

September 3, 2019

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D.
College President



RE: September 2019 Board Agenda

Enclosed please find materials in support of the September 10, 2019, 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 full Board meeting will begin at 1 p.m., Board Room 405.

- Discussion of 2019-20 Board Workshop Topics – Preliminary Review
- Discussion of District Board of Trustees Professional Development Opportunities

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, 2019 – 1 p.m.
Administrative Offices, Board Room 405

202000058

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. Those who wish to address the Board are required to complete a Public Comment Request form prior to the meeting. Requestors will be called upon by the Board Chair, and should immediately come to the podium. Comments are limited to three minutes per person, and the Board is not required to respond.

MINUTES OF THE AUGUST 13, 2019, DISTRICT BOARD OF TRUSTEES WORKSHOP
(p. 60-62)

MINUTES OF THE AUGUST 13, 2019, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 63-86)

REPORT OF THE COLLEGE PRESIDENT

CONSENT AGENDA

Trustees may remove any item from the Consent Agenda for individual consideration under Action Items.

1. Purchasing: Annual Contract Extensions (p. 87)

ACTION ITEMS

1. Approval of Consent Agenda (p. 88)
2. Office of General Counsel: College President's Contract of Employment; Amendment One (p. 89-92)
3. Purchasing: Employee Group Plans for Health, Dental and Vision Insurance (p. 93-97)
4. Purchasing: Student Success Portal (p. 98)
5. Finance: Fees and Charges (p. 99-101)
6. Finance: Fiscal Year 2019-20 Capital Outlay Budget Amendment No. 1 (p. 102-104)
7. Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 1 (p. 105-106)
8. Academic Affairs: Activation of Data Science Technology Associate in Science (p. 107)
9. Academic Affairs: Activation of Data Science Technician I in Data Science Technology Associate in Science (p. 108)
10. Academic Affairs: Activation of Data Science Technician II in Data Science Technology Associate in Science (p. 109)
11. Academic Affairs: Activation of the Loan Originator – Mortgage Post-Secondary Adult Vocational Program (p. 110)
12. Academic Affairs: Textbook Affordability Report (p. 111-149)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 150-151)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 152-153)
- C. Finance: Degree Verification Surcharge (p. 154)

INTRODUCTION OF NEW EMPLOYEES (Group Recognition)

REPORT OF THE BOARD CHAIR

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORTS OF TRUSTEES

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE
(Written provided by Ms. Youlanda Henry)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by
Ms. Camilla Collins)

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

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Report provided by
Ms. SeQoya Williams)

NEXT MEETING

The Board will meet on Tuesday, October 8, 2019, at the College's Administrative Offices for a Deep Dive Workshop. The workshop will convene at noon in Conference Room 403A.

The next regular meeting of the Board is scheduled for Tuesday, December 10, 2019, at the College's Betty P. Cook Nassau Center.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 13, 2019, Board Workshop
Administrative Offices, Room 403A, Noon**

PRESENT:

Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
Jennifer D. Brown
J. Palmer Clarkson
Laura M. DiBella
D. Hunt Hawkins
Thomas J. Majdanics
O. Wayne Young

ABSENT:

None

CALL TO ORDER:

Vice Chair McGehee called the meeting to order at 12:04 p.m. and welcomed those in attendance. He shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Dr. Jennifer D. Brown, noting her appointment is subject to confirmation by the Florida Senate.

WELCOME/
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance, noting there were a number of items on today's agenda. He introduced Vice President of Institutional Effectiveness and Advancement Dr. Marie Gnage and Associate Vice President for Institutional Effectiveness Dr. Jerrett Dumouchel, and stated later in the workshop they would provide Trustees with information on the topic "Board Evaluation and Professional Development."

INFORMATION/
DISCUSSION:

- A. Discussion of Fiscal
Year 2019-20 District
Board of Trustees
Governance Structure:

President Avendano provided the Board with a brief overview of the FY 2019-20 Governance Structure. The overview included information pertaining to the upcoming election process, appointment of liaison to the FSCJ Foundation Board of Directors, seating of the Finance & Audit Committee members and approval of the Board's meeting schedule.

1. Organization of the
Board for Fiscal
Year 2019-20:

There was consensus among Trustees to propose at the August 2019 regular meeting a slate of officers and committee members for FY 2019-20.

