienced consultant, the College engaged in both a Readiness Study and a Feasibility Study. The findings from the Readiness Study suggested increased staffing and restructuring of the FSCJ Foundation Office. These changes have been incorporated, and the new positions are currently in the process of being filled. The findings from the Feasibility Study have suggested a plausible campaign expectation for the College's first comprehensive campaign. Both studies have been reviewed and accepted by the FSCJ Foundation. The next steps include the acceptance of the Feasibility Study, and the approval for the College to engage in a comprehensive campaign at a future date by the District Board of Trustees.

**RATIONALE:** The Comprehensive Campaign will allow the College to pursue philanthropic dollars for the purpose of meeting student support and institutional priorities. Moreover, the campaign will also highlight the College's role and purpose in the community.

**FISCAL NOTES:** There is no fiscal impact associated with this action to the College.

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

**AGENDA ITEM NO. A - 7.**

Subject:	Academic Affairs: Academic Calendar, 2024-2025
Meeting Date:	February 13, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the Academic Calendar for 2024-2025 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 2024-2025 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.

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

**Florida State College at Jacksonville**  
**2024-2025 ACADEMIC CALENDAR**

**FALL (15 Weeks)**

**2024**

---

August 22	(Th)	College Convocation
August 26	(M)	Classes begin
September 2	(M)	Labor Day Holiday (College Closed)
November 11	(M)	Veteran's Day Holiday (College Closed)
November 27	(W)	College designated holiday (College Closed)
November 28- December 1	(Th-Su)	Thanksgiving Holiday and Break (College Closed)
December 9-10	(M-Tu)	Finals for A15 classes
December 19-31	(Th-Tu)	Winter Break (College Closed)

**SPRING (15 Weeks)**

**2025**

---

January 1	(W)	New Year's Day Holiday (College Closed)
January 2	(Th)	College reopens
January 6	(M)	Classes begin
January 20	(M)	Martin Luther King, Jr. Holiday (College Closed)
February 17	(M)	Presidents' Day Holiday (College Closed)
March 17-23	(M-Su)	Spring Break (College Closed)
April 28-29	(M-Tu)	Finals for A15 classes
May 8	(Th)	Commencement

**SUMMER (15 Weeks)**

**2025**

---

May 5	(M)	Classes begin
May 26	(M)	Memorial Day Holiday (College Closed)
June 3	(Tu)	Adult High School Graduation
July 4	(F)	Independence Day Holiday (College Closed)
August 18-19	(M-Tu)	Finals for A15 classes

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

**INFORMATION ITEM I – A.**

<b>Subject:</b>	Human Resources: Personnel Actions
<b>Meeting Date:</b>	February 13, 2024

**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 February 13, 2024**

**Faculty Full-Time Appointments**

Al Zaidy	Ahmed	Professor of Cyber Security
Blitch	Lorrie	Professor of Nursing
Fair	Dianne	Professor of Biomedical Sciences
Hardy	Monica	Professor of Health Information Management
Nagel	Rachel	Professor of Early Childhood Education
Rundles	Anthony	Professor of Digital Media
Shelton	Selena	Professor of Nursing
Washington	Cecile	Professor of Cyber Security

**Job Title****Change in Faculty Pay Level**

Bisson	Christi
Simmons	Matthew

**New Level**

Level II
Level III

**A&P Full-Time Appointments**

Brown	David	Engineer III Network
Franklin	Monica	Dean of Health Sciences
Gardner	Carissa	Program Manager
Grissett	John	Program Manager
Lazic	Goran	Engineer IV Network
Owens	John	Campus Facilities Director
Strickland	John	Vice President of Student Development
Timoshchuk	Taisiya	Human Resources Analyst

