


September 3, 2024

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: September 2024 Board Agenda

Enclosed please find materials in support of the September 10, 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.

- Strategic Plan Process
- Strategic Priorities – Vision Impact Plan (VIP) 2.0, Core Priority: Community

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
September 10, 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 JULY 9, 2024, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 80-85)

MINUTES OF THE AUGUST 13, 2024, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 86-90)

MINUTES OF THE AUGUST 13, 2024, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 91-110)

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

There are no items to be presented at this time.

ACTION ITEMS

1. Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services (p. 111-112)
2. Administration: Request to Pursue Regional Accreditation with the Higher Learning Commission (HLC) (p. 113-116)
3. Human Resources: Collective Bargaining Agreement (Full-time Faculty) (p. 117-125)
4. Human Resources: Employee Group Plans for Life and Long-Term Disability Insurance (p. 126)
5. Purchasing: Annual Contract Extensions (p. 127-130)
6. Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 1 (p. 131-132)
7. Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 1 (p. 133-135)
8. Finance: Fiscal Year 2024-25 Carry Forward Spending Plan (p. 136-137)
9. Academic Affairs: FCS Affordability Report (p. 138-156)

Subject: FSCJ DBOT Regular Meeting
September 10, 2024, Board Agenda
(Continued)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 157-158)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 159)
- C. Finance: 2023-24 Annual Financial Report (p. 160)
- D. Finance: Investment Reports for Quarter Ended June 30, 2024 (p. 161-176)
- E. Facilities: Change Orders – Kent Campus – Parking Lot Retrofit with Courtyard Alternate (p. 177-178)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (Report provided by Terence Wright)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Rebecca Nelson)

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

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Written report provided by Vlad Sadouski)

NEXT MEETING

The Board will meet on Tuesday, October 8, 2024, at the College's South Campus for a Deep Dive Workshop. The workshop will convene at noon in the Lakeside Room.

The next regular meeting of the Board is scheduled for Tuesday, November 12, 2024.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the July 9, 2024, Deep Dive Workshop
Betty P. Cook Nassau Center, Room T-126, Noon**

PRESENT:

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

ABSENT:

Jennifer D. Brown, Vice Chair, Duval County

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 12:09 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 three discussion topics. He introduced Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel, who will share with the Board an overview of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) Self-Evaluation results. He then introduced Chief Human Resource Officer Mark Lacey, who will share information pertaining to the College President's Performance Evaluation and 2024-25 Proposed Goals & Objectives.

INFORMATION/
DISCUSSION:

A. 2023-24 FSCJ DBOT
Self-Evaluation Results:

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

- Discussion/Feedback on the Self-Evaluation Instrument.
- Themes Resulting from the DBOT Self-Evaluation Data, to include:
 - Understanding How the Programs Align with the Service Area and Align with the Comprehensive Campaign.
 - Providing Information within Data Dashboard.
 - Economic Impact Study.
 - Professional Development Opportunities.
 - Filling Board Vacancies.
 - Appropriation Strategies.

President Avendano shared with the Board his summary comments and take-aways regarding the DBOT Self-Evaluation results. The summary included information pertaining to the following:

- Mission and Vision:
 - Over all Very Positive and Thoughtful Responses.
 - Ideas for Improvement.
 - Continue Good Communication.
 - Provide Evaluation of Strategic Efforts.
 - Develop a Comprehensive State and Local Appropriations Strategy.
 - Continue with DBOT Workshops on Mission and Vision.
- Hallmarks of DBOT Meetings:
 - Incorporate More Robust Discussion on Strategies and Mission.
 - Campus/Center Tours.
 - “Moment for Mission” and “Strategy Time.”
- Organization and Governance:
 - Outside Training and Workshops.
 - Continue Annual Retreats.
- Finance and Fiscal Oversight:
 - Solid Finance & Audit Committee.
 - Share Fiscal Strategies Going Forward.
- Legislative Process:
 - Possible Idea: Have Legislative Consultants Present at One or Two Meetings – Annually.
- Understand Institutional Performance:
 - Provide Updates on Top 10 Programs with Highest Demand in Community at DBOT Workshops.
 - Review 5 Lowest Programs for Demand and Success at DBOT Workshops.
 - Featured Programs, Faculty & Staff and Alumni.
- DBOT & President Relationship:
 - Continue with a Communication Plan to Include:
 - Current Enrollment.
 - Top Issuer.
 - Campaign Progress.
 - Things to Know.

- DBOT Professional Development:
 - Pursue Outside Development Events.
- Open Ended Questions:
 - Diverse Viewpoints from Diverse Fields.
 - Continue to Build on More Cohesive Opportunities.
- DBOT Goals:
 - Leveraging Top Programs.
 - Enrollment and High School Yield.
 - Fill Vacancies on Board.
 - Continue with Strategic Development.
 - Contribute to Campaign Efforts.
- Trustees Need More Information On:
 - How Does the College Align the Business and Community Needs with Marketing?
 - How Does the College Share Success (Programs/Students) with Our Community?
 - Leveraging Our Successes for Campaign Stories.
 - Connecting State Priorities with College Priorities for Further Funding.
- DBOT Effectiveness:
 - Bring in More Trustees.
 - All Trustees Attend Tallahassee Meetings/Conferences.

There was in-depth discussion by Trustees regarding the role and responsibilities of the Board, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements, Trustees' support with their feedback, continuous quality improvement, efforts to obtain the required number of Trustees on the Board, outside training, continuance of the DBOT Annual Retreat, dedicated time wherein conversation is had on strategies specific to the DBOT, devote an annual workshop to discuss the industry sector and demands around workforce development, FSCJ Alumni, review strategies specific to better serve the community, engage the local Chamber, economic development organizations and state officials to discuss economic growth and development, long range plans for the growth of the institution, more conversations relating to future trends in education, how education is seeing itself going forward, being proactive to community growth, five-ten year strategy plan, community of growth in both counties – Duval and Nassau, local and state advocacy, understanding economic development in a strategic way, priorities and investing in Northeast, FL, annual review and triage of programs and workshop topic on high-level view of programs offered.

Associate Vice President Dumouchel shared with Trustees that a printed copy of the College's 2022-23 FACT Book was at their place for information purposes.

Prior to Topic B, President Avendano provided the Board with information relating to the recent letter of resignation from Vice President for Advancement and Executive Director of the FSCJ Foundation Chris Lambert. He shared that the College is not deterred and will continue to move forward with the Campaign, noting there may be some adjustments to the schedule. FSCJ has two amazing Campaign consultants along with great support from the Board and FSCJ staff.

Additionally, President Avendano thanked the Trustees for their complimentary remarks on the evaluation. He continues to look for ways to improve himself personally, professionally, working with the team and having the right members on the team.

President Avendano believes the evaluation is also a reflection of all the work the team has accomplished, noting his appreciation for the current members of the team. Moving forward, the College will hire the right person to head-up the Foundation.

**B. College President
Performance Evaluation:**

Chief Human Resource Officer (CHRO) Mark Lacey provided Trustees with a summary of the College President Performance Evaluation for 2023-24. The summary included information pertaining to the following:

- Evaluation Survey with Eight Factor Categories, to include Statements and Additional Comments for the President.
- Review and Discussion of the Aggregated Results.
- Factor Category Ratings/Scoring.
- Approval of Evaluation.
- Incentive Performance.
- Timeline of Next Steps.
- Preparation of August 2024 Board Agenda Items.

There was discussion by the Board regarding the aggregated results, category ratings/scoring, student success, tremendous improvements in high school yield, positive progress year to year, new initiatives, steadfast determination of energy since beginning of leadership, 2023-24 Goals & Objectives, achievement of established goals and objectives, performance incentive, enrollment goals, FTE projected

achievements and incremental increases, fiduciary responsibility of Board, compensation comparisons to other Florida College System (FCS) presidents, excitement over the Campaign and President Avendano's extraordinary work ethics and great leadership. The College is very fortunate to have President Avendano.

In addition, the Board shared that the evaluation process is a good exercise and reminder of the President's position/role and his goals being met with his exceptional service to the College.

C. 2024-25 Goals &
 Objectives for FSCJ
 President John Avendano,
 Ph.D.:

President Avendano and CHRO Lacey provided the Board with information relating to the 2024-25 Performance Goals & Objectives for FSCJ President John Avendano, Ph.D.

There was discussion by the Board regarding President Avendano's 2024-25 Performance Goals & Objectives for the coming year and in-depth discussion regarding his 2023-24 Performance Goals & Objectives relating to his Performance Incentive bonus, noting various offerings of compensation for his performance.

Per the President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. Therefore, after in-depth discussion, there was consensus among the Trustees to propose at the August 2024 DBOT Regular Meeting motions relating to the goals and objectives for President Avendano's 2023-24 Performance Incentive. In addition, the 2024-25 goals and objectives for President Avendano shall be added to the College President's Contract of Employment under Amendment Six – Exhibit Eight.

The Board would present President Avendano with the following:

- 100% of the performance incentive bonus based on the performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President.
- Performance incentive of up to nine percent of base salary based on increased FTE enrollment from the 2023-24 reporting year (Summer 2023, Fall 2023, Spring 2024) to the 2024-25 reporting year (Summer 2024, Fall 2024, Spring 2025). The nine percent performance incentive for increased FTE enrollment shall be paid according to incremental parameters as follows:
 - Three percent FTE enrollment increase shall yield a three percent performance incentive.
 - Four percent FTE enrollment increase shall yield a six percent performance incentive.

- Five percent or higher FTE enrollment increase shall yield a nine percent performance incentive.

In addition, there was consensus among the Trustees to propose at the August 2024 DBOT Regular Meeting a motion to amend the length of President Avendano's employment contract, noting the contract is to be extended by one year. Therefore, his employment contract will be modified to read July 1, 2019 through June 30, 2027.

President Avendano expressed his sincere appreciation to the Trustees for their continued support and confidence.

Chair Young thanked everyone for their involvement in today's workshop and robust discussion, noting there was a considerable amount accomplished.

TOUR OF FSCJ NASSAU CENTER:

Chair Young announced that following today's workshop Trustees would be provided with a guided tour of the College's Nassau Center, to include the Nursing lab, Commercial Vehicle Driving (CVD) Pad and the Outdoor Recreational Center. 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 2:07 p.m.

TOUR OF FSCJ NASSAU CENTER:

Associate Vice President of Academic Operations and Nassau Center Dean Dr. Rich Turner led the tour of the Nursing lab, Commercial Vehicle Driving (CVD) Pad and the Outdoor Recreational Center at Nassau Center. President Avendano and Trustees Bell and Shaw were in attendance. There were no decisions made while the tour was conducted. The tour convened from 2:15 – 3:06 p.m.

APPROVAL OF MINUTES:

 Chair, District Board of Trustees

 Executive Secretary, District Board of Trustees

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 13, 2024, Workshop
Administrative Offices, Room 403A, Noon**

- PRESENT: O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Michael M. Bell
Thomas R. McGehee, Jr.
- ABSENT: Andrew B. Shaw
- CALL TO ORDER: Chair Wayne Young called the meeting to order at noon and welcomed those in attendance.
- WELCOME/
INTRODUCTIONS: College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had three discussion topics. He introduced Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine and Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel, who will present the Board with an overview of the College's accreditation transition. Followed by Vice President of Finance and Administration Dr. Wanda Ford, who will provide the Board with information relating to the President's Contract. However, first was discussion of the Board's Governance Structure, which included the organization of the Board for Fiscal Year 2024-25.
- INFORMATION/
DISCUSSION:
- A. District Board of Trustees Governance Structure: President Avendano provided the Board with a brief overview of the Governance Structure for Fiscal Year 2024-25. The overview included information pertaining to the upcoming election process, officers' two-year term cycle, approval of the Board's meeting schedule, appointment of the liaison to the Florida State College at Jacksonville (FSCJ) Foundation Board of Directors (FBOD) and seating of the Finance & Audit Committee members.
1. Organization of the Board – Fiscal Year 2024-25: President Avendano brought forward the discussion of the Organization of the Board for Fiscal Year 2024-25.
- a. Election of Board Officers: Trustee Michael Bell proposed a slate of officers to be considered at the August 2024 DBOT Regular Meeting. The proposed slate was as follows:
Trustee Wayne Young to continue to serve as Chair;
Trustee Dr. Andrew Shaw as Vice Chair for Duval County; and
Trustee Roderick Odom to continue to serve as Vice Chair for Nassau County.

President Avendano shared with the Board information relating to the election of officer positions, noting per Board Rule 6Hx7-1.5 FSCJ has historically elected a Chair, a Vice Chair from Duval County and a Vice Chair from Nassau County since 1976. However, Florida Statute 1001.61 states “...each Florida College System (FCS) institution board of trustees shall organize by electing a chair... and a vice chair...”

Additionally, through research, the College found that Boards of other FCS institutions hold only one vice chair no matter the number of county areas the institution serves. There was discussion by the Board concerning vice chair officer positions, noting while FSCJ holds two vice chair positions it provides continuity for the College’s service area and it reflects externally the focus FSCJ has for both counties as well as the full Northeast Florida area.

There was consensus among Trustees to move forward with the proposed slate of officers for FY 2024-25.

b. Board’s Meeting
 Schedule:

President Avendano provided Trustees with the proposed DBOT Meeting Schedule for Fiscal Year 2024-25, noting two or more meetings will be held at various FSCJ locations in order to familiarize Trustees with the different campuses and centers, while showcasing certain areas and programs.

There was consensus among Trustees to move forward with the proposed meeting schedule for FY 2024-25.

c. Liaison &
 Committee
 Appointments:

Chair Young shared with the Board that Trustee Michael Bell has shared his willingness to serve as the liaison to the FSCJ FBOD. Therefore, if there were no other volunteers, Trustee Bell would move forward to be appointed to serve as liaison.

There was consensus among Trustees to move forward with the appointment of Trustee Bell as the liaison to the FSCJ FBOD for FY 2024-25.

Chair Young shared with the Board that both Trustee Thomas McGehee, Jr. and Trustee Roderick Odom have shared their willingness to continue to serve as members of the Finance & Audit (F&A) Committee. With there being three members on the committee, he shared his willingness to serve as the third member. Therefore, if there were no other volunteers, the members would move forward to be appointed to the F&A Committee.

There was consensus among Trustees to move forward with the three members to be appointed to the F&A Committee for FY 2024-25.

Chair Young expressed his appreciation for the Trustees' willingness to serve as officers, liaisons and committee members.