The proposed slate of officers were as follows: Trustee McGehee as Chair; Trustee Bell as Vice Chair, Nassau County; Trustee Young as Vice Chair, Duval County; Trustees Clarkson and Hawkins to continue to sit on the Finance & Audit Committee and Trustees DiBella and Young to join the committee. In addition, newly appointed Trustee Jennifer Brown was selected to be appointed as the liaison to the FSCJ Foundation Board of Directors.

President Avendano provided Trustees with the proposed FY 2019-20 meeting schedule, noting the September 2019 workshop discussion would focus on the development of a list of topics for the coming year. President Avendano asked that Trustees forward any areas of interest to him directly, and he would bring forward to the full Board on September 10th.

2. Board Expectation & Accountability Metrics:

President Avendano provided Trustees with the Board's Expectation & Accountability Metrics, along with a FSCJ Foundation pledge card.

B. Discussion of 2019-20 Goals & Objectives for FSCJ College President John Avendano:

President Avendano provided Trustees with his proposed 2019-20 Goals & Objectives, along with a brief overview.

There was discussion by the Board regarding annual review expectations, accountability measures and their appreciation for the inclusion of the timeline.

There was consensus among Trustees as to the 2019-20 Goals & Objectives for FSCJ College President John Avendano to move forward, accordingly.

C. Discussion of Board Training & Evaluation Process:

Vice President Gnage and Associate Vice President Dumouchel provided the Board with an overview of "Board Training & Evaluation Process." The overview included information pertaining to the following:

- Board Evaluation Requirements
- Florida Department of Education: Roles and Responsibilities of a Trustee
- Engaging in Self-Assessment
- SACSCOC Standards
- Board Evaluation Questions
- Links Between Board Evaluation and Board Professional Development
- Board Responsibility
- Board Evaluation Proposed Plan
- Board Professional Development Proposed Plan

There was discussion by Trustees regarding the evaluation tool, next assessment date, metrics development, 5 Point Likert Scale and professional development.

There was additional discussion by Trustees regarding transitioning the January 2020 Deep Dive Workshop into a Board Retreat/annual planning meeting, noting a refresher’s course in the roles and responsibilities of a Trustee.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Vice Chair McGehee declared the public meeting adjourned at 12:48 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Ms. Kimberli Sodek, Secretary to the Board

Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 13, 2019, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.

PRESENT:

Candace T. Holloway, Vice Chair, Nassau County
 Thomas R. McGehee, Jr., Vice Chair, Duval County
 Michael M. Bell
 Jennifer D. Brown
 J. Palmer Clarkson
 D. Hunt Hawkins
 Laura M. DiBella
 Thomas J. Majdanics
 O. Wayne Young

ABSENT:

None

CALL TO ORDER:

Vice Chair McGehee called the meeting to order at 1:06 p.m. and welcomed those in attendance. He shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Dr. Jennifer Brown, noting she succeeds Karen Bowling and her appointment is subject to confirmation by the Florida Senate. The Board welcomed Trustee Brown.

Vice Chair McGehee thanked former Trustee Karen Bowling for her efforts and numerous accomplishments while serving as a member of the DBOT. He noted the uniqueness of Trustee Bowling, as she is a FSCJ alumna who served as the institution's Board Chair – the impact that must have had on the students and College community! Vice Chair McGehee announced that the Board plans to recognize former Trustee Bowling at a future Board meeting.

PLEDGE:

Vice Chair McGehee led the Pledge of Allegiance.

MINUTES:

(Ref. Board Agenda for August 13, 2019; Pages 202000004 – 25)

Vice Chair McGehee asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the May 21, 2019, Budget Workshop, on agenda pages 4 – 5; June 11, 2019, Workshop, on agenda pages 6 – 7; and June 11, 2019, Regular Meeting, on agenda pages 8 – 25; and there were none.