**Job Title****Career Full-Time Appointments**

Anderson	Jennifer	Academic and Career Advisor
Bent	Dennis	Tradesworker Specialist
Bogenschutz	Courtney	Security Officer
Burkitt	Samantha	Department Coordinator
Catone	Samantha	Assistant Technical Director
Cooper	Erin	Assessment Coordinator
Degtyarev	Inga	Administrative Specialist - Student Success
Delacruz	Daynah	Administrative Services Support Specialist
Dobbins	Michael	Security Officer
Everett	Crystal	Assistant Supervisor of Plant Service Workers
Feeley	Meghann	Student Engagement Advisor I
Gomillion	Wayne	Plant Service Worker
Gotay	Marcus	Tradesworker Specialist
Henderson	Jennifer	Academic and Career Advisor
Hester	Jasmine	Interim Academic Department Coordinator
Kalaydzhieva	Rumyana	Financial Aid Advisor II
Kallender	Louanne	Academic and Career Advisor
Link	Oliver	Distance Learning Assessment Specialist
Lopez	Norgia	Administrative Assistant I
Manning-Glass	Cheryl	Academic Department Coordinator
Manzanilla	Amanda	Student Support Coordinator
Martinez	Darling	Administrative Services Support Specialist
McNair	Marilyn	Academic and Career Advisor
McWilliams	Katherine	Academic Department Coordinator
Mike	Johnny	Campus Police Lieutenant
Milatyar	Laila	Student Records Analyst I
Morgan	Jerry	Education and Career Lead Specialist
Morris	Megan	Academic and Career Advisor
Murdorf	Aaron	Maintenance Site Manager
Odom-Jordan	Imma	Plant Service Worker
Olesen	Kelsey	Administrative Assistant I
Pence	Vanessa	Administrative Services Support Specialist
Raulerson	Susan	Administrative Services Support Specialist
Rendon	Yunior	Academic and Career Advisor
Rosian	Madelyn	Business Office Specialist II
Schwimmer	Iris	Vision Rehabilitation Case Manager/Career Specialist
Sinette	Jasiah	VA Enroll Services Certifying Officer
Smith	Jodi	Accounts Receivable Specialist II
Solano	Bernice	Administrative Assistant I

**Job Title**



**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of February 13, 2024**

**Career Full-Time Appointments (cont.)**

Solomon	George	Campus Police Lieutenant
Steven	Danelle	Advisor II
Torres	Hector	Plant Service Worker
Wallace	DeJanee	Accounts Payable Specialist II
Walter	Phillip	Journeyman Plumber
Watson	Richard	Tradesworker Senior Specialist
White	Charles	Campus Police Officer
Williams	Terisa	Business Office Specialist II
Wyman	Earl	Security Officer
Xu	Yuan	Administrative Services Support Specialist
Yusupov	Marina	Business Office Coordinator

**Job Title****Career Part-Time Appointments**

Decker	Gerald	Academic Tutor
Fuentes	Micoel	Gallery Coordinator
Loretta	Lourdes	Academic Tutor
Mitchell	Sharon	Test Proctor
Munn	Willard	Accompanist
Okosieme	Chidimma	Test Proctor
Phillips	Tanya	Case Manager/Career Specialist
Sanders	Noble	Library Assistant I
Skinner	Savannah	Patron Services Specialist

**Job Title**

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

**INFORMATION ITEM I – B.**

<b>Subject:</b>	Purchasing: Purchase Orders Over \$195,000
<b>Meeting Date:</b>	February 13, 2024

**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.

<b>Contract/ PO No.</b>	<b>Total</b>	<b>Supplier</b>	<b>Description</b>	<b>Authority</b>
PO00015969	\$308,292	SHI International Corp	Annual Microsoft Campus Agreement Licenses and Support	Purchase Authority: SBE 6A- 14.0734 (2)(a) & Board Rule 6Hx7-5.1 Cooperative Agreement: State of Florida: NASPO, Software Value Added Reseller (VAR). FL #43230000-NASPO-16-ACS
PO00016005	\$406,102	CAE Healthcare, Inc.	Nursing Skills Manikins/Simulators, Associated Accessories, Technology and Installation	Purchase Authority: SBE 6A- 14.0734 (2)(a) & Board Rule 6Hx7-5.1 Cooperative Agreement: Sourcewell Contract #011822-CAE
PO00016042	\$217,000	The Ritz Carlton Company, LLC	Collegewide Customer Service Training	Purchase Authority: SBE 6A- 14.0734 (2)(f) & Board Rule 6Hx7-5.1: Professional Services; Management Consultants

**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.

**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 \$931,394.

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

**INFORMATION ITEM I – C.**

<b>Subject:</b>	Finance: Investment Reports for Quarter Ended September 30, 2023
<b>Meeting Date:</b>	February 13, 2024

**INFORMATION:** The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending September 30, 2023 are presented to the District Board of Trustees (DBOT) for information.

202400263

**BACKGROUND:** The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, Corporate Note, Asset-backed, Mortgage-backed, Municipal, and Supranational Securities. The Operating Fund Portfolio's quarterly total return performance of 0.78% exceeded the benchmark performance of 0.75%. Over the past year, the Portfolio's total return was 3.03%, compared to 2.66% for the benchmark.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of September 30, 2023, the College had surplus funds of approximately \$35.3 million under management with PFM.

Quasi Endowment Funds are derived largely from auxiliary activities. These funds are also managed by PFM and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of September 30, 2023 was \$6.6 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned -3.91% (net of mutual fund fees) over the 3<sup>rd</sup> Quarter of 2023, compared to its policy benchmark return of -3.36%. Over the past year, the portfolio returned 13.14%, compared to 15.44% for the benchmark. Since the inception date of July 1, 2016, the portfolio's 7.65% annual rate of return remains ahead of the 7.42% benchmark return by 0.23% annually. In dollar terms, the portfolio lost \$270,307 in return on investment over the quarter but gained \$770,665 over the past 12-months.