B. FSCJ Accreditation
 Transition:

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine and Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel provided Trustees with an overview of FSCJ's Accreditation Transition. The overview included information pertaining to the following:

- SB 7044: Changes to Accreditation:
 - Passed by Legislature and approved by Governor in 2022.
 - Mandated, one-time, change in institutional accreditor for all FCS and State University System (SUS) institutions.
 - Immediately following a successful reaffirmation or fifth-year review, institutions must seek and obtain accreditation from approved agency.
 - State Board of Education (SBE) identified the following accrediting bodies recognized by the United States Department of Education (USDOE) "best suited to serve as an accreditor for public postsecondary institutions":
 - Higher Learning Commission (HLC).
 - Middle States Commission on Higher Education (MSCHE).
 - Northwest Commission on Colleges and Universities (NWCCU).
 - Florida Statutes do not prohibit the SBE from modifying the list of approved agencies.
 - Upon successful completion of a reaffirmation or fifth-year report, institutions must provide quarterly reports on their progress in changing institutional accreditors.
 - If refused by approved accreditors, the institution must seek accreditation from agency recognized by USDOE.
 - If refused by other agencies, institution may remain with current accreditor (FSCJ's current accreditor is the Southern Association of Colleges and Schools Commission on Colleges {SACSCOC}).
 - This law does not apply to program specific accreditors (e.g., Accreditation Commission for Education in Nursing {ACEN} for Nursing programs or Accreditation Council for Business Schools and Programs {ACBSP} for Business programs).
 - Statue expires on December 31, 2032.
- Overview of HLC Transition:
 - Receive Reaffirmation letter from SACSCOC.
 - DBOT approves FSCJ to look for accreditor change.

- Send letter of USDOE for approval.
- Submit HLC application.
- Submit HLC Preliminary Review.
- Submit HLC Comprehensive Review.
- HLC Site Visit.
- Overview of HLC Transition: Tentative Timeline.
- Overview of HLC Transition: Estimated Fiscal Impact:
 - Application fee: \$5,000 (Reimbursed at the comprehensive review).
 - Preliminary review fee: \$10,000.
 - Comprehensive review and site visit: \$7,650 (Minus the \$5,000 application fee) + site visit expenses.

Chair Young asked if there were any questions or comments by the Board related to the College's accreditation transition. There was discussion by the Board regarding the current 10-year accreditation, timeline for changing accreditation body, rationale for change, one-time mandated change, federal mandates/regulations, fees/expenses for accreditation, DBOT approval, College operations/best practices and the comprehensive review process.

President Avendano thanked the team for the tremendous amount of work they have done, a flawless SACSCOC visit and the reaffirmation.

C. President's Contract:

Vice President of Finance and Administration Dr. Wanda Ford provided Trustees with a follow-up review of the President's contract, which was requested by the Board during the July 2024 DBOT Deep Dive Workshop. She provided Trustees with a compensation comparison to other FCS presidents, noting she would be glad to respond to any questions and/or concerns of the Board.

Chair Young asked if there were any questions or comments by the Board related to the President's contract. There was discussion by the Board regarding the comparison to a sister institution and the Board's appreciation for President Avendano and his awesome team.

There was consensus among Trustees to move forward with the President's contract.

President Avendano thanked everyone for their involvement in today's workshop. He shared with Trustees if there are any follow-up questions/concerns to today's presentations to please feel free to reach out to him directly and/or contact him through Board Liaison Kimberli Sodek.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 12:46 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 13, 2024, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:02 p.m. and welcomed those in 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, noting that consideration of today's Action Items would also constitute a public hearing under the Administrative Procedures Act. Therefore, any comments regarding the revised Board Rules should also be made at this time.

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 August 13, 2024; Pages 202500004 – 39)

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 4 – 39: The June 3, 2024, Deep Dive Budget Workshop, on agenda pages 4 – 9; June 11, 2024, Workshop, on agenda pages 10 – 13; June 11, 2024, Regular Meeting, on agenda pages 14 – 36; and June 19, 2024, Special Meeting, on agenda pages 37 – 39.

MOTION: (McGehee – Bell) The motion was made to approve the FSCJ DBOT minutes as presented on pages 4 – 39, from the June 3, 2024, Deep Dive Workshop; June 11, 2024, Workshop; June 11, 2024, Regular Meeting; and June 19, 2024, Special Meeting, 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 Reaffirmation:** College President John Avendano, Ph.D. shared with the Board information relating to FSCJ's SACSCOC Reaffirmation:
- He was pleased to share that FSCJ received the official confirmation from SACSCOC that the institution had been reaffirmed until 2034 with no additional action needed. This achievement is a testament to the hard work and dedication of the College's faculty and staff, noting it speaks to their commitment to excellence and continuous quality improvement.
 - He thanked Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine, Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel and team for their time, efforts and hard work through the entire process.
 - He also extended his heartfelt gratitude to the Board for their contributions to the lengthy reaffirmation process. FSCJ is grateful for Trustees' support, which has undoubtedly helped the College reach this great achievement once again.
- Convocation:** President Avendano shared with the Board information relating to FSCJ's Convocation 2024:
- The College is looking forward to Convocation 2024, which will be held on Thursday, August 22 at the South Campus Gymnasium. The theme is "Celebrate the FSCJ Experience."
 - This year's event will have an extra level of excitement as FSCJ will be introducing the official manta ray mascot to the world.
 - Breakfast will be in the cafeteria at 8:30 a.m. and the program will begin at 9:45 a.m.
- Commercial Vehicle Driving Press Conference:** President Avendano shared with the Board information relating to FSCJ's Commercial Vehicle Driving Press Conference/Ribbon Cutting Event:
- On Thursday, September 12, the College will hold a grand opening event for the FSCJ Commercial Vehicle Driving facility at Nassau Center.

- As Trustees may recall, this project was made possible by a \$3 million Florida Job Growth Grant the College received from the Florida Department of Economic Opportunity and Enterprise Florida to support the Nassau County Transportation Education Institute.
- Trustees should have received an invitation via email regarding the event. If you need additional information, please let myself or DBOT Liaison Kimberli Sodek know.

A.J. Laguerre Jr. Scholarship:

President Avendano shared with the Board information relating to FSCJ's A.J. Laguerre Jr. Scholarship:

- In partnership with The PGA Tour, the College is pleased to offer the Anolt Joseph "AJ" Laguerre Jr. Endowed Scholarship to help students in need pursue a career in IT and related fields.
- The scholarship was created in honor of AJ Laguerre, whose life was cut short in a tragic act of hatred at a Jacksonville Dollar General.
- When AJ was killed, he was only 19. He had just graduated from William Raines High School and was working at Dollar General. AJ had hopes of attending FSCJ to work toward a career in cybersecurity.
- On August 26, FSCJ will participate in event with The PGA Tour to announce the scholarship publicly.

Mu Alpha Theta Nationals:

President Avendano shared with the Board information relating to Mu Alpha Theta Nationals:

- Seven students and sponsor-coaches attended the National Mu Alpha Theta Convention in Las Vegas, Nevada last month. The students competed in 24 different competitions, earning trophies and honorable placements throughout the event.
- Special thanks to Dean of Arts and Science Eddy Stringer, Professors of Mathematics Jodie Broussard, Reggie Casiple, Amanda Sartor and the other FSCJ Math faculty that helped prepare FSCJ students for success in the competition this year.

Heart Walk:

President Avendano shared with the Board information relating to the 2024 Heart Walk:

- The 2024 Heart Walk is scheduled for Saturday, October 5, and FSCJ will once again be participating as a team.
- He invited everyone to join the College in the fundraising efforts and to walk with FSCJ on the day of the event.

Jacksonville Monopoly:

President Avendano shared with the Board information relating to Jacksonville Edition of Monopoly:

- FSCJ is excited to be part of the Jacksonville Edition of Monopoly that will be launched Winter 2025.
- As part of FSCJ's partnership with them, the College will have its very own space on the board as well as a Community Chest Card. On the Community Chest Card, FSCJ will be giving away a full-ride scholarship as part of FSCJ Excellence. There are a lot of other exciting PR opportunities with this launch, and the College is excited to be a part of this for the city.

Data Dashboard:

President Avendano shared with the Board information relating to the August 2024 Data Dashboard/high-level view of the institutional data sets:

- Summer Term College Credit Enrollment:
 - Positive variance of 10.3% credit hours for summer 2024 over summer 2023.
 - Positive variance of 15.8% compared to this time last year relating to career certificate enrollment.
- Fall Term College Credit Enrollment:
 - Positive variance of 7% credit hours for fall 2024 over fall 2023.
 - Positive variance of 33% compared to the same day enrollment cycle for Fall Term 2023 relating to career certificate enrollment.
- Spotlights and Highlights on:
 - Strategic Plan KPI – Annual Unduplicated Headcount and Funded FTE's.
 - Strategic Plan KPI – Fall-to-Spring Persistence.
 - Architectural Design and Construction Technology Associate in Science (A.S.) Program.
 - Aviation Administration (Air Traffic Control) A.S. Program.
 - Biomedical Equipment Technician A.S. Program.
 - In response to the Board's request, the College will share on a regular basis the top ten FSCJ programs, which have the greatest employment opportunities in the community. In addition, the College will share the programs that may be struggling and how the College plans to address those going forward.

- Finance Report shows actual revenues and expenditures compared to budget for the period ending May 31, 2024 and May 31, 2023.
- Grants Report:
 - For the 2023-24 award year, FSCJ received more than \$11.6 million in grants.
 - He brought the Board's attention to the Scheidel Foundation, noting they have been a wonderful partner to the College. He shared his appreciation for the continued support the Scheidel Foundation provides FSCJ so that students may be successful. The College has been good stewards of their funds helping student achieve their goals.

STRATEGIC
 PROGRAMMATIC
 DISCUSSION:

Chair Young asked if there were any questions or comments by the Board related to President Avendano's Report, Data Dashboards and/or any other College Strategic matters. There was discussion by the Board related to the program portfolio of the Aviation Administration (Air Traffic Control) A.S. program and programmatic improvements.

CONSENT AGENDA:
 (Ref. Board Agenda for August 13, 2024; Items 1 through 5, Pages 202500040 – 46)

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, and there were none.

ACTION ITEMS:
 (Ref. Board Agenda for August 13, 2024; Items 1 through 8, Pages 202500047 – 63)

MOTION: (McGehee – Shaw) The motion was made to approve the Consent Agenda, 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, Administrative Procedure Act – Board Rules, Section 2 – Administration, on agenda pages 48 – 51.

MOTION: (Bell – McGehee) The motion was made to approve revised Board Rules 6Hx7-2.1 – Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation, and 6Hx7-2.19 – Tobacco and Smoke Free Environment under Section 2, 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 3, Administrative Procedure Act – Board Rules, Section 3 – Human Resources, on agenda pages 52 – 53.

MOTION: (McGehee – Odom) The motion was made to approve revised Board Rule 6Hx7-3.6 – Contracts under Section 3, as recommended.

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

Motion carried unanimously.

Chair Young stated as chair, he would like to present the next three Action Items relating to President John Avendano's employment contract.

There being no objections, Chair Young proceeded.

Chair Young presented the College administration's recommendation on Action Item 4, Administration: Performance Evaluation – Dr. John Avendano, College President, on agenda page 54.

MOTION: (Bell – McGehee) The motion was made to approve the Performance Evaluation – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Young presented the College administration's recommendation on Action Item 5, Administration: Performance Incentive – Dr. John Avendano, College President, on agenda page 55.

MOTION: (McGehee – Odom) The motion was made to approve the Performance Incentive – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Young presented the College administration's recommendation on Action Item 6, Office of General Counsel: College President's Contract of Employment; Amendment Six, on agenda pages 56 – 59.

MOTION: (Bell – Shaw) The motion was made to approve the College President's Contract of Employment; Amendment Six, as recommended.

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

Motion carried unanimously.

President Avendano expressed his sincere appreciation for the Board's continued support.

President Avendano presented the administration's recommendation on Action Item 7, Purchasing: Annual Contract Extensions, on agenda page 60.

MOTION: (Bell – Shaw) The motion was made to approve the Annual Contract Extensions, as recommended.

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

Trustee Thomas McGehee declared a conflict of interest on Action Item A-7, and recused himself from voting on the item. He stated that he has family members who are associated with the supplier, W.W. Gay Mechanical Contractor, Inc. (Appendix A)

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 8, Facilities: Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28, on agenda pages 61 – 63.

MOTION: (McGehee – Shaw) The motion was made to approve the Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:

(Ref. Board Agenda for August 13, 2024; Items A – I, Pages 202500064 – 77)

Chair Young asked the Board if there were any questions or comments related to Information Items A – I, on agenda pages 64 – 77, and there were none.

REPORT OF THE BOARD

CHAIR:

Chair Young provided a brief report relating to the College's previous accomplishments, noting how well things went in FY 2023-24 and how he looks forward to the start of the new year.

Chair Young shared there was good news on the College's accreditation and upcoming Convocation 2024 as well as many new initiatives. The new initiatives are being instituted with the beginning of the new year, which are a result of tremendous research by faculty and staff.

Chair Young thanked President Avendano, faculty, staff and members of the DBOT for a very successful year as the College enters into the new academic year.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

ORGANIZATION OF THE BOARD:

Chair Young turned the meeting over to President Avendano to conduct the Board's annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2024-25.

A. Election of Officers:

President Avendano stated before the Board was the election of three Board officers – the positions of Chair, Vice Chair for Duval County and Vice Chair for Nassau County. He opened the floor for nominations of officers.

Trustee Michael Bell nominated the following slate of officers:

Trustee O. Wayne Young to continue as the officer position of Board Chair. Trustee Young accepted the nomination.

Trustee Dr. Andrew B. Shaw for the officer position of Vice Chair for Duval County. Trustee Shaw accepted the nomination.

Trustee Roderick D. Odom to continue as the officer position of Vice Chair for Nassau County. Trustee Odom accepted the nomination.

MOTION: (McGehee – Young) To close the nominations and approve the proposed slate of officers, as recommended.

President Avendano asked if there was any additional discussion on the motion, and there was none.

Motion carried unanimously.

B. Approval of Meeting Schedule for Fiscal Year 2024-25:

President Avendano stated before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2024-25, noting a copy of the proposed schedule was previously provided to Trustees for their review and consideration.

MOTION: (McGehee – Young) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2024-25, as recommended. (Appendix B)

President Avendano asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

C. Liaison & Committee Appointments for Fiscal Year 2024-25:

President Avendano stated before the Board was the selection of the 2024-25 Liaison and Committee Appointments, noting the appointments would be the first two official actions of the Board Chair within Fiscal Year 2024-25.

The actions of the Board Chair would be to appoint a Trustee to serve as the Liaison to the FSCJ Foundation Board of Directors (FBOD) and to appoint three Trustees to be members of the Finance & Audit Committee.

President Avendano then turned the meeting over to Chair Young to move forward with the appointments.

1. Appointment of Liaison – FSCJ Foundation Board of Directors:

Chair Young appointed Trustee Michael M. Bell to represent the Board as Liaison to the FSCJ FBOD for Fiscal Year 2024-25. Trustee Bell accepted the appointment.

2. Appointment of Committee Members – Finance & Audit Committee:

Chair Young appointed Trustees Thomas R. McGehee, Jr. and Roderick D. Odom to continue to serve as members of the Finance & Audit Committee, and himself as the third member of the Committee for Fiscal Year 2024-25. Trustees McGehee, and Odom accepted the appointments.

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

This concludes the Organization of the Board for Fiscal Year 2024-25.

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

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

REPORT OF THE CAREER
EMPLOYEES' COUNCIL
(CEC):

Career Employees' Council Chair Rebecca Nelson addressed the Board and presented an overview of the written report relating to current CEC initiatives and activities. (Appendix D)

Chair Young expressed his appreciation to CEC Chair Nelson for her service on the Council along with all the members of the CEC, noting their tremendous work being accomplished relating to the career employees and true representation of the career employees in general with respect to dedication.