MOTION: (Bell – Holloway) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the May 21, 2019, Budget Workshop; June 11, Workshop; and June 11, 2019, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
 PRESIDENT:

Acknowledgments/Gratitude: College President John Avendano, Ph.D. welcomed those in attendance at today's meeting. He then acknowledged and expressed his gratitude for the following:

- Thank you to the District Board of Trustees and entire College Community – for Warm Welcome ~ Open Arms
- Thank you to FSCJ – for Welcome Breakfast Reception and for Turn-out ~ 300-400 Employees
- Thank you to Attendees at DBOT Meetings – for Turn-out ~ Sign of Support
- Thank you to Board Members during Recent One-on-One Meetings – for their Openness ~ Candid Conversations

Highlights from First Few Weeks:

President Avendano shared with the Board highlights from his first few weeks:

Opportunities to Meet/Represent FSCJ at Events:

- UNF President Dr. David Szymanski
- WJCT President Mr. David McGowan
- WJCT First Coast Connect Hosted by Ms. Melissa Ross
- Operation New Hope Tour and Roundtable Discussion with Vice President Mike Pence and Advisor to the President Ivanka Trump
- College Affordability Roundtable Discussion with Senator Rick Scott

Trustee Young shared his appreciation for having the opportunity to attend the College Affordability Roundtable Discussion, and applauded Senator Scott's attentiveness to the concerns of the students attending the event.

SACSCOC Fifth-Year Interim Report:

President Avendano shared with the Board that the institution was currently in the final draft phase of the mandatory Fifth-Year Interim Report for the accrediting commission, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The report details the College's case for

compliance with 23 of 73 of the SACSCOC standards, as required. The final version of the report is due to SACSCOC by mid-September, and FSCJ can expect to hear from SACSCOC's regarding the compliance judgement in January 2020.

National Science Foundation
(NSF) Grants:

President Avendano announced that FSCJ received two new Advanced Technological Education grants from the National Science Foundation (NSF), which together total more than \$1 million.

The Industry 4.0 Tech project, in the amount of \$555,507, will work to address the widening skills gap in the advanced manufacturing industry due to emerging innovations in technology and processes.

In partnership with the College of Lake County (CLC) in Illinois, as well as business and industry associations, Industry 4.0 Tech will enroll 214 students in new courses, providing them the opportunity to earn multiple industry certifications. Over the three-year grant period, FSCJ and CLC will also incorporate high-level equipment training in a minimum of 20 courses.

One of the project's main objectives is to increase participation and persistence of underrepresented and underserved populations, so together with CLC, FSCJ will focus on connecting and supporting females, minorities and Veterans to create a more diverse technical workforce for the advanced manufacturing industry.

The grant will also allow the College to establish, outfit and elevate simulation labs, not only for the use of FSCJ's students, but also for faculty and K-12 teachers, affording them hands-on training opportunities that will improve their learning, skill development and ability to educate the workforce of tomorrow.

The second grant, named "DataTEC" for short, totals \$566,953. The project will work to develop data science technicians, who are expected to become increasingly critical in the coming years as employers lean more heavily on data to guide decision-making.

DataTEC will create educational and career pathways that will prepare students to step into data science roles, particularly in entry- and middle-skill positions. FSCJ is developing a Data Science Technology Associate in Science degree with two embedded technical certificates.

The College will also be updating the coursework for full online delivery to increase access for nontraditional and underrepresented students. Additionally, FSCJ will provide data science professional development opportunities for faculty, which will certainly enhance teaching and learning across the College.

President Avendano thanked the following faculty and staff for their collaborative effort that helped secure the NSF's support through these two new grants:

- Dean Babi
- Professor Brauda
- Dean Brauer
- Mr. Ernie Friend
- Professor Singletary
- Professor Galatioto Wilson
- Professor Zube

Convocation:

President Avendano announced that Convocation is only a week and a half a way, and that he is looking forward to his first official day of school at FSCJ. He noted that the event is a time to celebrate the institution's accomplishments and share the vision for the coming year. President Avendano invited the Board to attend the ceremony being held the morning of Thursday, August 22. Breakfast starts in the South Campus Cafeteria at 8:30 a.m., with Convocation beginning at 9:45 a.m.

My first month at FSCJ:

President Avendano shared with Trustees that in addition to the event opportunities he stated earlier in his report, he was looking forward to spending the next couple of months getting to know the College, faculty and staff more intimately, as well as business and industry leaders of the community. He thanked the Board for their support, noting he looks forward to the opportunities to represent FSCJ within the coming months and years to come.