The Investment Performance Review for the quarter ending September 30, 2023 will be available at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

**RATIONALE:** The sound investment of surplus funds and endowment funds can produce additional income to support the operations of the College and student financial aid program while meeting the requirements of safety and liquidity.

**FISCAL NOTES:** As of September 30, 2023, the College had investment balances totaling \$42.0 million, which compares to \$40.9 million as of September 30, 2022.

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

**INFORMATION ITEM I – D.**

<b>Subject:</b>	Facilities: Change Orders – Deerwood Center – Nursing School Expansion Project
<b>Meeting Date:</b>	February 13, 2024

**INFORMATION:** The change orders listed below are presented to the District Board of Trustees for information.

**BACKGROUND:** Board Rule 6Hx7-8.2 states the following: “The College President or Vice President of Finance and Administration may authorize individual construction or professional service change orders in the name of the Board when such changes involve no change in cost, a decrease in cost, or an increase in cost not to exceed an amount as shown in the table below. The College President shall submit an information item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

<b>Contract Value</b>	<b>Maximum change Order Authority</b>
Less than \$500,000	\$50,000
\$500,000 or greater	\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>Deerwood Center:</u> Change orders issued to Warden Construction for the original contract dated June 1, 2023, for the Deerwood Center – Nursing School Expansion Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$453,186.53</p> <ul style="list-style-type: none"> <li>• Increase: Change Order #1 issued to increase Project PO for AIA Change Order #1 as defined on Line #1 in the amount of \$20,125.47 generating a PO increase from \$453,186.53 to \$473,312.00.</li> <li>• Increase: Change Order #2 issued to increase Project PO for AIA Change Order #2 as defined on Line #1 in the amount of \$7,659.78 generating a PO increase from \$473,312.00 to \$480,971.78.</li> </ul>	<p>CO #1 AIA CO1</p> <p>CO #2 AIA CO2</p>	<p>\$20,125.47</p> <p>\$7,659.78</p>

Subject: Facilities: Change Orders – Deerwood Center – Nursing School Expansion Project  
(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> <li>Increase: Change Order #3 issued to increase Project PO for AIA Change Order #3 as defined on line 1 in the amount of \$7,766.41 generating a PO increase from \$480,971.78 to \$488,738.19.</li> </ul> <p>Warden Construction Final Contract Amount: \$488,738.19</p>	CO #3 AIA CO3	\$7,766.41

RATIONALE: To advise the Board of monetary changes to the construction contracts.

FISCAL NOTES: The following change orders are included for informational purposes only. The changes are comprehended in the approved project budgets.

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

**INFORMATION ITEM I – E.**

<b>Subject:</b>	Facilities: Change Orders – Nassau Center – Nursing School Expansion Project
<b>Meeting Date:</b>	February 13, 2024

**INFORMATION:** The change orders listed below are presented to the District Board of Trustees for information.

**BACKGROUND:** Board Rule 6Hx7-8.2 states the following: “The College President or Vice President of Finance and Administration may authorize individual construction or professional service change orders in the name of the Board when such changes involve no change in cost, a decrease in cost, or an increase in cost not to exceed an amount as shown in the table below. The College President shall submit an information item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

<b>Contract Value</b>	<b>Maximum change Order Authority</b>
Less than \$500,000	\$50,000
\$500,000 or greater	\$100,000

Vendor	C.O.#	Amount
<p><u>Nassau Center:</u> Change orders issued to Warden Construction for the original contract dated May 22, 2023, for the Nassau Center – Nursing School Expansion Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$318,213.94</p> <ul style="list-style-type: none"> <li>• Increase: Change Order #1 issued to increase Project PO for AIA Change Order #1 as defined on Line #1 in the amount of \$8,045.19 generating a PO increase from \$318,213.94 to \$326,259.13</li> <li>• No Monetary Change</li> <li>• Increase: Change Order #3 issued for AIA Change Order #3 in the amount of \$37,438.60 as defined on Line #1 and for Project Time duration extension generating a PO increase from \$326,259.13 to \$363,697.73.</li> </ul>		
	CO #1	\$8,045.19
	CO #2 AIA CO1	\$0.00
	CO #3 AIA CO2	\$37,438.60

Subject: Facilities: Change Orders – Nassau Center – Nursing School Expansion Project 202400267  
(Continued)

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
Warden Construction Final Contract Amount: \$363,697.73		

RATIONALE: To advise the Board of monetary changes to the construction contracts.

FISCAL NOTES: The following change orders are included for informational purposes only. The changes are comprehended in the approved project budgets.