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 Vlad Sadoski provided the Board with a written report relating to current SGA initiatives and activities. (Appendix F)

NEXT MEETING:

Chair Young announced the next regular meeting of the Board is scheduled for Tuesday, September 10, 2024, at the College's Administrative Offices, 1 p.m.

Prior to adjourning the meeting, President Avendano congratulated Trustee Bell on his retirement from Rayonier, Inc. in September 2024. He commended Trustee Bell on his dedication to Rayonier and Nassau County.

President Avendano shared he looks forward to Trustee Bell's continued service as a member of the FSCJ DBOT, noting he has been an engaged committed member.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:38 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President

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

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr. Thomas R.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees	
MAILING ADDRESS 501 West State Street, Suite 408		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED August 13, 2024		NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville	
		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Thomas R. McGehee, Jr., hereby disclose that on August 13, 2023 :

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

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

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

Action Agenda Item A-7
 Purchasing: Annual Contract Extensions
 Page 202500060

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

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

August 13, 2024
 Date Filed


 Signature

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



**PROPOSED DBOT MEETING SCHEDULE
FISCAL YEAR 2024-25**

**FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,
WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
August 2024		
Tuesday, August 13 Noon – 1 p.m. 1 – 2:30 p.m.	August 2024 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
September 2024		
Tuesday, September 10 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	September 2024 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 406 Room 403A Board Room 405
October 2024		
Tuesday, October 8 Noon – 2 p.m. Immediately following Workshop	October 2024 DBOT Meetings Deep Dive Workshop Campus Tour	FSCJ South Campus – Wilson Center 11901 Beach Blvd., Jacksonville, FL 32246 Lakeside Room Tour of Campus
November 2024		
Tuesday, November 12 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m. Immediately following Regular Meeting	November 2024 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting Center Tour	FSCJ Cecil Center 5640 POW-MIA Memorial Pkwy., Jacksonville, FL 32221 Room A-101E Room A-109 Room A-109 Tour: North & South Centers
January 2025		
Friday, January 24 9 a.m. – 3 p.m.	January 2025 DBOT Meeting Deep Dive Workshop – Planning Meeting/ Retreat	Omni Amelia Island Resort 39 Beach Lagoon Rd., Amelia Island, FL 32034 Conference Center – Magnolia Room E/F

DATE/TIME	EVENT	LOCATION
February 2025		
Tuesday, February 11 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	February 2025 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 406 Room 403A Board Room 405
April 2025		
Tuesday, April 8 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m. Immediately following Regular Meeting	April 2025 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting Campus Tour	FSCJ Kent Campus 3939 Roosevelt Blvd., Jacksonville, FL 32205 Room D-111 Room D-120 Room D-120 Tour of Campus
May 2025		
Tuesday, May 20 Noon – 2 p.m. Immediately following Workshop	May 2025 DBOT Meeting Deep Dive Workshop – Budget (Review of the FY 2025-26 College Budget) Center Tour	FSCJ Deerwood Center 9911 Old Baymeadows Rd., Jacksonville, FL 32256 Room B-1204 Tour of Center
June 2025		
Tuesday, June 10 Noon – 1 p.m. 1 – 2:30 p.m.	June 2025 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
July 2025		
Tuesday, July 8 Noon – 2 p.m. Immediately following Workshop	July 2025 DBOT Meetings Deep Dive Workshop Center Tour	FSCJ Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097 Nassau Room T-126 Tour of Center
August 2025		
Tuesday, August 12 Noon – 1 p.m. 1 – 2:30 p.m.	August 2025 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405

FY 2024-25 DBOT Meeting Scheduled PENDING APPROVAL, 08/13/24.

All regular meetings of the Board begin at 1 p.m. unless otherwise noted.

Please note the meeting dates/locations may be subject to change at the Board's discretion.

For more information, contact: Kimberli Sodek, Administration Support Manager – Office of College President at Kim.Sodek@fscj.edu



Date: August 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Terence L. Wright, Chair of the Administrative and Professional Collaborative, 2024-2025

Re: August 2024 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 May, Dr. Tara Haley, 2023-2024 APC Chair, did an amazing job facilitating the election for the new APC Officers and all of the vacant positions were filled. The APC is poised and ready to have a great year! The final election results are listed below. Results for the 2024-2025 APC Elections:

Chair:	Terence Wright
Chair-Elect:	Ashli Archer
Past Chair:	Tara Haley
Secretary:	Susan Mythen
AO/URC Representatives:	Karen Acevedo, Steve Beard, Kerri Burns, and Taylor Mejia
Downtown Campus/ATC Representatives:	Nick Bodnar and Kelly Herndon
North Campus/Nassau Ctr Representatives:	Monica Franklin and Shannon Groff
Kent Campus/Cecil Ctr Representatives:	Jefferson Everett and Mandi Miller
South Campus Representatives:	Ed Stringer and Jerry Thor
Deerwood Center Representatives:	Lauren Finch and Robin Herriff

This year the APC looks forward to discussing issues such as the possible move to state health insurance. We will continue to host Brown Bag Professional Development events and invite various FSCJ leaders to speak at our monthly meetings. In addition, we will continue to invite College President Dr. John Avendano to our monthly meetings to provide us with updates and take time to address higher-level issues.

Respectfully,

A handwritten signature in black ink that reads "Terence L. Wright". The signature is written in a cursive style with a large, stylized "T" and "W".

Terence L. Wright
 Director of Campus Enrollment and Student Services
 Kent Campus Dean
 Administrative and Professional Collaborative Chair, 2024-2025



Date: August 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Rebecca A. Nelson, Career Employees' Council Chair, 2024-2025

Re: August 2024 Career Employees' Council Report

Chair Young and Trustees:

As we embark on the new 2024-2025 academic year, I am looking forward to the continued growth of the Career Employees' Council (CEC) and its partnership with a variety of key stakeholders as well as collaborative efforts with the Administrative and Professional Council and Executive Leadership teams. With many CEC members in student facing roles I believe there is also value in partnership with the Faculty Senate leadership and its members. With our new board members in place I anticipate future reports to include detailed summaries of our ongoing activities.

Last month, CEC board members met virtually via Teams to discuss team building ideas and look for ways to enhance current career employee participation in monthly meetings. It was agreed that a fall kick-off session held at the downtown campus would best support this goal and allow for face-to-face interaction among our valued colleagues. Research is being conducted to identify and select fresh new fundraising options in addition to the annual poinsettia sales during the winter season. Finally, messaging is being sent to campus leadership teams requesting their support of career employee participation in the council.

Operational Effectiveness

The Council's Board understands the value of supporting successful Talent and Acquisition as we know that successful new hires result in future College operational effectiveness and student success. With great respect to that value, Council members delivered on the following:

1. On July 23, 2024, at the request by Mr. John Hartzog, Associate Dean of Information Technology, Tere Davenport, Academic and Career Advisor, committed to serve as the Career representative on the search committee for the acquisition of an IT faculty member.
2. On July 1, 2024, at the request of Dr. Youlanda Henry, Director of Academic Support, Ashley Lowe, Administrative Services Support Specialist, Mary Crosby-Lombardo, Library Assistant I, and Michael Crosby, Academic Tutor, committed to serve as the Career representatives on the search committee for the acquisition of the South Campus Library and Learning Commons Manager.

Fundraising and Professional Development

The Council was contacted by the College's Welding program and received an offer to utilize a student crafted FSCJ Manta Ray wall decoration as a potential auction item to raise funds in order to assist more career employees in pursuing professional development and growth opportunities.

College and Community Engagement

The Council continues to contribute to the growth of College resources available to Career Employees as they pertain to belonging and health/wellness.

On August 19, 2024, the office of Human Resources will hold an EBAC meeting with Rebecca A. Nelson, Career Employee Council Chair 2024-2025 and Curriculum Coordinator and Jamaiah Bowman, Administrative Assistant I, serving as the Career representatives and Ronny Elmore, Career Employee Council Vice-Chair 2024-25 and Laboratory Manager serving as the alternate Career representative. Representatives will share information gathered from the meeting with career employees during their next board meeting.

The Council is dedicated to support our current and future employees to ensure representation in wide-capacity and to encourage the achievement of their professional goals.

On behalf of all Career Employees, we express our gratitude to the District Board of Trustees for your time, determination, and care that you bring to the FSCJ community.

Respectfully,



Rebecca A. Nelson
Career Employees' Council Chair, 2024-2025
Florida State College at Jacksonville
904-632-3274 / Rebecca.Nelson@fscj.edu



Date: August 13, 2024
To: Florida State College at Jacksonville District Board of Trustees
From: John A. Woodward, PhD
Re: August 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

Senate will return to monthly meetings in September.

Our agenda for September will continue to address Artificial Intelligence and its uses and abuses in the classroom. We will focus on developing more specific recommendations for the faculty and developing a deeper understanding of our own ethical responsibilities to our profession. Given the depth of change we are confronted with, this project may take many more semesters and may indeed be an ongoing concern. One potential solution is to create a standing academic honesty committee whose task will be to address standards for all disciplines and all practices. Senate will look into creating such a committee in September. It is very important to remember that the use of Artificial Intelligence and the restrictions on it in classrooms is the exclusive domain of academics and the faculty. It is also very important for faculty to come to understand how their actions in their own classrooms impact others.

Our other major projects involve communicating to our students and colleagues the importance of a rigorous, authentic, and accurate general education. We hope to see more academically-oriented events on our campuses that spark our students' interests in the foundational questions of higher education and the important concerns that inform our modern society. I hope to offer more specific information about such projects in the September letter.

Finally, we have a number of new faces in Senate who will begin at the September meeting. I am excited to see the semester begin and to hear the new these new voices.

As always, we appreciate your support for FSCJ and thank you for your service on the Board.

That concludes my report to the Board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward", is written over a light blue horizontal line.

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: August 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August 2024 Student Government Association Executive Board Report

Greetings 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 June 2024 and July 2024. All of the Student Life and Leadership programming is led by students and for all students.

Since the last report, the SGA would like to share the following:

- On June 13th, the Downtown Campus hosted a Summer Kickoff where students played basketball and enjoyed other outdoor activities as well as refreshments and drinks.
- FSCJ Symphonic Band student Jacob Zussy was selected to participate in the Southeast Trombone Symposium at Columbus State University from June 18th-23rd. When Jacob returned, he shared that the symposium featured master classes with professional musicians from across the country as well as additional one-on-one instruction that greatly enhanced his skills as a musician.
- On June 19th, multiple campuses and centers hosted Juneteenth Celebrations where students enjoyed refreshments, games, and music.
- On June 25th, the Kent Campus hosted a Wacky Science Day where students were able to participate in hands-on science experiments.
- On July 3rd, the South Campus hosted an Independence Day Celebration where students enjoyed their day with food, lawn games, music, and USA-themed goodies.
- The FSCJ Math Team traveled to Las Vegas, Nevada on July 7th-12th to participate in the Mu Alpha Theta National Convention. The seven students that attended the convention competed in 24 different competitions. Highlights included Emmanuel Alayande placing 3rd overall in Mu Chalk Talk, Samuel Deegan placing 9th in the Alpha Gemini Competition, and the team placing 4th out of 23 teams in the Blue Ribbon Small School Competition.
- On July 16th, the North Campus hosted a Summer Fest where students celebrated their summer success with food, games, and music.
- On July 17th, the South Campus hosted an Open Mic where students showed off their singing and dancing skills in the courtyard.
- On July 23rd, both the Downtown and North Campuses hosted Water Wars events where students enjoyed friendly water balloon challenges and other activities to cool off.
- The Florida College System Student Government Association (FCSSGA) Executive Board Retreat occurred on July 24th-26th at St. Petersburg College. FSCJ is represented on the FCSSGA Executive Board by Breana White, FCSSGA Vice President, and Reagan Stoker, FCSSGA Region 1 Coordinator. The students helped the rest of the Executive Board plan the FCSSGA activities and events that will occur during the 2024-2025 academic year.

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,
 Uladzislau (Vlad) Sadouski
 FSCJ Collegewide Student Government Association President

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

AGENDA ITEM NO. A – 1.

Subject:	Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 10 – Educational Support Services, effective with this action.


6Hx7-10.16 – Acceptance of Credit for Prior Learning

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 6Hx7-10.16 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

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

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

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-10.16	Acceptance of Credit for Prior Learning
		PAGE
		10-18

- (1) ~~Credit earned at other colleges or universities accredited by one of the six regional accrediting associations will be accepted by Florida State College at Jacksonville (FSCJ) and placed on the transcript, when there is an appropriate match in curricula. Credits awarded at institutions not regionally accredited may be accepted by the College and placed on the transcript if the credits represent collegiate level coursework with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in comparable instruction at the College per FSCJ evaluation by an appropriate cadre of collegewide faculty.~~
- (2) ~~A student may request credit for prior learning from non-credit sources, such as education and training validated by the American Council on Education (ACE), other college level online learning experiences, challenge examinations, portfolios or articulations. The College will evaluate alternative options for awarding credit for documented experiential learning based upon academic standards equivalent to approved course curriculum.~~
- (1) Florida State College at Jacksonville (FSCJ/College) will establish and maintain procedures to evaluate and award credit for prior learning in an educationally sound manner. When credit for prior learning is awarded, it will be recorded on the student's transcript.
- (2) The College catalog will provide information about established pathways it recognizes in awarding credit for prior learning (e.g., transfer of credits from an appropriately credentialed institution, established course and subject matter exams such as Advanced Placement, articulation agreements, etc.). Credit for prior learning can be promoted through other avenues as well.
- (3) The College may also evaluate an individual's unique prior learning experiences (e.g., learning through work experience) on a case-by-case basis, through a portfolio review by appropriately qualified faculty.
- (3)(4) ~~Students may appeal the denial of credit for prior learning by written request via the Executive Chair~~ Associate Provost of the appropriate academic school. Appeals not resolved by the ~~Executive Chair~~ Associate Provost may be sent to the College Provost for a final decision.
- (4)(5) The College President is authorized to establish procedures to further implement this rule.

(General Authority: F.S. 1001.02, 1001.64, 1001.65, SBE 6A-14.0304)

(Adopted Date: 05/05/98, Revised: 11/01/11, 12/10/13, 08/11/15, 09/10/24)
(Reviewed: 06/11/19)

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

AGENDA ITEM NO. A – 2.

Subject:	Administration: Request to Pursue Regional Accreditation with the Higher Learning Commission (HLC)
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College's pursuit of a new accrediting agency.

BACKGROUND: On July 1, 2024, Dr. Avendano received a letter from the Southern Association of Colleges and Schools Commission on College (SACSCOC) confirming that FSCJ's accreditation has been reaffirmed until 2034. To comply with Florida's SB 7044 which mandates a one-time change in institutional accreditor for all Florida College System (FCS) institutions following a successful reaffirmation or fifth-year review, FSCJ is seeking accreditation from the Higher Learning Commission (HLC). HLC has been identified as our preferred accreditor because the agency has demonstrated an excellent commitment to promoting institutional quality and high academic standards, with a clear commitment to student outcomes and continuous quality improvement.

RATIONALE: Approval of this item assures the College's compliance with Florida's SB 7044.

FISCAL NOTES: The impact of the transition to HLC is approximately \$17,650.