COMMENTS BY THE PUBLIC:

Vice Chair McGehee 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. It was noted that under the Administrative Procedures Act, a public hearing would be considered as to Action Item 2 on the agenda, and any comments regarding the Rule would be stated at that time.

Vice Chair McGehee advised the Board that no member of the public had requested to speak. He asked if there were any comments by the Board, and there were none.

CONSENT AGENDA:
 (Ref. Board Agenda for
 August 13, 2019; Items 1
 through 4, Pages 202000026 –
 31)

Vice Chair McGehee 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 through individual Trustee conference calls, should they so desire. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items.

Trustee McGehee requested the removal of the following item from the Consent Agenda:

CA-2. Purchasing: HVAC Delivery Order/Job Order Contracting Services, on agenda page 29.

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

ACTION ITEMS:
 (Ref. Board Agenda for
 August 13, 2019; Items 1
 through 16, Pages 202000032
 – 53)

MOTION: (Hawkins – Holloway) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 2, which was moved to Action Items.

Vice Chair McGehee 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 9 – Instruction, on agenda pages 33 – 35.

MOTION: (Holloway – Bell) The motion was made to approve revisions to Board Rule 6Hx7-9.10, Global Education, as recommended.

Vice Chair McGehee 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, Finance: Fees and Charges, on agenda page 36.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 4, on agenda pages 37 – 38.

MOTION: (Holloway – Young) The motion was made to approve the Fiscal Year 2018-19 Operating Budget Amendment No. 4, as recommended.

Vice Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding the \$12,000,000 transfer, emergency fund for hurricane recovery and balance of the Capital Outlay fund.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Facilities: Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025, on agenda pages 39 – 42.

MOTION: (Holloway – Hawkins) The motion was made to approve the Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Academic Affairs: Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science, on agenda page 43.

MOTION: (Bell – Young) The motion was made to approve the Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Academic Affairs: Activation of Commercial Pilot in Professional Pilot Associate in Science, on agenda page 44.

MOTION: (Hawkins – Holloway) The motion was made to approve the Activation of Commercial Pilot in Professional Pilot Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Academic Affairs: Activation of Computer Related Crime Investigation Associate in Science, on agenda page 45.

MOTION: (Clarkson – Hawkins) The motion was made to approve the Activation of Computer Related Crime Investigation Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Academic Affairs: Activation of Health Navigator Associate in Science, on agenda page 46.

MOTION: (Holloway – Clarkson) The motion was made to approve the Activation of Health Navigator Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 10, Academic Affairs: Activation of Health Navigator Specialist in Health Navigator Associate in Science, on agenda page 47.

MOTION: (Holloway – Bell) The motion was made to approve the Activation of Health Navigator Specialist in Health Navigator Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 11, Academic Affairs: Activation of Property Adjuster Estimating Post-Secondary Adult Vocational Program, on agenda page 48.

MOTION: (Holloway – Hawkins) The motion was made to approve the Activation of Property Adjuster Estimating Post-Secondary Adult Vocational Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 12, Academic Affairs: Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program, on agenda page 49.

MOTION: (DiBella – Clarkson) The motion was made to approve the Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 13, Academic Affairs: Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program, on agenda page 50.

MOTION: (Hawkins – Clarkson) The motion was made to approve the Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 14, Academic Affairs: Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program, on agenda page 51.

MOTION: (Holloway – Clarkson) The motion was made to approve the Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program, as recommended.

Vice Chair McGehee 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 15, Academic Affairs: Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program, on agenda page 52.

MOTION: (Holloway – Hawkins) The motion was made to approve the Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program, as recommended.

Vice Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding the culinary arts aspect of the program, noting it was originally created as a local workforce program.

Vice Chair McGehee 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 16, Academic Affairs: Inactivation of Citizenship Adult Education Program, on agenda page 53.

MOTION: (Bell – Clarkson) The motion was made to approve the Inactivation of Citizenship Adult Education Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Consent Agenda Item 2, Purchasing: HVAC Delivery Order/Job Order Contracting Services, on agenda page 29.

MOTION: (Holloway – Hawkins) The motion was made to approve the HVAC Delivery Order/Job Order Contracting Services, as recommended.