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

**INFORMATION ITEM I – F.**

<b>Subject:</b>	Facilities: Change Order – South Campus – ARP Act – Door Replacement & Access Controls Upgrade – Buildings D&T
<b>Meeting Date:</b>	February 13, 2024

**INFORMATION:** The change order listed below are presented to the District Board of Trustees for information.

**BACKGROUND:** Board Rule 6Hx7-8.2 states the following: “The College President or Vice President of Finance and Administration may authorize individual construction or professional service change orders in the name of the Board when such changes involve no change in cost, a decrease in cost, or an increase in cost not to exceed an amount as shown in the table below. The College President shall submit an information item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

<b>Contract Value</b>	<b>Maximum change Order Authority</b>
Less than \$500,000	\$50,000
\$500,000 or greater	\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><b>South Campus:</b> Change order issued to Warden Construction for the original contract dated January 19, 2023, for the South Campus – Door Replacement &amp; Access Controls Upgrade – Bldgs. D&amp;T Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$236,943.62</p> <ul style="list-style-type: none"> <li>Deduct: Change Order #1 issued to reduce PO for AIA CO #1 as defined on Line #1 in the amount of \$24,754.53 generating a PO reduction from \$236,943.62 to \$212,189.09.</li> </ul> <p>Warden Construction Final Contract Amount: \$212,189.09</p>	<p>CO #1 AIA CO1</p>	<p>(\$24,754.53)</p>

**RATIONALE:** To advise the Board of monetary changes to the construction contracts.

**FISCAL NOTES:** The following change orders are included for informational purposes only. The changes are comprehended in the approved project budgets.



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

**INFORMATION ITEM I – G.**

<b>Subject:</b>	Facilities: Change Orders – South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&F
<b>Meeting Date:</b>	February 13, 2024

**INFORMATION:** The change orders listed below are presented to the District Board of Trustees for information.

**BACKGROUND:** Board Rule 6Hx7-8.2 states the following: “The College President or Vice President of Finance and Administration may authorize individual construction or professional service change orders in the name of the Board when such changes involve no change in cost, a decrease in cost, or an increase in cost not to exceed an amount as shown in the table below. The College President shall submit an information item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

<b>Contract Value</b>	<b>Maximum change Order Authority</b>
Less than \$500,000	\$50,000
\$500,000 or greater	\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>South Campus:</u> Change orders issued to E. Vaughan Rivers Inc. for the original contract dated March 7, 2023, for the South Campus – ARP Act – Phase 3a – Mechanical Renovations – Buildings E&amp;F Project in accordance with FSCJ RFP 2022C-13E</p> <p>E. Vaughan Rivers Inc. Original Contract Amount: \$1,533,415.63</p> <ul style="list-style-type: none"> <li>• Deduct: Change Order #1 issued to Decrease purchase order from \$1,533,415.63 to \$1,475,676.63, a decrease of \$57,739.00 (materials \$54,400.00 plus taxes \$3,339.00) per POR Req. 16739 issued to Trane per PO CO Req 3463.</li> <li>• Increase: Change Order #2 issued for AIA CO #1 to Increase Purchase Order for additional services as defined on Line #1 in the amount of \$11,440.00 from \$1,475,676.63 to \$1,487,116.63</li> </ul>	<p>CO #1</p> <p>CO #2 AIA CO1</p>	<p>(\$57,739.00)</p> <p>\$11,440.00</p>

(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> <li>• Increase: Change Order #3 issued to Increase original project PO14765 by \$0.03, generating an increase of \$1,475,676.63 to \$1,475,676.66 due to the liquidation of Trane POR PO00014768 for un-invoice balance of \$0.03 per paid Invoice 313555843 dated 4/27/2023 per PO CO Req 3880.</li> </ul>	CO #3	\$0.03
<ul style="list-style-type: none"> <li>• Increase: Change Order #4 issued for AIA CO #2 to increase Purchase Order for additional services as defined on Line #1 in the amount of \$8,648.81 from \$1,487,116.66 to \$1,495,765.47.</li> </ul>	CO #4 AIA CO2	\$8,648.81
<ul style="list-style-type: none"> <li>• No Monetary Change: Change Order #5 issued for AIA CO #3 to extend project duration with NO MONETARY VALUE CHANGE, Purchase Order remains at \$1,495,765.47 as defined on Line #1 per PO CO Authorization.</li> </ul>	CO #5 AIA CO3	\$0.00
<p>E. Vaughan Rivers Inc. Final Contract Amount: \$1,495,765.47</p>		

RATIONALE: To advise the Board of monetary changes to the construction contracts.

FISCAL NOTES: The following change orders are included for informational purposes only. The changes are comprehended in the approved project budgets.