July 1, 2024

Dr. John Avendano
President
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202-4076

Dear Dr. Avendano:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on June 13, 2024:

The SACSCOC Board of Trustees reaffirmed accreditation. No additional report was requested. Your institution's next reaffirmation will take place in 2034 unless otherwise notified.

Also, please submit to your SACSCOC staff member, preferably by email, a **one-page** executive summary of your institution's Quality Enhancement Plan. The summary is due **August 15, 2024**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to SACSCOC's website as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an 'Impact Report of the Quality Enhancement Plan' as part of their 'Fifth-Year Interim Report' due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of SACSCOC regarding its specific due date. Directions for completion of the report will be included with the notification.

We appreciate your continued support of SACSCOC's activities and work. If you have questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.
President

BSW:cn

cc: Dr. Stephanie L. Kirschmann, Vice President, SACSCOC

Letter will be executed after Board approval.

Ms. Antoinette Flores
Deputy Assistant Secretary for Policy, Planning and Innovation
U.S. Department of Education
Office of Postsecondary Education
LBJ Building, 400 Maryland Avenue, S.W.
Washington, DC 20202

RE: Notification Regarding Seeking New Accreditation Agency

Dear Ms. Flores,

This letter serves as Florida State College at Jacksonville's (FSCJ) formal request to pursue regional accreditation with a new accrediting agency. Currently, FSCJ is regionally accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), having successfully completed our decennial review in 2024. FSCJ is exploring the opportunity to change its primary accrediting agency the Higher Learning Commission (HLC).

Rationale:

In 2020, the U.S. Department of Education (Department) removed geography from any accrediting agency's scope. Instead of distinguishing between regional and national accrediting agencies, the Department will distinguish only between institutional and programmatic accrediting agencies. The Department will no longer use the terms "regional" or "national" to refer to an accrediting agency. Subsequently, in July 2022, through SB 7044, the Florida legislature effectively affirmed the Department's decision to "deregulate" regional accreditation by removing the requirement for all Florida colleges and universities to be accredited by SACSCOC.

With these recent changes in Federal and State designations in accreditation, FSCJ took the opportunity to review the merits of current accreditation and explore the benefits of seeking accreditation from another agency.

FSCJ President, Dr. John Avendano, apprised the College's District Board of Trustees of the regulatory and statutory changes and the State of Florida's expectation that the public postsecondary institutions begin exploration of accreditation options. In September 2024, the FSCJ District Board of Trustees charged the College administration

with beginning the process to seek accreditation from an agency other than SACSCOC. In keeping with that charge, and with guidance from the Florida Department of Education, the College had previously began reviewing national accrediting agencies and identified the Higher Learning Commission (HLC) as the preferred alternative that best aligns with FSCJ's mission. As of this date, the College has not yet had any substantive correspondence or other form of communication with HLC, although we did send representatives to the HLC Annual Conference in Chicago in April 2024 to learn more about HLC's policies and protocols as well as expectations and responsibilities of new applicants.

To date, our research reveals that HLC has demonstrated an excellent commitment to promoting institutional quality and high academic standards, with a clear commitment to student outcomes. Moreover, HLC's commitment to continuous quality improvement is perfectly aligned to FSCJ's Six Sigma efforts to the same.

Therefore, FSCJ sees a potential change in accreditor as an opportunity to further self-examination, academic innovation, and renewed attention to excellence in student outcomes.

As required by 34 CFR 600.11(a)(1), the College has enclosed the following materials related to its prior accreditation:

- Most recent determination letter dated July 1, 2024.

If you have any questions or need additional information for approval of this request, please feel free to contact Dr. Jerrett Dumouchel, Associate Vice President of Institutional Effectiveness and SACSCOC Liaison at (904) 632-3307 or Jerrett.dumouchel@fscj.edu.

Sincerely,

John Avendano, Ph.D.
FSCJ President

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

AGENDA ITEM NO. A – 3.

Subject:	Human Resources: Collective Bargaining Agreement (Full-time Faculty)
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the specified successor articles of the Collective Bargaining Agreement (CBA) between the College and the United Faculty of Florida – Florida State College at Jacksonville (“Union”) pending ratification by the faculty.

BACKGROUND: Articles related to employee benefits are reopened annually. Article 25: Other Benefits was changed to align the tuition reimbursement amount for faculty to the amount available to eligible non-instructional employees for graduate coursework. Additionally, Article 23: Employee Benefits and Article 27: Compensation were changed to align with the College’s transition to the State Group Insurance Program.

The College and the Union pursued an interest-based bargaining (IBB) approach in which the parties collaborated to find a "win-win" solution during negotiations. This strategy focuses on developing mutually beneficial agreements based on the interests of the parties. Formal negotiations commenced January 31, 2024 and tentative agreement on a successor Article 23, Article 25 and Article 27 was reached on August 22, 2024.

RATIONALE: The successor articles of the CBA for full-time faculty are recommended for approval as they demonstrate the College’s commitment to its faculty by providing for an increased tuition reimbursement amount and an increase to base pay related to joining the State Group Insurance Program for full-time faculty if the College grants such an increase to non-instructional staff. Additionally, these changes to the articles allow the College to operate within the parameters of the State Group Insurance Program.

FISCAL NOTES: The estimated cost for the full implementation of the recommended agreement is approximately \$144,605 for 2024-25. This cost is comprehended in the College’s annual operating budget.

ARTICLE 23: EMPLOYEE BENEFITS

The College will provide an array of benefits to faculty members within the limitations of the approved benefits program that is provided to all College employees. The benefits provided to faculty will be a part of the faculty member's annual total compensation.

Article 23: Employee Benefits will be reopened annually. The faculty union and the College administration will begin bargaining Employee Benefits no later than January 31 of each year.

~~Specific for the 2022 benefit plan year (calendar year), bargaining will begin no later than August 5, 2021.~~

In order to determine what benefits will be most beneficial to college employees, the established Employee Benefits Advisory Committee (EBAC) shall meet regularly to review existing employee benefits and premiums and recommend benefit changes, deletions, or enhancements to existing benefits.

The EBAC will use the principles of Interest-Based Approach to ensure a fully participative and fair evaluation of all benefit options. Prior to entering a new contract for health insurance plans and benefits, a thorough evaluation process will be conducted, to include a formalized bid process, a written recommendation and evaluation from the EBAC to the Chief Human Resource Officer (CHRO) identifying the committee's preferred plan, and (if the recommendation of the EBAC is not accepted) a written justification and fiscal analysis which will be provided to the EBAC by the CHRO before a final contract for health insurance is executed.

The Union will appoint two (2) representatives to serve a two-year term. The term will begin on July 1 and will be staggered so that one (1) member will have his or her term expire each year. The Union may reappoint an existing EBAC representative when his or her term expires, at the Union's discretion.

~~The College administration will not decrease the dependent subsidy matrix below the 2022 plan year contribution level as it relates to faculty without bargaining with the faculty union first. For the 2023 plan year, faculty members will be offered the same dependent subsidy matrix that was approved by the DBOT for full-time non-instructional employees on September 13, 2022. If the College becomes eligible and joins the State of Florida health insurance plan, the College dependent subsidy matrix shall be eliminated as long as employee costs for dependent premiums decrease upon initial entry into the plan.~~

~~The administration shall have an open enrollment period for benefits that shall be at a minimum twelve days.~~

Current benefits include the following:

Medical Insurance	Life Insurance
Dental Insurance	Employee Assistance Plan
Long-term Disability Insurance	
Vision Insurance	

ARTICLE 25: OTHER BENEFITS

Tuition Reimbursement – Faculty shall be reimbursed in an amount not to exceed ~~\$4,000~~ \$5,250 per fiscal year for tuition and lab fees.

Free Tuition for Faculty, Spouses and Children – Faculty and their eligible dependents shall receive tuition reimbursement or tuition waiver for matriculation or tuition fees paid for course(s) taken at Florida State College at Jacksonville, provided:

- A. The faculty member and eligible dependents meet the admission requirements set by the Board and the faculty member and eligible dependents present a certificate of satisfactory completion of all courses taken pursuant of this rule.
- B. As an option, faculty members may execute a payroll deduction authorization form and provide related course completion information as required.

Eligible dependents shall only include the spouse and any dependent children under the age of twenty- six (26). Dependent children who are permanently disabled and who are living at home with a full-time employee are eligible at any age.

ARTICLE 27: COMPENSATION

A. Faculty Base Salaries

1. Faculty salaries shall be based on the most current degree in the discipline or a related discipline as validated by official transcript(s) held in the individual personnel file in Human Resources, as follows:

Pay Level I	Bachelor's Degree
Pay Level II	Master's Degree
Pay Level III	Earned Doctorate or MFA

Faculty shall see a base salary increase for the following pay level changes for an advanced degree in the faculty member's discipline in accordance with the College's internal credentialing requirements. For the purposes of receiving a pay level increase, a Masters/Ed.D./D.Ed./Ph.D. in Higher Education (leadership, instruction or administration) from an accredited institution are recognized as related discipline.

Level I to Level II	8%
Level I to Level III	20%
Level II to Level III	10%

If the advanced degree is not in the faculty member's discipline as described above, Faculty shall see a base salary increase for the following pay level changes:

Level I to Level II	4%
Level I to Level III	10%
Level II to Level III	5%

The recommendation for pay level change shall be submitted for Board approval no later than the second Board of Trustees meeting after the application is turned in to the assigned dean.

Pay level changes shall be effective on the first payroll date following District Board of Trustees approval.

All Faculty employed by the College in a full-time faculty position will receive a 2.25% increase and then a \$1,450 to their base salary for the 2023-24 academic year. The faculty member must be a College employee in a full-time faculty position at the time of Board approval to be eligible for this increase.

Since ratification and District Board of Trustees approval occurred after the start of the 2023-24 academic year, faculty will receive a catch-up payment on their December 23 paycheck for prior payments. As of December 23, paychecks will reflect the correct per pay period salary.

Faculty employed by the College in a full-time faculty position during the 2023-24 academic year, will receive a \$2,200 increase to their base salary for the 2024-25 academic year.

If the College gives an increase to base pay for noninstructional staff related to joining the State Group Insurance Program, current Faculty employed at the College in a full-time faculty position will receive the same increase to base pay based on the same eligibility criteria.

If the new Faculty evaluation tool is ratified and approved by June 10, 2025, then the following will occur. For the 2025-26 academic year, Faculty employed by the College in a full-time faculty position during the 2024-25 academic year, will receive a \$2,000 non-recurring, lump sum payment by September 30, 2025. However, if FTE enrollment is at least 15,000 for the 2024-25 reporting year (Summer 2024, Fall 2024, Spring 2025), the \$2,000 non-recurring, lump sum payment converts to a 3.0% increase to their base salary for the 2025-26 academic year. If FTE enrollment is 15,250 or higher, then the 3.0% recurring increase converts to a 3.5% recurring increase to their base salary for the 2025-26 academic year.

~~In the event the High Deductible Health Plan (HDHP) becomes the only base plan for the College, the PPO will continue to be one of two base health insurance plans available for faculty.~~

Base salaries for teaching faculty and librarians and counselors hired after August 15, 2003, shall be based on 180 workdays per contract year.

2. Effective with the 2023-24 academic year, the initial salary placement for new faculty shall be:

Level I	\$44,550
Level II	\$48,250
Level III	\$52,800

Effective with the 2024-25 academic year, the initial salary placement for new faculty shall be:

Level I	\$46,050
Level II	\$49,750
Level III	\$54,300

For the 2025-26 academic year, if faculty receive a recurring increase to base pay, the initial salary placement for new faculty shall be:

Level I	\$47,550
---------	----------

Level II \$51,250
 Level III \$55,800

A faculty member's base salary shall not be below the initial salary placement as described above.

New faculty may receive up to the following percentages above the minimum base salary to recognize direct, job-related college teaching or other professional experience and/or extenuating labor market conditions, if requested by the recommending administrator and verified by Human Resources as justified.

Level I 20%
 Level II 20%
 Level III 15%

Any application of this provision will be communicated to the UFF-FSCJ President within 30 days of acceptance of the College's offer.

B. Overload Pay

1. Overload assignments are as defined in Section II of Article 26 and begin after the 30th base workload unit taught in the academic year.
2. Payment for overload assignments will be per WLU over 30 within the academic year at the rate of \$750 per WLU, or the certified adjunct pay rate, whichever is higher. The administration may increase the overload rate for all faculty without bargaining, based on the needs of the college.
3. Payment for overload assignments for an academic year will be made at the earliest possible date in the months of February, March, April, May, June, July and August upon confirmation of overload status.

~~C. Increases in Health Insurance Premiums During Term of Agreement~~

- ~~1. The College will pay the cost of rate increases in employee health insurance premiums for the base health plan that occur during the term of this agreement. This does not extend to dependents of the faculty member.~~
- ~~2. This applies to cost increases that are attributable to increases in premium rates. It does not apply to premium cost increases related to changing plans or adding coverage for family members, etc.~~

C. Pay for Non-teaching Extra Weeks

Payment for non-teaching extra weeks will be 2.5% of base salary per week when non-teaching weeks are authorized by the administration.

D. Pay for Extra Teaching Terms

In the event that faculty are offered, and accept, an opportunity to teach 15 workload units in a third full term during a contract year, \$13,000 will be added to the faculty member's base salary for that year. Work and office hour requirements for such faculty will be the same as in other terms. Workload units will be determined under the provisions of Article 26.

E. Pay for Special Assignments

Stipends for special assignment work may be awarded at the discretion of the administration and as approved by the College President, or designee. An individual faculty member may not receive more than \$10,000 in stipends in any year.

F. Reimbursement for College Required Licensure

License renewal fees for required professional licenses shall be reimbursed to eligible employees beginning August 16, 2019. A required professional license is defined as either:

- a. A license that is specified in FSCJ's faculty credentialing matrices as required to meet the minimum credentialing standard for courses that are in the faculty member's primary program or discipline area. In addition to being primarily assigned to a program or discipline requiring certification, the faculty member must have taught a course under the relevant credentialing requirement at least once in the three terms prior to the license renewal deadline to qualify for reimbursement under this definition. Note, also, that licenses used in alternative credentials that are not required in the minimum credentialing standards are not eligible.
- b. One that is specified as required by faculty as part of an institutional or program accreditation that the College holds at the time of the license renewal deadline.

Although license renewals can be paid and reimbursed prior to a license's renewal deadline, that deadline is the date that determines whether the renewal falls in the time window that is eligible for reimbursement. This provision applies to the line item cost of the license renewal, exclusive of any additional items or charges.

G. Reimbursement for Travel Expense Incurred for College-related Travel

Faculty will be reimbursed for travel expense that is incurred for college-related travel in accordance with College policy and Florida Statute 112.061.

H. Terminal Leave Pay

Terminal leave pay shall be paid pursuant to applicable Florida law and Article 16.

I. Early Pay Out

Faculty, if interested, must elect early pay out of base salary no later than the 1st day of the Fall term. Base salary will be annualized over 20 pay periods and all deductions, both involuntary and voluntary, will be adjusted accordingly. This provision expires at the end of the 2018-19 academic year. Beginning with the 2019-20 academic year, faculty will be paid on the same pay schedule as all full-time non-instructional personnel.