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

Trustee McGehee declared a conflict of interest on Consent Agenda Item CA-2 and recused himself from voting on the item. He stated he has family members who are associated with the contractor, W.W. Gay Mechanical Contractors, Inc. (Appendix A)

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

Motion carried unanimously.

INFORMATION ITEMS:

(Ref. Board Agenda for August 13, 2019; Items A – B, Pages 202000054 – 57)

Vice Chair McGehee asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 54 – 57, and there were none.

Trustee Majdanics requested administration to provide information regarding enrollment as part of the August 2019 Data Dashboard. Vice President of Student Services Dr. Linda Herlocker and Associate Vice President of Enrollment Management Ms. Jacquelyn Thompson shared with the Board an update on enrollment to include trends on enrollment for the fall quarter, enrollment practices, enrollment targets and information pertaining to the College's new Contact Center.

There was discussion by the Board regarding FSCJ high school matriculation comparison to peer institutions, student online registration, long-term education plans and communication practices.

INTRODUCTION OF NEW EMPLOYEE(S):

Vice Chair McGehee invited any new employee(s) and/or appointee(s) to stand and be recognized. He welcomed the employee on behalf of the District Board of Trustees.

REPORT OF THE BOARD CHAIR:

There was no report provided by the Chair.

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

FSCJ Foundation Board Liaison Holloway provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors. (Appendix B)

REPORT OF TRUSTEES:

Trustee DiBella shared her appreciation for President Avendano, noting it had been a wonderful first three weeks.

ORGANIZATION OF THE BOARD:

Vice Chair McGehee 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 2019-20.

A. Election of Officers:

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

Trustee Hawkins nominated the following officers:

Trustee Thomas R. McGehee, Jr. for the officer position of Board Chair. Trustee McGehee accepted the nomination.

Trustee O. Wayne Young for the officer position of Vice Chair for Duval County. Trustee Young accepted the nomination.

Trustee Michael M. Bell for the officer position of Vice Chair for Nassau County. Trustee Bell accepted the nomination.

MOTION: (Hawkins – Holloway) To close the nominations and approve the proposed three Board officers, as recommended.

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

Motion carried unanimously.

B. Approval of Meeting Schedule for Fiscal Year 2019-20:

President Avendano stated that before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2019-20, noting a copy of the proposed schedule was previously provided to Trustees' for their review and consideration.

MOTION: (McGehee – Holloway) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2019-20, as recommended. (Appendix C)

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

Motion carried unanimously.

C. 2019-20 Liaison/ Committee Appointments:

President Avendano stated that before the Board was the selection of the 2019-20 Liaison and Committee Appointments, noting the appointments would be the first official actions of the newly elected Board Chair.

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

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

1. Appointment of Liaison – FSCJ Foundation Board of Directors: Chair McGehee appointed Trustee Jennifer D. Brown to represent the Board as Liaison to the FSCJ Foundation Board of Directors, noting it would be an exceptional learning experience for the newest member of the Board. Trustee Brown accepted the appointment.
2. Appointment of Committee Members – Finance & Audit Committee: Chair McGehee appointed Trustees J. Palmer Clarkson, Laura M. DiBella, D. Hunt Hawkins and O. Wayne Young to represent the Board as the 2019-20 Finance & Audit Committee. Trustees Clarkson, DiBella, Hawkins and Young accepted the appointments.

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Ms. Youlanda Henry provided the Board with a written report relating to current APC initiatives and activities. (Appendix D)

REPORT OF THE CAREER EMPLOYEES COUNCIL (CEC):

Career Employees' Council Vice Chair Ms. Camilla Collins provided the Board with a memo stating there would be no August report. (Appendix E)

REPORT OF THE FACULTY SENATE (Senate):

Faculty Senate President Dr. John Woodward addressed the Board and presented an overview of the written report relating to current Senate initiatives and activities. (Appendix F)

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (SGA):

Collegewide Student Government Association President Ms. SeQoya Williams provided the Board with a written report relating to current SGA initiatives and activities. (Appendix G)

NEXT REGULAR BOARD MEETING:

Vice Chair McGehee announced the next regular meeting of the Board is scheduled for Tuesday, September 10, 2019, at the College's Administrative Offices.