J. One Step Salary Incentive

Faculty shall be eligible for a one step salary incentive pursuant to Board Rule 6Hx7-3.3, Pay Plan.

K. Joint Compensation Data Collection Committee

The Administration and the Union agree to form a committee to examine and determine important internal and external data for future compensation discussions, as well as compensation issues related to recruitment and retention. This committee will be made up of a minimum of three people identified by the College administration and a minimum of three people identified by the faculty union. This committee will begin meeting no later than September 30, 2021 and will attempt to complete their work no later than January 31, 2022.

L. Substitute Coverage

The pay rate for substitute coverage is \$37.00 per hour.

M. Recruitment and Retention Incentive (this provision expires at the end of this contract)

- a. Faculty in Adult Education, ESOL and Non-Credit Career Certificate will receive a \$1,000 non-recurring, lump sum payment on the last paycheck of the academic year (August 23), so long as the faculty member teaches a minimum of 12 workload units during that academic

year and is still employed at the College at the time of the non-recurring payment.

- b. All Nursing faculty will receive a \$5,000 non-recurring, lump sum payment on the last paycheck of the academic year (August 23), so long as the faculty member teaches a minimum of 12 workload units during that academic year and is still employed at the College at the time of the non-recurring payment.

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

AGENDA ITEM NO. A – 4.

Subject:	Human Resources: Employer Group Plans for Life and Long-Term Disability Insurance
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the continuation of insurance benefit premiums for the period of January 1, 2025, through December 31, 2025 (Plan Year), as shown.

Life Insurance – The Hartford Company
Long Term Disability (LTD) – The Hartford Company

Life Insurance Monthly Premiums	Proposed 01/01/25 – 12/31/25
Per \$1,000 of Coverage	
Employee Coverage (paid by College)	\$0.221

Long-Term Disability Insurance Monthly Premiums	Proposed 01/01/25 – 12/31/25
Per \$100 of Coverage	
Employee Coverage (paid by College)	\$0.150

BACKGROUND:

Group Term Life Insurance

The College utilizes The Hartford Company for group term life insurance, to include college-paid coverage of insurance equal to one time an employee's base salary. There is no change in the current rate for 2025.

Group Long-Term Disability Insurance

The College utilizes The Hartford Company for group long-term disability insurance that provides a 60% benefit (after a 90-day elimination period). There is no change in the current rate for 2025.

RATIONALE: These recommended benefits will provide continued coverage of life and long-term disability insurance for full-time employees. These benefits also contribute toward employment retention.

FISCAL NOTES: The Administration's current projections for Plan Year 2025 are that the College will pay approximately \$75,604 for life and long-term disability insurance. Amounts are comprehended in the College's annual budget.

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

AGENDA ITEM NO. A – 5.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	September 10, 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.	2020C-15	Elevator Maintenance and Repair Services	Oracle Elevator Holdco, Inc.	10/01/2024	09/30/2025	4 of 5	\$500,000	0%
2.	2021C- 014M	Custodial, Day- Porter/Labor Services & Floor Maintenance Services	4M Building Solutions, Inc.	10/01/2024	09/30/2026	3 & 4 of 10	\$5,000,000	4.9%
3.	2021C-01S	Custodial, Day- Porter/Labor Services & Floor Maintenance Services	Southern Cleaning Services, Inc. (SCSI)	10/01/2024	09/30/2026	3 & 4 of 10	\$5,000,000	5.5%
4.	2021C- 02cC	Engineering Consultant Continuing Contracting Services (Civil)	CPH Consulting, LLC (Formally Known as CPH, Inc.)	10/01/2024	09/30/2025	4 of 5	\$750,000	3.3%
5.	2021C- 02cH	Engineering Consultant Continuing Contracting Services (Civil)	Hanson Professional Services, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	3.0%
6.	2021C- 02cM	Engineering Consultant Continuing Contracting Services (Civil)	McKim & Creed, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
7.	2021C- 02eH2	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/ Commissioning)	H2 Engineering, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
8.	2021C-02eIH	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	Haddad Engineering, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
9.	2021C-02eIM	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	McKim & Creed, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
10.	2021C-02eIO	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	OCI Associates, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
11.	2021C-02enG	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	GLE Associates, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
12.	2021C-02enT	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	Terracon Consultants, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
13.	2021C-02fO	Engineering Consultant Continuing Contracting Services (Fire Protection)	OCI Associates, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
14.	2021C-02fS	Engineering Consultant Continuing Contracting Services (Fire Protection)	Systech Fire Protection, LLC	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
15.	2021C-02gM	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Meskel & Associates Engineering, PLLC	10/01/2024	09/30/2025	4 of 5	\$750,000	3.0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

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	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
16.	2021C-02gT	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Terracon Consultants, Inc.	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
17.	2021C-02s	Engineering Consultant Continuing Contracting Services (Structural)	H.W. Keister Associates, Inc. dba/ Atlantic Engineering Services of Jacksonville	10/01/2024	09/30/2025	4 of 5	\$750,000	0%
18.	2021C-13A	Architectural Consultant Continuing Contracting Services	Akel, Logan & Shafer, PA	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
19.	2021C-13B	Architectural Consultant Continuing Contracting Services	Bhide & Hall Architects, PA	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
20.	2021C-13L	Architectural Consultant Continuing Contracting Services	LS3P Associates, LTD (Formerly Known As: Ebert Norman Brady Architects)	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
21.	2021C-13H	Architectural Consultant Continuing Contracting Services	Harvard Jolly, Inc.	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
22.	2021C-13K	Architectural Consultant Continuing Contracting Services	Kasper Architecture and Development, Inc. DBA: Kasper Architects + Associates	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
23.	2021C-13PC	Architectural Consultant Continuing Contracting Services	Pond and Company	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
24.	2021C-13P	Architectural Consultant Continuing Contracting Services	PQH Group	11/01/2024	10/31/2025	4 of 5	\$750,000	0%
25.	2021C-13T	Architectural Consultant Continuing Contracting Services	TTV Architects, Inc.	11/01/2024	10/31/2025	4 of 5	\$750,000	3.0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

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

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

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

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

AGENDA ITEM NO. A – 6.

Subject:	Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 1
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2024-25 Operating Budget.

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 11, 2024. This budget amendment adjusts the beginning reserve to actual June 30, 2024, balance. The beginning reserves increase by \$10,272,969.

<u>Budget Amendment #1, FY 2024-25</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2024</u>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,955,030	\$ 10,272,969	23,227,999
Total Reserves	\$ 16,785,030	\$ 10,272,969	\$ 27,057,999
Tuition and Fees	\$ 52,272,086		\$ 52,272,086
State Appropriations	91,772,984		91,772,984
Other Revenue	4,006,925		4,006,925
Total Revenue	\$ 148,051,995	\$ 0	\$ 148,051,995
Total Available Funds	\$ 164,837,025	\$ 10,272,969	\$ 175,109,994
Personnel	\$ 113,378,620	5,551,887	\$ 118,930,507
Current Expense	32,540,981	\$ 1,223,467	33,764,448
Transfers	0		0
Equipment	2,132,393	169,079	2,301,472
Total Expenses	\$ 148,051,994	\$ 6,944,434	\$ 154,996,428
<u>Year-end Reserves, June 30, 2025</u>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,955,030	\$ 3,328,536	16,283,567
Total Reserves	\$ 16,785,030	\$ 3,328,536	\$ 20,113,567
Total Expenses and Reserves	\$ 164,837,024	\$ 10,272,970	\$ 175,109,994

This budget amendment increases the Fiscal Year 2024-25 Operating Expenditure Budget by \$6,944,434. The increase in Personnel Expense Budget is for the projected increased expense for FSCJ to enter the State Group Health Insurance Program. The increase in Current Expense and Equipment Budgets reflect committed but unexpended funds from Fiscal Year 2024-25 that are carried forward into the next fiscal year, consisting of contracts and outstanding purchase orders.

RATIONALE: This action involves a routine annual adjustment to the Operating Budget to incorporate year-end fiscal data from the prior year, as well as other noted adjustments. 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 2024-25 Operating Budget by \$6,944,434 and the June 30, 2025, Year-End Reserves increase by \$3,328,536.

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

AGENDA ITEM NO. A – 7.

Subject:	Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 1
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2024-25 Capital Outlay Budget.

BACKGROUND: The Capital Outlay Budget was approved on June 19, 2024.

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 decreases the Fiscal Year 2024-25 Capital Outlay Budget from \$56,981,694 to \$51,576,167.

2024-25 Capital Outlay Budget

	2024-25 Budget	2024-25 Amended Budget
<u>Total Funds by Source</u>		
Capital Improvement Fee Budget	\$ 17,557,793	\$ 13,648,430
Capital Outlay & Debt Service (CO&DS) Budget	\$ 2,364,100	\$ 2,409,100
Transfer Fund Budget	\$ 13,848,664	\$ 14,237,120
Local Funds	\$ 9,733,199	\$ 9,393,057
Deferred Maintenance	\$ 13,376,574	\$ 11,888,460
Public Education Capital Outlay (PECO) Budget	\$ 101,364	\$ -
Total Capital Outlay Budget	\$ 56,981,694	\$ 51,576,167
 <u>Project Budgets</u>		
Capital Improvement Fee Projects		
North Campus Nursing Remodel Design Services	\$ 1,100,000	\$ 1,100,000
Collegewide Life Safety Upgrades	\$ 2,238,075	\$ 2,044,015
Collegewide Classroom Tech Upgrades	\$ 1,983,898	\$ 1,297,977
Collegewide Site Upgrades	\$ 549,614	656,934
Collegewide Signage	\$ 962,830	\$ 962,830
IT Infrastructure	\$ 1,500,000	\$ 1,500,000
Computer Lab Refresh	\$ 2,045,873	\$ 1,141,728
Upgrade Science Labs Collegewide	\$ 1,633,167	\$ 2,418,126
Energy Performance Upgrades	\$ 355,684	\$ 355,684
Building Envelope Repairs	\$ 930,760	\$ 930,760
HVAC Upgrades	\$ 390,940	495,940
Dental Classrooms Renovation	\$ 137,800	\$ 137,800
Recurring Maintenance	\$ 2,161,937	\$ 2,885,922
Collegewide Interior Upgrades	\$ 588,961	\$ 844,876
Collegewide Interior Renovations	\$ 978,254	\$ 1,317,831
Total Capital Improvement Fee Budget	\$ 17,557,793	\$ 13,648,430
 Capital Outlay & Debt Service (CO&DS) Projects		
Replace Fire Alarm Panels at Downtown, South & North	\$ 1,829,100	\$ 1,829,100
Repair Parking Lots Fire College at South Campus	\$ 285,000	\$ 285,000
ADA Upgrades	\$ 250,000	\$ 295,000
Total CO&DS Budget	\$ 2,364,100	\$ 2,409,100
 Transfer Funded Projects		
Collegewide Signage	\$ 12,223	\$ 12,223
Classroom Technology Upgrades	\$ 127,742	\$ 610,753
Collewide Renovations	\$ 1,708,699	\$ 1,614,144
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
Total Transfer Funded	\$ 13,848,664	\$ 14,237,120

Project Budgets

	2024-25	2024-25
	Budget	Amended Budget
Local Funds Projects		
South Campus Veterans' Center	\$ 693,095	\$ 5,866
Nassau Center Commercial Vehicle Driving	\$ -	\$ -
ERP Maintenance	\$ 1,294,448	\$ 1,116,751
HVAC Upgrades & Improvements	\$ 996,706	\$ 747,759
Collegewide Site Upgrades	\$ -	\$ -
Collegewide Digital Emergency Communication	\$ 6,900	\$ 10,910
Cardiovascular Technology Relocation	\$ -	\$ -
Develop Five-Year Master Plan	\$ 17,907	\$ 15,959
Collegewide Renovations and Repairs	\$ 150,157	\$ 921,826
Emergency Classrooms Repairs	\$ -	\$ -
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	\$ 9,733,199	\$ 9,393,057
Deferred Maintenance Projects		
Deferred Maintenance Projects	\$ 13,376,574	\$ 11,888,460
Total Energy Performance	\$ 13,376,574	\$ 11,888,460
Public Education Capital Outlay (PECO) Projects		
South Campus Veterans' Center	\$ 101,364	\$ -
Total Public Education Capital Outlay (PECO)	\$ 101,364	\$ -
Total Capital Outlay Budget	\$ 56,981,694	\$ 51,576,167

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

AGENDA ITEM NO. A – 8.

Subject:	Finance: Fiscal Year 2024-25 Carry Forward Spending Plan
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the 2024-25 Carry Forward Spending Plan.

BACKGROUND: Each Florida College System institution with a final Full Time Equivalence (FTE) less than 15,000 the prior fiscal year is required to maintain a minimum carry forward balance of 5 percent in operating funds. The College's FTE the prior fiscal year was less than 15,000, and the College's operating fund balance on June 30, 2024, is 15.76%. The College proposes a spending plan to use the excess carry forward funds of \$18,472,175 to fund moving FSCJ to the State Group Health Insurance Program.

RATIONALE: Florida Statute 1013.841 states that if a Florida College System Institute fails to maintain a 5 percent balance in operating funds or exceeds a fund balance of 5 percent, the institution shall submit a spending plan to be approved by the District Board of Trustees by September 30, 2024, and submitted to the Florida Department of Education by November 15, 2024.

FISCAL NOTES: This action will reduce the College's 2024-25 Year Ending Operating Fund Balance by an estimated \$4,872,175.

Florida State College at Jacksonville
Certified Fund Balance
Fiscal Year 2023-24

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ 3,830,000.00
Fund Balance - College	31100	\$ 23,227,999.14
Total Unallocated Fund Balances		\$ 27,057,999.14
Funds Available		\$ 171,716,483.25
College's Reserve Requirement %		5%
Reserve Requirement		\$ 8,585,824.16
Amount Requiring Spending Plan		\$ 18,472,175

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

AGENDA ITEM NO. A – 9.

Subject:	Academic Affairs: FSC Affordability Report
Meeting Date:	September 10, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached FCS Affordability Report for submission to the Florida Department of Education.

BACKGROUND: By September 30th of each year, the Board of Trustees of each institution in the Florida College System must submit a report to the Chancellor which details information about tuition costs as compared to prior year, various fees as compared to prior year, selection processes, cost variance, initiatives to reduce textbook and instructional material costs, the timeliness of textbook adoptions and institutional financial aid policies and programs that promoted affordability. The report was developed according to a template provided by the Division of Florida Colleges.

RATIONALE: Approval of this item will allow submission of the required report as prescribed in s.1004.084 and 1004.085, Florida Statutes (F.S.).

FISCAL NOTES: There is no economic impact as a result of this item.

MEMORANDUM

DATE: August 19, 2024

TO: College President Dr. John Avendano and Members of the College's District Board of Trustees

FROM: Dr. John Wall, Provost/Vice President of Academic Affairs

SUBJECT: Florida State College at Jacksonville's 2024 FCS Affordability Report

In accordance with sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.), the District Board of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor the factors that influence college affordability initiatives and the selection of textbook and instructional materials by September 30th. The annual Florida College System Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2024 Florida College System Affordability Report template requires that Florida College System institutions provide the following information:

- A comparison of tuition versus the prior year;
- A comparison of various fees versus the prior year;
- The selection process for textbook and instructional materials;
- Policies involving the adoption of required and recommended textbooks and instructional materials;
- Policies and initiatives implemented that were designed to reduce the cost of textbooks and instructional materials;
- Policies implemented regarding the posting of textbook and instructional materials;
- The number and percentage of course sections, by semester, that were not able to meet the textbook and instructional material posting deadlines for 2024 reporting year, including Fall 2023 and Spring 2024;
- Steps taken to make course materials selection searchable and downloadable;
- Identification of no-cost OER and no-textbook course sections;
- Posting of General Education course syllabi at least 45 days prior to the start of the class;
- Specific institutional financial aid policies or programs that promoted affordability.

Enclosed herein is Florida State College at Jacksonville's 2024 Florida College System Affordability Report, collaboratively prepared by staff members representing all units of senior college leadership.

The report appendices contain the following supporting evidence:

- Appendix A: Collective Bargaining Agreement, Article 20: Textbook Selection
- Appendix B: Administrative Procedural Manual 09-0701: Textbook Affordability and Instructional Material Adoption
- Appendix C: Reasons for Late Adoption Postings

Upon your approval, the report will be submitted electronically (via the provided link) to the Florida College System office.

Please let us know if we can furnish any additional information about Florida State College at Jacksonville's 2024 Florida College System Affordability Report, and we will gladly do so.

Thank you.

College Affordability

Institution Contact Information

1. College Name
Florida State College at Jacksonville

2. Contact Information

Name	Richard Turner
Title	Associate Vice President of Academic Operations
Email Address	Rich.Turner@fscj.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?

Yes

No

If you answered "no," provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.
Click or tap here to enter text.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

Yes

No

If you answered "no," provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?

Yes

No

If you answered "yes," provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

Yes

No

If you answered "no," provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

7. Did your institution eliminate user fees over the prior year?

- Yes
 No

If you answered "yes," provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution's established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

The College, working in concert with Follett, opens the textbook adoption process for each term no later than 91 days prior to the start of each term with a goal of being 95% compliant on all textbook adoptions at 75 days prior to the start of each term. Academic Operations works closely with Academic Deans and Faculty to reach the target of 95% compliance 75 days before the term/session starts. Once a faculty member completes the adoption process, that data is transferred via Follett Discover back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. The College has also added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs associated with the class.

9. Describe your institution's selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

The selection process for all textbook and instructional materials, including those for general education courses and other high-enrollment courses as well as those with a wide cost variance, is codified in Florida State College at Jacksonville's Collective Bargaining Agreement (CBA), Article 20: Textbook Selection (see Appendix A). The CBA is available on the College's internal website and is also widely disseminated to faculty and academic administrators, who follow the process as described in Article 20 and summarized herein:

"The selection of textbooks and supplementary materials to be used is the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law."

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources (OER)
 Usage of digital textbooks and learning objects
 Textbook affordability committees
 Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
 Program(s) with no textbook costs
 Faculty grants for development of textbooks

- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high-enrollment general education courses
- Other (please specify): Click or tap here to enter text.

Forty-Five (45) Day Posting Requirement

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class. Florida State College at Jacksonville has codified its policies pursuant to s. 1004.085(6), Florida Statutes (F.S.), in Administrative Procedure Manual APM 09-0701: Textbook Affordability and Instructional Material Adoption (see Appendix B). To ensure that adoptions are made in a timely manner, to confirm availability of requested materials, and to provide maximum availability of used textbooks, the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract-defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term). The e-adoption process is executed via Follett Discover, as early as feasible, but not less than forty-five (45) days prior to the first day of class. In practice, the College has created a process that targets 95% compliance at 75 days prior to the start of the term, thereby enhancing institutional effectiveness. Additionally, Follett Discover transfers faculty-adopted resources back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. We have added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs associated with the class.
12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the terms below. Please specify how many sections there were with and without reasonable exceptions.

*A "No-Cost Section" could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

- **Fall 2023 – Total Number of Course Sections**

2,679

- **Fall 2023 – Number/Percentage of Course Sections Able to Meet 45-Day Deadline**

2,519/94.0%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception**

2637/98.4%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception**

42/1.6%

- **Spring 2024 – Total Number of Course Sections**

2,599

- **Spring 2024 – Number/Percentage of Course Sections Able to Meet 45-Day Deadline**

2,486/95.7

- **Spring 2024 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception**

2561/98.5%

- **Spring 2024 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception**

38/1.5%

Searchable Textbooks and Instructional Materials List

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If any component of your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. Click or tap here to enter text.

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.
The College created a link to the materials on the Academics landing page of the Florida State College at Jacksonville webpage. The page is public-facing and does not require any type of login or password to access.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Not checking a box will indicate the answer is N/A. Select all that apply.
- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.

- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): Click or tap here to enter text.

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance.

FSCJ currently utilizes a Class Attribute and a Class Note to inform students of class sections where no textbook is required or no-cost OER is used. Zero textbook cost course sections are displayed on the online class search with the following Class Attribute: "No Textbook Purchase Required." Additionally, zero textbook course sections display the following Class Note: "No textbook purchase is required for this course" on FSCJ's class search and registration system. FSCJ students have the ability to search for specific course sections associated with the "No Textbook Purchase Required" attribute. When students click on the "Course Materials" link of zero textbook course sections, the Follett site displays appropriate notes to indicate the adoption of free materials. Notes from the Follett site include one of the following statements: "Free Open Educational Resources are required for this course. Please see your Instructor" or "No books required for this course. Please see your Instructor." FSCJ continues to explore the possibility of creating an icon such as the ZTC indicator developed by the Florida Postsecondary Academic Library Network in the college's local class search and registration system.

For the Fall Term 2023 the College had 237 sections where there was zero textbook cost associated with the section. For the Spring Term 2024 the College had 194 sections where there was zero textbook cost associated with the class.

General Education Core Course Syllabi Components and Forty-Five (45) Day Posting Requirement

16. Indicate whether all general education core course syllabi included the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

17. Indicate whether your institution met the course syllabi posting requirements below for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is N/A. Select only one.

Reasonable exceptions include:

- A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline.
- The course section is added after the forty-five (45) day notification deadline.

Posting Requirements

The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.

The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.

The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation, and identify activities to come into compliance. The College did not meet the posting requirement for the Fall of 2023. We completed process changes and for the Spring term 2024 we were 99.49% compliant with the syllabi posting requirement of 45 days prior to the first day of classes. We expect to remain compliant going forward.

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years below by September 1, 2024, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Preceding 5 Academic Years

- 2018-19
- 2019-20
- 2020-21
- 2021-22
- 2022-23

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

19. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components below by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

20. Please provide the URL where the five-year textbooks and instructional materials list(s) is posted.

Click or tap here to enter text. https://www.fscj.edu/docs/default-source/academics/fscj-textbook-options.xlsx?sfvrsn=2d22318d_4

Financial Aid Policies That Promote Affordability

21. Identify specific institutional financial aid policies or programs that promote affordability. Not checking a box will indicate the answer is N/A. Select all that apply.

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify): Click or tap here to enter text.

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. **(Optional)**
In the Spring term 2021 the College launched FSCJ ACCESS, an opt-out, inclusive ACCESS program with Follett. Since that initial launch, the program has continued to expand. In the Fall term 2023 the College had 1,031 classes in the program with 20,499 duplicated enrollments which resulted in a total savings to students of \$786,809.64. In the Spring term of 2024, the College had 1,166 classes in the program with 23,521 duplicated enrollments which resulted in a total savings to students of \$629,774.32.

Training and Organizational Development (TOD), along with the Academy for Teaching and Learning (ATL), in partnership with the Library and Learning Commons (LLC), promotes and offers workshops during the annual Open Education Week event at FSCJ. Open Education Week is an annual celebration and an opportunity for actively sharing and learning about the latest advancements in Open Education worldwide. Participants are invited to hear from FSCJ colleagues as they share information about Open Educational Resources (OER), practices, tips, and tricks to incorporate into their teaching.

Beginning the Spring term 2022, Florida Shines online course catalog allowed institutions to designate zero textbook cost (ZTC) online course sections on the catalog. FSCJ uploaded ZTC 159 course sections during the Fall term 2023 and 126 ZTC sections during the Spring term 2024 to the Florida Shines catalog.



2024 FLORIDA COLLEGE SYSTEM AFFORDABILITY REPORT:

APPENDICES

APPENDIX A:
Collective Bargaining Agreement, Article 20:
Textbook Selection

ARTICLE 20: TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The faculty and the administration are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability. A committee, with equal representation from the Union and the Administration, shall be jointly established to annually develop non-binding recommendations addressing textbook affordability, inclusive of concerns that arise in the State audit process ensuring the Committee utilizes the State audit report. The initial meeting of this committee shall be no later than November 1, 2021 with recommendations delivered to the Provost and the President of the Faculty Senate by the end of each academic year.

Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty.

In the interests of students, academic departments or discipline shall agree upon texts to be used collegewide in sequential* courses using the following procedure:


- Faculty within each department or discipline representing each campus shall serve on a collegewide committee to select by majority vote one textbook to be used in each course in the sequence.
- An accompanying list of supplemental texts and ancillary instructional materials may be selected by each faculty in addition to the course text, to meet the needs of the particular discipline.

Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the collegewide committee determines that a shorter period is appropriate, on a case-by-case basis.

The list of selected textbooks will be submitted by the established deadline or the textbooks in current use will be reordered.

* A sequential course is a course as defined by the collegewide committee.

APPENDIX B:
Administrative Procedural Manual 09-0701:
Textbook Affordability and
Instructional Material Adoption


ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
		TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
6Hx7-9.1 Curriculum		March 13, 2024	

Purpose

The purpose of this procedure is to describe the processes the College uses to comply with Section 1004.085, Florida Statutes and State Board Rule 6A-14.092(3) "Textbook and Course Material Affordability and Transparency", relative to textbook affordability and the adoption of student textbooks and other instructional material.

Procedure

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville (FSCJ) campus and the Deerwood Center.
- B. Each faculty member must submit an electronic adoption that includes the author, title, publisher, edition, and ISBN. The faculty member must also indicate whether procurement of the text and materials by the student is required or optional. In some cases, (e.g., to execute a departmental adoption, to meet a statutory deadline), the appropriate Academic Department staff may submit the adoption on behalf of the assigned faculty member.
- C. Pursuant to Section 1004.085(4), Florida Statutes and State Board Rule 6A-14.092(3) "Textbook and Course Materials Affordability and Transparency", the person submitting the adoption must submit and maintain, for record, before each instructional material adoption is finalized, an electronically submitted adoption certification for each class section attesting:
 1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
 2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit the required electronic adoption via the instructional material adoption portal, 75 days prior to the start of each session or as soon as is practicable for late added sections.
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085, Florida Statutes.
- F. Pursuant to Section 1004.085, Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of the class, a list of each textbook required for each class offered by the College during the upcoming term.

ADMINISTRATIVE PROCEDURE MANUAL				
	SECTION TITLE	NUMBER	PAGE	
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	2 OF 2	
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
	6Hx7-9.1 Curriculum		March 13, 2024	

The listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date, retail price(s), or indicate that a section has either a no instructional materials requested or that no-cost open education resources have been adopted.

- G. College faculty and academic departments are requested to participate in the development, adaptation, and review of open-access textbooks, and in particular, open access textbooks for high-demand general education courses.

REFERENCES: F.S. 1001.64, 1001.65, 1004.085, SBE Rule 6A-14.092

Adopted Date: May 1, 1981

Revision Date: July 14, 1986, February 5, 2013, February 3, 2015, August 31, 2016, March 13, 2024

APPENDIX C:
Reasons for Late Adoption Postings

Spring 2024	MAT0028	5492	2. Schedule Change/New Faculty Assignment	
Spring 2024	MAT0028	5369	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT0028	5427	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT0028	5577	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT1033	5143	2. Schedule Change/New Faculty Assignment	
Spring 2024	MAT1033	5336	2. Schedule Change/New Faculty Assignment	
Spring 2024	MAT1033	5500	2. Schedule Change/New Faculty Assignment	
Spring 2024	MAT1033	5305	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT1033	5428	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT1033	5630	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MAT1033	5667	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MGF1106	5062	2. Schedule Change/New Faculty Assignment	
Spring 2024	MGF1107	5295	2. Schedule Change/New Faculty Assignment	
Spring 2024	MGF1107	5602	2. Schedule Change/New Faculty Assignment	
Spring 2024	MUL2010	5318	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MUL2010	5398	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MUL2010	5481	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	MVW1013	5504	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	POS2041	5111	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	POS2041	5224	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	REA0017	3595	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	REA0017	5482	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	REA0017	5599	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	RED4511	5227	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	SPC2065	5513	2. Schedule Change/New Faculty Assignment	
Spring 2024	SPC2065	5401	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	SPN1121	5287	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	STA2023	5308	2. Schedule Change/New Faculty Assignment	
Spring 2024	STA2023	5515	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	THE2000	5484	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term
Spring 2024	THE2000	5618	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Scheduled inside 45 days prior to start of term

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 10, 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 September 10, 2024**

Faculty Full-Time Appointments

Bagby	Laura	Professor of History
Davis	Kimberly	Professor of Speech & Forensics
Durrance	Michael	Temporary Professor of Mathematics
Folisi	Simona	Temporary Professor of English for Academic Purposes
Garrett	Patricia	Professor of Business Analytics
George-Grizzell	Kelle	Temporary Professor of Mathematics
Johnson-Sweeting	Dominique	Professor of Nursing
Kinney	Elizabeth	Professor of Medical Assisting
Mason	Felicia	Professor of Nursing
Pepper	Jennifer	Professor of Practical Nursing
Riddell	Justin	Professor of Business Analytics
Riggins	Sha'kia	Temporary Professor of FinTech
Twiggs	Christopher	Temporary Professor of English
Williams	Jessica	Professor of Nursing
Wilson	Donna	Temporary Professor Commercial Driving

Job Title**A&P Full-Time Appointments**

Sexton	Christopher	Business Solutions Strategist
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Job Title**Career Full-Time Appointments**

Brooks	Lawanda	Administrative Specialist
Campbell	Heather	Vision Rehabilitation Case Manager/Career Specialist
Carroll	David	Administrative Specialist
Ejankowski	Sierra	Department Coordinator
Hughes	Theodore	Academic Tutor
Johnson	Opal	Student Financial Services Coordinator
Lyons	Michaela	Accounts Payable Specialist II
Mangona	Edwin	Integrated Systems Specialist
Maynard	Claude	Senior Security Officer
Nicholson	Daniel	Plant Service Worker
Pitmon	Charlotte	Library Manager
Scordo	Kenneth	Security Officer
Thayer	Corey	Academic Tutor
Wood	Racquel	Student Success Advisor I

Job Title**Career Part-Time Appointments**

Carver	Kevin	Law Enforcement Training Coordinator
Carver	Melissa	Library Assistant
Gonzalez	David	Academic Tutor
Hysler	John	Law Enforcement Training Coordinator
Keinbaum Cuyas	Santiago	Academic Tutor
Kelley	Austin	Patron Services Specialist
Matthews	Briana	Patron Services Specialist
Matthews	Farrell	Test Proctor

Job Title

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Order Over \$195,000
Meeting Date:	September 10, 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.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00016797	\$400,000	City of Jacksonville	City of Jacksonville, Jacksonville Sheriff's Office, Instructional Services for FSCJ Public Safety Students	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Inter-governmental Agency Partnership with the City of Jacksonville.
PO00016968	\$226,048	ERP Analysts, Inc.	PeopleSoft Content Migration, Hosting and Managed Services	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6Hx7-5.1 FSCJ's Approved Technology Plan FSCJ Contract 2018-04

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 \$626,048.