ADJOURNMENT:

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

APPROVAL OF MINUTES:

 Chair, District Board of Trustees

 Executive Secretary, District Board of Trustees

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

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr., Thomas R.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees
MAILING ADDRESS 501 West State Street, Suite 408	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Jacksonville	COUNTY Duval
DATE ON WHICH VOTE OCCURRED August 13, 2019	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, 20 19 :

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

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

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

Consent Agenda Item CA-2
Purchasing: HVAC Delivery Order/Job Order Contracting Services
Page 202000029

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

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

8/13/19
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.

FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION TRUSTEE CANDACE HOLLOWAY

REPORT TO THE DISTRICT BOARD OF TRUSTEES AUGUST 13, 2019

The last quarterly meeting of the Foundation's Board of Directors was held at the Downtown Campus on Wednesday, June 12, 2019.

While the June meeting Agenda did not include Action Items to be undertaken, board members and staff took the opportunity to discuss the best "fund development" use of upcoming events such as the Tournament Players Championship, the Jacksonville Jaguar Season, the Power of Possible Luncheon, and the Artist Series Broadway Season.

14th Annual High School Summer Musical Theatre Experience was presented by the FSCJ Artist Series and the Nathan H. Wilson Center for the Arts. Presented on the beautiful South Campus, July 19-28, Disney's Newsies, the Broadway Musical...simply spectacular! I found that this event serves to remind us of the impact our College has in the community. Prior to opening night, I had the opportunity to be part of the audience for Curtains Up: The Making of a High School Musical. In partnership with WJCT Channel 4, a behind the scenes look at our Summer Musical Theatre Experience was presented live and a YouTube video is available. I encourage you to check out the video, it's a bit of history, and note on your calendar that next July you will look for the opening of the 15th Annual High School Summer Musical Theatre Experience.

Mr. Carl Cannon, emeritus member of the Foundation, asked that Foundation staff provide the board with an update on the current status and use of endowed and non-endowed dollars given for student scholarships and various programs to support the College.

The meeting closed with the hint of an upcoming large gift to the Foundation from SunTrust Bank, where Foundation board member Brian Parks serves as Market Area President. We expect the gift will be formally announced later this month.

For your calendar, the Foundation board's next regularly scheduled meeting is planned for Wednesday, September 25th at 11:30 a.m.

**PROPOSED DBOT MEETING SCHEDULE
FISCAL YEAR 2019-20
FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,
BOARD WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
August 2019		
Tuesday, August 13 Noon – 1 p.m. 1 – 2:30 p.m.	August 2019 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
September 2019		
Tuesday, September 10 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	September 2019 DBOT Meetings Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 104A Room 403A Board Room 405
October 2019		
Tuesday, October 8 Noon – 2 p.m.	October 2019 DBOT Deep Dive Workshop Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A
December 2019		
Tuesday, December 10 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	December 2019 DBOT Meetings Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097 Room T-106 Room T-117 Room T-126
January 2020		
Tuesday, January 14 Noon – 2 p.m.	January 2020 DBOT Deep Dive Workshop Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A
February 2020		
Tuesday, February 11 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	February 2020 DBOT Meetings Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 104A Room 403A Board Room 405

Appendix C (Page 2 of 2)

DATE/TIME	EVENT	LOCATION 202000080
April 2020		
Tuesday, April 14 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	April 2020 DBOT Meetings Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 104A Room 403A Board Room 405
May 2020		
Tuesday, May 19 Noon – 2 p.m.	May 2020 DBOT Workshop Budget Workshop (Combine Finance & Audit Committee with full Board to review the FY 2020/21 College Budget)	Administrative Offices 501 West State St., Jacksonville, FL 32202 Board Room 405
June 2020		
Tuesday, June 9 Noon – 1 p.m. 1 – 2:30 p.m.	June 2020 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
August 2020		
Tuesday, August 11 Noon – 1 p.m. 1 – 2:30 p.m.	August 2020 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405

For more information, contact: District Board of Trustees Project Coordinator Kimberli Sodek – 904-632-3205



Date: August 13, 2019

To: Florida State at College District Board of Trustees

From: Youlanda Henry
Chair, Administrative and Professional Collaborative, 2019-2020

Re: August 2019 Administrative and Professional Collaborative Report

Trustees:

Greetings from the Administrative and Professional Collaborative (APC)! As I pen my first report for the District Board of Trustees, I want to express how honored I am to have the opportunity to serve as the Chair for the APC for the 2019-2020 academic year. I look forward to representing the voices of our A&P employees and to highlighting their achievements and the outstanding work that they do every day to support the mission of FSCJ. The College's A&P employees are one of the most diverse groups of employees at the College. Their work spans departments such as Academic Affairs, Student Services, Business Services, IT, and Institutional Effectiveness and Advancement. They are integral to the successful operation of Florida State College at Jacksonville and play a key role in the life of the College.