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

INFORMATION ITEM I – C.

Subject:	Finance: 2023-24 Annual Financial Report
Meeting Date:	September 10, 2024

INFORMATION: The 2023-24 Annual Financial Report (AFR) is presented to the District Board of Trustees for information. The AFR will be available at the District Board of Trustees meeting as information.

BACKGROUND: Florida Statute 1010.02, Financial Accounting Expenditures, provides that all funds accruing to a state college be received, accounted for, and expended in accordance with State Board of Education Administrative Rules, and shall be presented to the District Board of Trustees on an annual basis. The report consists of three basic financial statements: the Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows and related notes.

REPRODUCTIONS: Copies of the AFR will be made available to members of the general public upon request.

RATIONALE: State Board of Education Rule 6A-14.0261 and 6A-14.072 provides authority and direction for the annual submission of the AFR to the Department of Education.

FISCAL NOTES: The College's assets and deferred outflows of resources totaled \$339.5 million at June 30, 2024. This balance reflects a \$1.1 million, or 0.33 percent, decrease as compared to the 2022-23 fiscal year, resulting primarily from decrease of \$3.1 million in deferred outflows related to pensions offset by an increase of \$1.9 in total assets. Liabilities and deferred inflows of resources increased \$10.0 million compared to the 2022-23 fiscal year, or 8.5 percent, totaling \$128.2 million at June 30, 2024, resulting primarily from a \$4.0 million increase in net pension liability and \$5.1 million increase in deferred inflows related to pensions. As a result, the College's net position decreased by \$11.1 million, resulting in a year-end balance of \$211.4 million.

The College's operating revenues totaled \$38.3 million for the 2023-24 fiscal year, representing a .056 percent increase compared to the 2022-23 fiscal year due mainly to a \$0.9 million increase in net student tuition and fees and offset by a \$0.8 million decrease in sales and services of educational departments. Operating expenses totaled \$224.0 million for the 2023-24 fiscal year, representing an increase of 8.6 percent as compared to the 2022-23 fiscal year due primarily to a \$15.2 million increase in personnel services and a \$5.0 increase in scholarships and waivers offset by a decrease of \$2.9 million in materials and supplies.

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

INFORMATION ITEM I – D.

Subject:	Finance: Investment Reports for Quarter Ended June 30, 2024
Meeting Date:	September 10, 2024

INFOMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending June 30, 2024 are presented to the District Board of Trustees (DBOT) for information.

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 0.97% outperformed the benchmark performance of 0.96%. Over the past year, the Portfolio's total return was 4.97%, compared to 4.76% for the benchmark.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of June 30, 2023, the College had surplus funds of approximately \$36.8 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 June 30, 2024 was \$7.9 million. The Quasi Endowment Fund Portfolio (the "Portfolio") returned a gain of 1.59% (net of mutual fund fees) in the 2nd Quarter of 2024, underperforming its policy benchmark return of 1.86% by 0.27%. Over the past year, the Portfolio had a return of 14.29%, underperforming its 14.83% benchmark return. Since the inception date of July 1, 2016, the Portfolio returned 9.25% annually, outperforming its 9.03% benchmark by 0.2% annually. In dollar terms, the Portfolio gained \$121,140 in return on investment over the quarter and \$987,079 over the past 12-months.

The Investment Performance Review for the quarter ending June 30, 2024 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 programs while meeting the requirements of safety and liquidity.

FISCAL NOTES: As of June 30, 2024, the College had investment balances totaling \$44.7 million, which compares to \$42.0 million as of June 30, 2023.



FLORIDA STATE COLLEGE AT JACKSONVILLE

Investment Performance Review For the Quarter Ended June 30, 2024

Client Management Team

Scott Sweeten, BCM, CFS, Sr. Managing Consultant
Richard Pengelly, CFA, CIMA, CTP, Managing Director

225 E. Robinson Street
Orlando, FL 32801
407-406-5754

PFM Asset Management LLC

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

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Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ Moderating economic growth following two quarters of exceptional strength
 - ▶ Recent inflation prints resuming the path towards the Federal Reserve (Fed)'s 2% target
 - ▶ Labor markets continuing to show strength while unemployment has ticked up modestly
 - ▶ Resilient consumer spending supported by wage growth that is outpacing inflation



- ▶ Federal Reserve pushes out rate cuts
 - ▶ Fed revises expectations from 3 rate cuts in 2024 to 1 by year end following a lack of progress in the fight against inflation
 - ▶ Market continues to expect 1 or 2 rate cuts in 2024
 - ▶ Fed officials note that the risks to its “dual mandate” of stable inflation and maximum employment are becoming more balanced



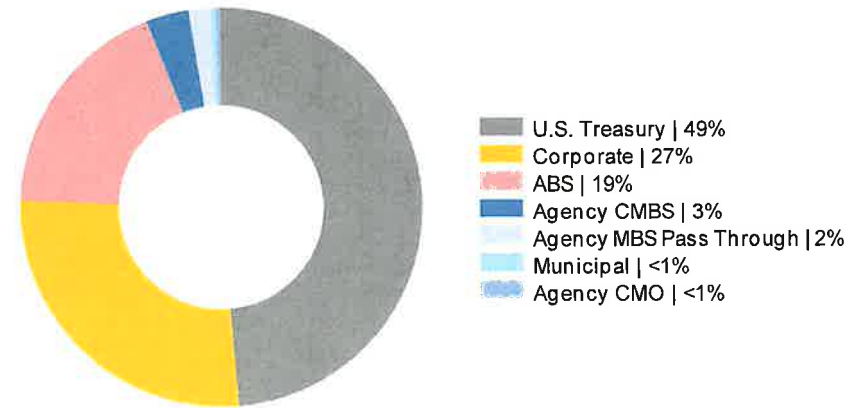
- ▶ Treasury yields increase in response to economic data over the quarter
 - ▶ Yields on maturities between 2 and 10 years rose 13-20 basis points during the quarter
 - ▶ The yield curve has now been inverted for 24 months, the longest period in history
 - ▶ Spreads across most sectors remain near multi-year tight and represent market expectations for a soft landing

Portfolio Snapshot - FL STATE COLLEGE AT JACKSONVILLE OP FUND¹

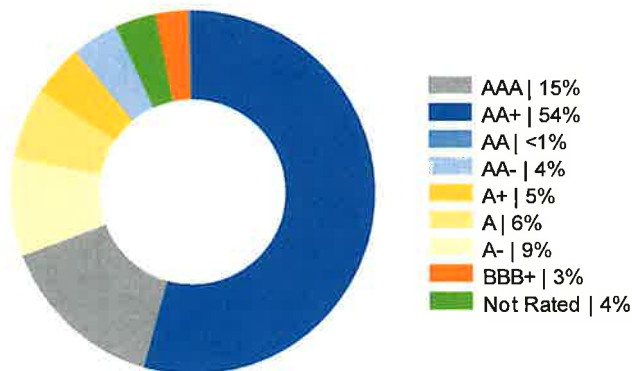
Portfolio Statistics

Total Market Value	\$36,788,479.74
<i>Securities Sub-Total</i>	\$36,246,838.52
<i>Accrued Interest</i>	\$313,176.21
<i>Cash</i>	\$228,465.01
Portfolio Effective Duration	1.81 years
Benchmark Effective Duration	1.76 years
Yield At Cost	4.34%
Yield At Market	4.82%
Portfolio Credit Quality	AA

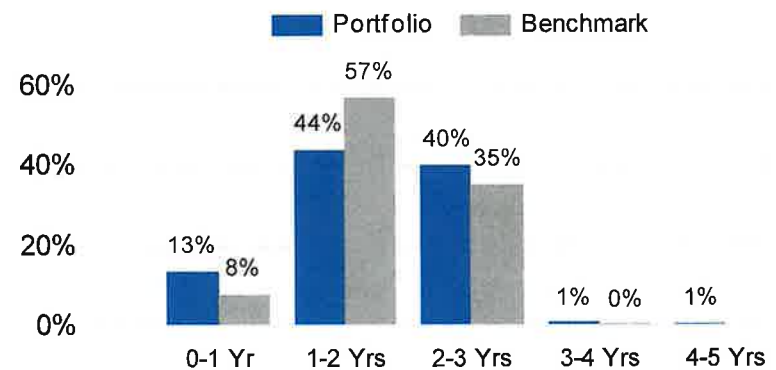
Sector Allocation



Credit Quality - S&P

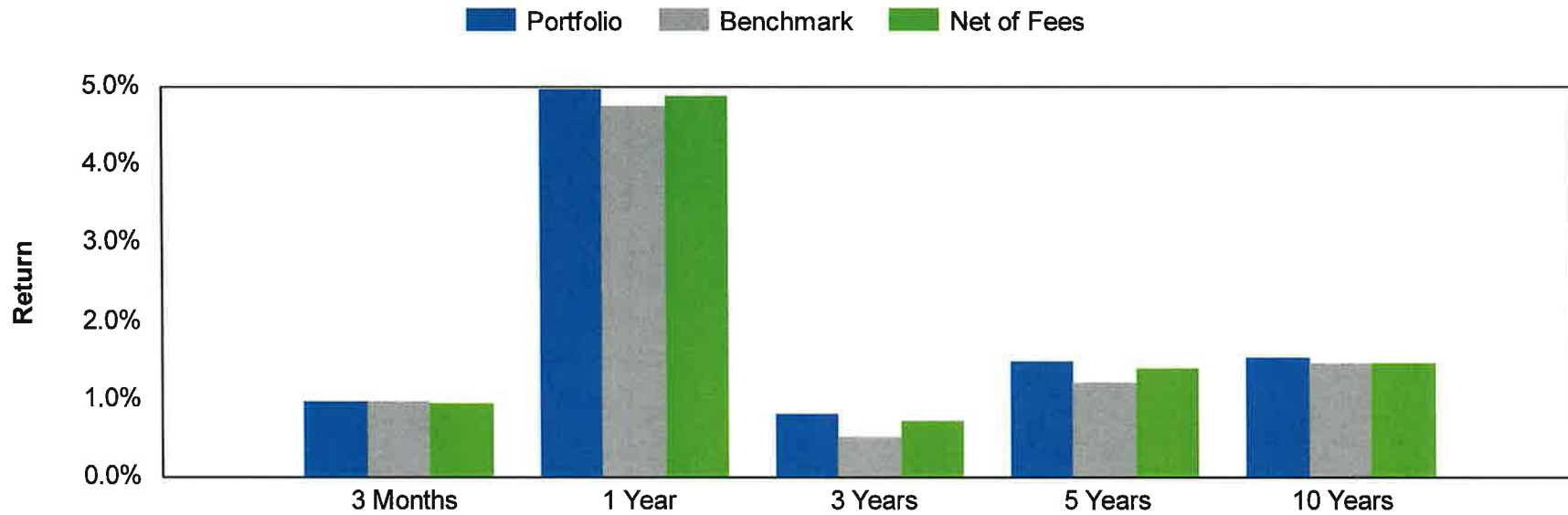


Duration Distribution



¹ Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is currently the ICE BofA 1-3 Year U.S. Government/Corp A Rated and Above Index. Prior to 9/30/19 it was the ICE BofA 1-5 Year Government/Corp A-AAA Index. Source: Bloomberg. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

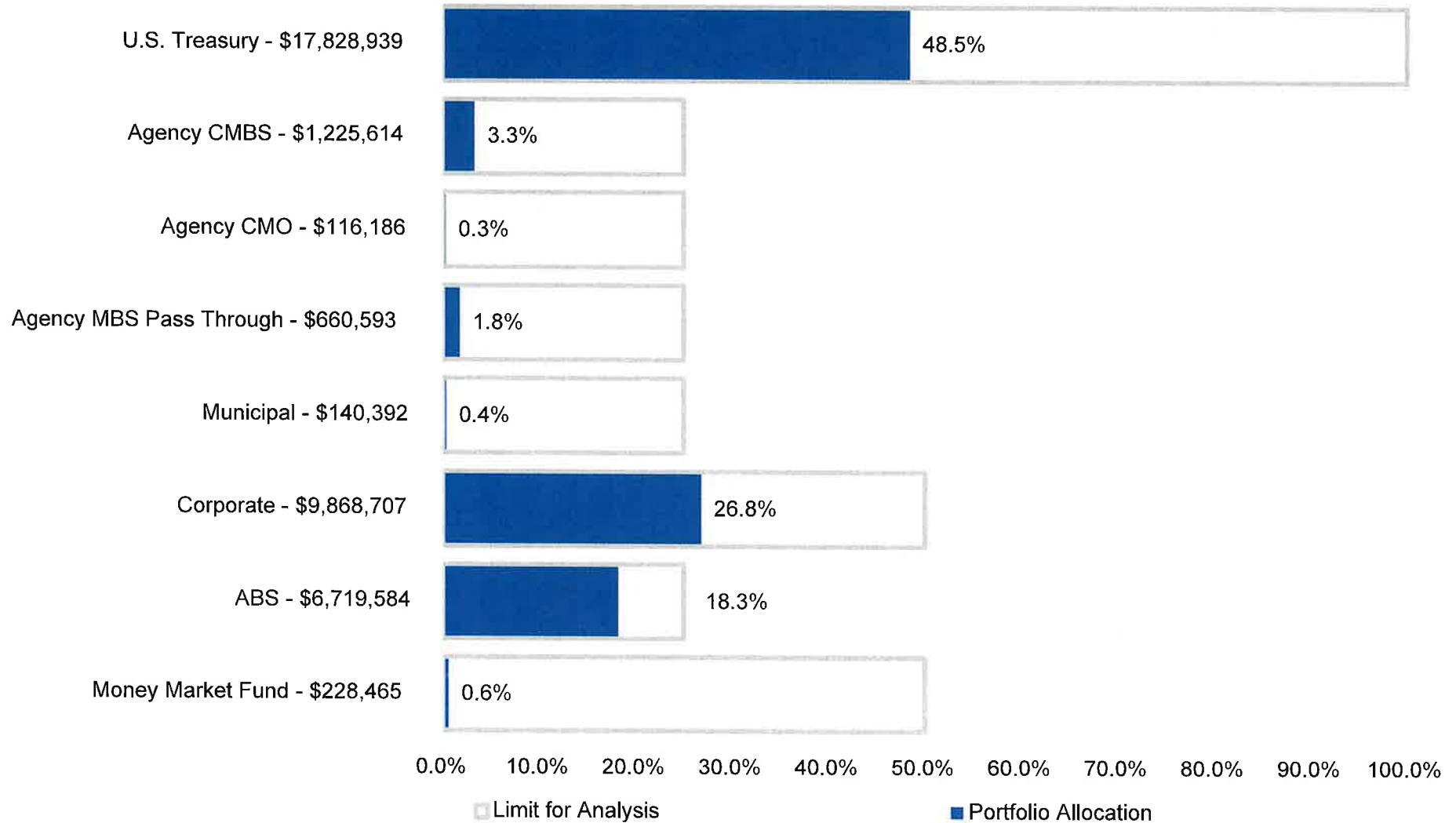
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years
Interest Earned ²	\$375,029	\$1,307,755	\$2,345,864	\$3,588,594	\$7,720,306
Change in Market Value	(\$21,752)	\$434,977	(\$1,467,367)	(\$974,499)	(\$1,659,128)
Total Dollar Return	\$353,277	\$1,742,732	\$878,497	\$2,614,095	\$6,061,178
Total Return³					
Portfolio	0.97%	4.97%	0.81%	1.49%	1.54%
Benchmark ⁴	0.96%	4.76%	0.52%	1.22%	1.47%
Basis Point Fee	0.02%	0.09%	0.09%	0.09%	0.08%
Net of Fee Return	0.95%	4.88%	0.71%	1.40%	1.46%

1. The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is June 30, 2006.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.
 4. The portfolio's benchmark is currently the ICE BofA 1-3 Year U.S Government/Corp A Rated and Above Index. Prior to 9/30/19 it was the ICE BofA 1-5 Year Government/Corp A-AAA Index. Source: Bloomberg.

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.
 *Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.



Florida State College at Jacksonville Quasi Endowment Fund

Investment Performance Review For the Quarter Ended June 30, 2024

Client Management Team

Richard Pengelly, CFA, CIMA®, CTP, Managing Director
Scott Sweeten, BCM, CFS, Relationship Manager
Sean Gannon, CTP, Senior Managing Consultant

PFM Asset Management LLC

225 E. Robinson St.
Suite 250
Orlando, FL 32801
407-406-5766

1735 Market Street
43rd Floor
Philadelphia, PA 19103

202500167

Executive Summary

The Florida State College at Jacksonville Quasi Endowment Fund portfolio (the “Portfolio”) returned 1.59% (net of mutual fund fees) over the 2nd quarter of 2024, compared to its policy benchmark return of 1.86%. Over the past 12-months, the portfolio returned 14.29% compared to 14.83% for the benchmark. However, since the inception date of July 1, 2016, the portfolio’s 9.25% annual rate of return is ahead of the 9.03% benchmark return by 0.2% on an annual basis. In dollar terms, the portfolio gained \$121,140 in return on investment over the quarter and gained \$987,079 over the past 12-months.

The yield curve remained inverted since the previous quarter (Q1 2024). By the end of Q2, the yield on a 3-month U.S. Treasury Bill stood at 5.35% (up 0.03% over the quarter), the 2-year note was 4.75% (up 0.13%), the 5-year note was 4.38% (up 0.17%), the 10-year note was 4.40% (up 0.20%), and the 30-year ended the quarter at 4.56% (up 0.22%).

As expected, the Fed kept the overnight rate at its current target range of 5.25% to 5.50% at its June 12 meeting, marking the seventh consecutive meeting since July 2023 keeping rates at this level. Furthermore, the Fed’s updated “dot plot” showed just one rate cut in 2024, a notable drop from the March projections of three cuts. This more closely aligned with market expectations, which generally assumed one or two cuts in the back half of this year.

The second quarter of 2024 was characterized by moderating economic growth, inflation resuming its slowing trend as it inches closer to the Fed’s 2% target, signs of consumer activity beginning to taper, and a labor market that continues to come into better balance.



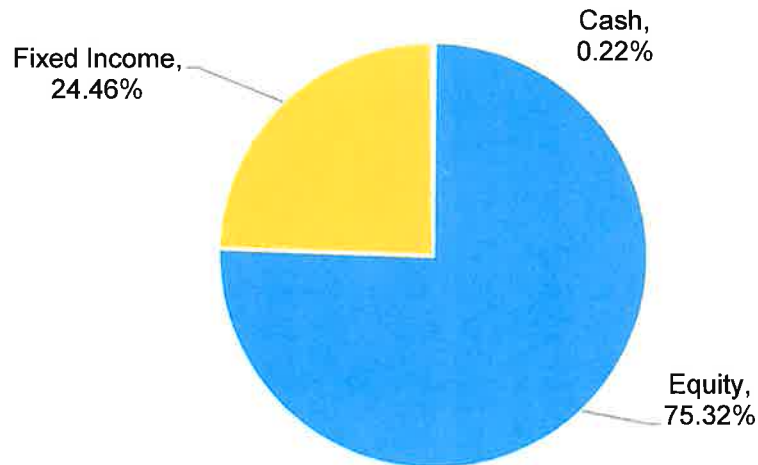
Aggregate Asset Allocation

Florida State College at Jacksonville Quasi Endowment Fund
 PFMAM Managed Funds: Aggregate Asset Allocation as of June 30, 2024

Current Asset Allocation

Asset Class	Market Value	Pct (%)
Cash	17,755.00	0.22%
Equity	5,944,721.00	75.32%
Fixed Income	1,930,257.00	24.46%
Total	7,892,733	100.00%

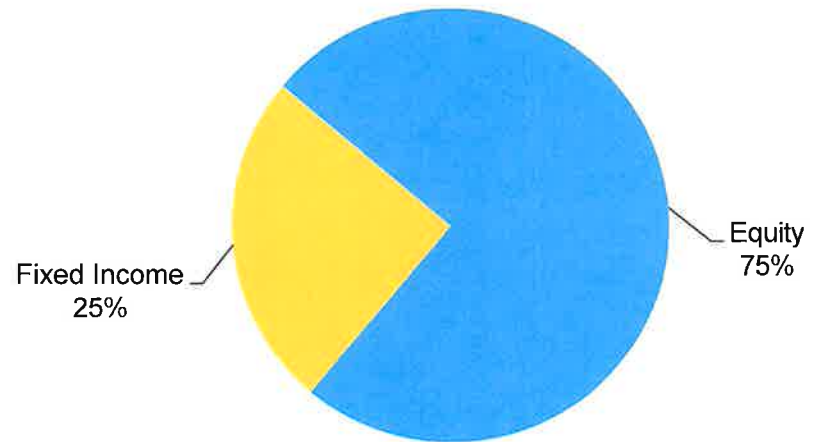
Current Asset Allocation



Target Asset Allocation

Asset Class	Market Value	Target (%)	Range
Cash		0%	0% - 20%
Equity	5,944,721	75%	70% - 80%
Fixed Income	1,930,257	25%	20% - 30%
Total	7,874,978	100%	

Target Asset Allocation



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	7,892,733	100.00	1.56	7.84	14.29	2.71	8.91	9.25	07/01/2016
Blended Benchmark			1.86	7.85	14.83	3.42	8.45	9.03	07/01/2016
Domestic Equity	3,901,404	49.43							
PFM Multi-Manager Domestic Equity Fund	3,901,404	49.43	2.46	12.36	20.79	6.71	13.08	13.56	10/01/2020
<i>Russell 3000 Index</i>			3.22	13.56	23.12	8.05	14.14	14.57	10/01/2020
Schwab US Large-Cap ETF - 76.4%			3.79	14.70	24.41	8.91	14.73	3.44	06/01/2024
<i>Russell 1000 Index</i>			3.57	14.24	23.88	8.74	14.61	3.31	06/01/2024
Vaughan Nelson Select - 10.8% (^)			-2.76	7.35	13.28	9.34	15.39	16.14	10/01/2020
<i>Russell 3000 Index</i>			3.22	13.56	23.12	8.05	14.14	14.57	10/01/2020
Aristotle Atlantic Core Equity - 7.7% (^)			5.51	18.22	27.04	N/A	N/A	6.42	11/01/2021
<i>Russell 3000 Index</i>			3.22	13.56	23.12	8.05	14.14	6.50	11/01/2021
Jacobs Levy Small Cap - 4.8% (^)			-6.32	-3.25	3.08	0.00	10.41	16.29	10/01/2020
<i>S&P SmallCap 600</i>			-3.11	-0.72	8.66	-0.26	8.06	13.54	10/01/2020
International Equity	2,043,317	25.89							
PFM Multi-Manager International Equity Fund	2,043,317	25.89	1.02	6.13	11.38	-1.18	4.97	5.81	10/01/2020
<i>MSCI AC World ex USA (Net)</i>			0.96	5.69	11.62	0.46	5.55	7.14	10/01/2020
iShares Core MSCI Total Int'l Stock ETF - 43.6%			0.93	5.37	11.15	0.26	5.70	7.16	10/01/2020
<i>MSCI AC World ex USA (Net)</i>			0.96	5.69	11.62	0.46	5.55	7.14	10/01/2020
WCM Focused Growth International - 14.8% (^)			-0.65	11.38	14.22	0.24	N/A	7.64	10/01/2020
<i>MSCI AC World ex USA (Net)</i>			0.96	5.69	11.62	0.46	5.55	7.14	10/01/2020
Ninety One Int'l Dynamic Equity - 15.0% (^)			2.02	10.04	15.16	N/A	N/A	1.63	12/01/2021
<i>MSCI AC World ex USA (Net)</i>			0.96	5.69	11.62	0.46	5.55	5.13	02/01/1994
Acadian Non-U.S. Equity - 7.5% (^)			-0.07	8.03	18.17	3.72	N/A	10.02	10/01/2020
<i>MSCI EAFE (net)</i>			-0.42	5.34	11.54	2.89	6.46	8.88	10/01/2020
Aristotle International Equity - 7.5% (^)			-0.95	2.76	8.23	1.02	5.87	8.49	10/01/2020
<i>MSCI EAFE (net)</i>			-0.42	5.34	11.54	2.89	6.46	8.88	10/01/2020
Kayne Anderson International Small Cap - 1.0% (^)			-0.01	-0.53	8.56	-4.18	N/A	-3.65	05/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			0.66	2.78	11.26	-1.45	6.13	-0.85	05/01/2021

Returns are net of mutual fund fees and are expressed as percentages.

(^) Performance information is gross of fees and reflects sleeve level information (not specific to this client/investor). It is provided by sub-advisers of the PFM Multi-Manager Equity Fund, PFM Multi-Manager International Equity Fund and PFM Multi-Manager Fixed-Income Fund.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Schroders Global Emerging Markets - 10.3% (^)			6.23	9.24	12.23	-5.41	N/A	3.15	10/01/2020
<i>MSCI EM (net)</i>			5.00	7.49	12.55	-5.07	3.10	2.58	10/01/2020
Fixed Income	1,930,257	24.46							
PFM Multi-Manager Fixed-Income Fund	1,930,257	24.46	0.40	0.25	4.18	-2.39	0.41	-1.63	10/01/2020
<i>Blmbg. U.S. Aggregate</i>			0.07	-0.71	2.63	-3.02	-0.23	-2.67	10/01/2020
PGIM Core Fixed - 32.8% (^)			0.23	-0.05	4.02	-2.67	0.41	-2.08	10/01/2020
TIAA Core Fixed - 32.8% (^)			0.38	0.34	3.99	-2.81	0.55	-2.07	10/01/2020
<i>Blmbg. U.S. Aggregate</i>			0.07	-0.71	2.63	-3.02	-0.23	-2.67	10/01/2020
iShares Core U.S. Aggregate Bond ETF - 15.1%			0.13	-0.62	2.61	-3.02	-0.26	-2.55	05/01/2021
<i>Blmbg. U.S. Aggregate</i>			0.07	-0.71	2.63	-3.02	-0.23	-2.55	05/01/2021
iShares 10-20 Year Treasury Bond ETF - 1.3%			-1.16	-3.39	-3.18	-8.60	-3.89	0.11	03/01/2024
<i>ICE U.S. Treasury 10-20 Year Bond Index</i>			-1.17	-3.36	-3.15	-8.62	-3.87	0.14	03/01/2024
PineBridge IG Credit - 4.9% (^)			-0.02	-0.24	5.33	-3.01	1.77	-1.50	10/01/2020
<i>Blmbg. U.S. Credit Index</i>			-0.05	-0.46	4.42	-2.94	0.54	-1.98	10/01/2020
Brown Bros. Harriman Structured - 6.8% (^)			1.88	3.93	9.02	2.86	3.14	3.24	10/01/2020
<i>ICE BofA ABS Fxd & Flting Rate AA-BBB Idx</i>			1.55	3.63	8.45	1.64	2.38	2.26	10/01/2020
Brandywine Global High Yield - 2.7%			1.25	3.83	12.90	3.25	6.40	5.44	10/01/2020
<i>Blmbg. Ba to B U.S. High Yield</i>			1.19	2.45	10.01	1.60	3.97	3.59	10/01/2020
MainStay MacKay High Yield Corp Bond Fund - 3.5%			1.41	3.12	9.69	2.54	4.22	2.85	06/01/2021
<i>ICE BofA US High Yield Index</i>			1.09	2.62	10.45	1.65	3.73	2.05	06/01/2021
Cash Equivalents	17,755	0.22							
Goldman Sachs FS Government Fund	17,755	0.22	1.27	2.55	5.19	2.96	2.01	2.02	12/01/2018

Returns are net of mutual fund fees and are expressed as percentages.

(^) Performance information is gross of fees and reflects sleeve level information (not specific to this client/investor). It is provided by sub-advisers of the PFM Multi-Manager Equity Fund, PFM Multi-Manager International Equity Fund and PFM Multi-Manager Fixed-Income Fund.

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- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- **Repurchase Agreements:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **Settle Date:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **Supranational:** A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- **Trade Date:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **Unsettled Trade:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. Treasury:** The department of the U.S. government that issues Treasury securities.
- **Yield:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM at Cost:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM at Market:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

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

INFORMATION ITEM I – E.

Subject:	Facilities: Change Orders – Kent Campus – Parking Lot Retrofit with Courtyard Alternate
Meeting Date:	September 10, 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.”

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

Vendor	C.O.#	Amount
<u>Kent Campus:</u> Change orders issued to E. Vaughan Rivers, Inc. for the original contract dated March 6, 2024, for the Kent Campus Parking Lot Retrofit with Courtyard Alternate Lighting Project in accordance with FSCJ 2019C-18E.		
E. Vaughn Rivers, Inc. Original Contract Amount: \$271,534.76		
<ul style="list-style-type: none"> • Deduct: Change Order #1 issued to Decrease PO by \$101,188.14 (\$95,319.00 Material + \$5,869.14 Tax) for tax saving material purchase to Lamp Sales per REQ0018392. The PO decreased from \$271,534.76 to \$170,346.62 per PO CO Req 4959. 	CO #1	(\$101,188.14)
<ul style="list-style-type: none"> • Increase: Change Order #2 issued for additional Scope of Work per AIA CO #1 as defined on Line #1 in the amount of \$6,395.40, generating a PO increase from \$170,346.62 to \$176,742.02 per PO CO Req 5546. 	CO #2 AIA CO #1	\$6,395.40

Alternate

(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Increase: Change Order #3 issued for additional Scope of Work per AIA CO #2 as defined on Line #1 in the amount of \$5,445.00, generating a PO increase from \$176,742.02 to \$182,187.02. 	CO #3 AIA CO #2	\$5,445.00
E. Vaughn Rivers, Inc. Final Contract Amount: \$ 182,187.02		

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.