I would also like to express my gratitude for the leadership that was provided by Lori Cimino in her role as Chair during the 2018-2019 academic year. Lori's focus on collaboration across employee groups and on providing a forum for A&Ps to network and stay abreast of important developments at the College has been invaluable. In my role as Chair, I hope to draw upon this positive momentum that was created under Lori's leadership.

I would like to extend a warm welcome to our new College President, Dr. John Avendano. The arrival of a new College leader presents the opportunity for College stakeholders to partner with him to take FSCJ to the next level. The APC looks forward to learning of Dr. Avendano's vision for FSCJ and to rolling up our sleeves to help make that vision a reality.

One of the key goals for the APC is to engage fully in the College's participatory governance model and to serve as a representative voice for A&P employees so that their feedback is considered in decisions regarding the direction of the College. As we embark upon a new academic year, there are two major initiatives that will be impactful to both A&P and Career employees: proposed changes to health insurance benefits and the Care Project, a review of all A&P and Career job descriptions and classifications. The APC desires to serve as a conduit for employee feedback and information regarding these issues and would like to assist in ensuring that affected employees are cognizant of potential changes and that they are poised to navigate successfully through any changes that are enacted.

The APC recently concluded its election of officers and representatives for the 2019-2020 academic year. Below is a list of the talented and dedicated staff who will be serving on the APC for the upcoming year:

Officers:

Youlanda Henry, Chair
Dr. Heather Kenney, Chair-Elect
Lori Cimino, Immediate Past Chair
Dawn Washington, Secretary

Campus Representatives:

AO/URC

Marc Boese
Amanda Burgess
Derrick Johnson
Kerry Roth

Downtown Campus/ATC

Ashli Archer
Dr. Tara Haley

Deerwood Center

Robin Herriff
Martha McNulty

Kent Campus/Cecil Center

Annette Barrineau
Dr. Ujjwal Chakraborty

North Campus/Nassau Center

Dr. Sondra Evans
Dr. Monica Franklin

South Campus

Herschel Finch
Trina McCowan

I am excited about working with these individuals who serve in diverse roles across the College and who are linked by the common desire of supporting student success. Whenever I am asked about what I like about working at FSCJ, one of the first things that I tell people is how fortunate I am to work with people who are passionate about education and who work tirelessly to further the mission of the College.

In the upcoming year, I look forward to the opportunity to collaborate with the Faculty Senate, the Career Employees Council, and College leadership to help make Florida State College at Jacksonville the best that it can be. Together, we can accomplish much and truly serve as the community's college!

Respectfully Submitted,

Youlanda Henry
Director of Tutoring Services
Chair, Administrative and Professional Collaborative, 2019-2020



Date: August 13, 2019
To: Florida State College at Jacksonville District Board of Trustees
From: Camilla Collins, Career Employees' Council Vice-Chair
Re: August 2019 CEC Report

Trustees:

There will be no written report provided by the Career Employees' Council this month. Due to the Council did not meet in the month of July 2019.

Respectfully,

Camilla Collins

Camilla Collins
Career Employees' Council Vice-Chair
Florida State College at Jacksonville
904-357-8889 / cami.collins@fscj.edu



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

From: John A. Woodward, PhD

Re: August Report

Trustees:

The faculty welcome and look forward to working with Dr. Avendano as we continue to move the College in the right direction. I think many of the board members are aware of some of the challenges we face, both internal and external, self-inflicted and inexorable. The upcoming year will be my sixth year as Faculty Senate president. In that period, the faculty have had three different presidents and three different provosts. I hope what we have in front of us is a longer and more significant period of stability and regrowth. I also hope that we have a period of focus on the wellbeing of the faculty and staff as we emerge from a long period of declining morale.

Faculty Senate will focus on a number of different priorities in the coming year. We will continue to develop a statement of rigor to help guide our faculty in the preparation of our students as civilians and intellectuals. As I mentioned in a previous letter, we prepare our students to navigate the difficulties of our modern discourse on history, nationality, identity, ethics, and business process not by giving them answers but inspiring them to ask questions and seek evidence. This is why rigor is such an important part of what we do and should be a continual discussion at this institution if not every institution. This is also why president Avendano needs to be mindful of dual pressures on an institution such as ours: a pressure to focus on boosting 'pass rates' and retention in order to achieve a higher status for performance-based funding; and, a pressure to be rigorous and prevent students from moving on if they have not mastered certain content or skill sets. We must of course focus on enrollment and retention. Retention is an ethical responsibility of the institution. But it is also an administrative one. Faculty must feel that when they determine a student has not mastered the material or a skill-set, and that the student should not move on to the next level or be certified, that the administration will in no way punish the faculty member. Unfortunately, the faculty do not currently feel this support systemically—and the reasons are probably as much about historical trauma as about anything that has happened recently. No matter the cause, the culture of the administration must continue the shift from "if the student is not mastering the material, you are at fault, and our institution will lose money" to a more nuanced set of mentoring relationships, leveraging the ability and professional acumen of the established faculty whenever needed. We must encourage the development of responsibility and self-actualization in our students throughout the institution—both of which are core components of higher learning. No one should mention pass rates in evaluations of faculty—they should be banished from our professional vocabulary. And student success must not become short-hand for pass rates. I hope the new president will uphold those values and recognize the responsibility of the college community outside of the classroom in structuring an academic environment for the students and thus leading them towards success inside of the classroom as well. The committee Senate has established to work on this issue will be suggesting a statement on rigor to Senate in September, a statement that is intended to set the bar for our own professional expectations for our colleagues. I'm hopeful the statement will also provide guidance to the administration in building networks of support for students as well as faculty.

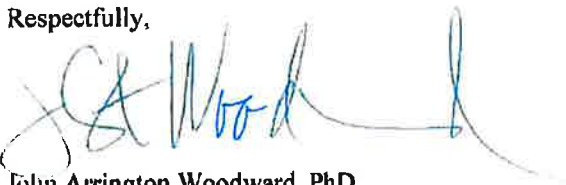
Another priority we have is what appears to be an increase in cheating in the classroom and in the online environment. A committee is looking into how to curb and set expectations for online course design, assignments, and so forth, as well as to suggest a policy change for the tracking and appropriate constructive punishment for any students who are caught cheating. We have noticed that without a system for tracking student dishonesty, it is very difficult to intervene with a student before things get out of hand, so to speak. Faculty currently have no way of knowing if the student has a history of cheating or if, as is often the case, the student is simply unaware of what qualifies as cheating in our current world where information is readily available at our fingertips. We also hope to improve our professional expectations for our colleagues where it comes to designing assignments that are more stringent and more difficult to cheat on. Our committee will present some suggested solutions to Senate in September or October and we hope to have some significant policy changes to report by the Spring of next year.

On the transition to Canvas, all looks to be going fairly well. We will not know until September just how much disruption will be caused, but a significant number of faculty are already using the system to teach courses over the summer and a number of bugs are being worked on. One of the problems that arose with the transition to the new ERP was a slack prioritization of faculty concerns about broken workflow, major bugs, and business process changes. I am hopeful that the administration has more bandwidth this time around to prioritize faculty issues. That has certainly been the case over the summer, and I'm hopeful it will continue. I am still concerned, however, about the legacy data that exists in Blackboard and how the institution plans to recover it and make sure it is permanently erased from Blackboard's servers, but we do have a year to make sure that happens. We are responsible for protecting the data of our students and, outside of the legacy data on Blackboard's servers, I would like to spend some energy this year looking into developing policies regarding other non-College-based resources that collect our students' data. Faculty certainly need to be aware of what data their curricular and extra-curricular resources are collecting and feel assured that the data is not being used in any way by the service provider unless under the express permission of the student.

With these priorities and expectations, the faculty look forward to the Fall semester and another year of engaged learning, teaching, and general growth.

That concludes my report to the board.

Respectfully,



John Arrington Woodward, PhD

Professor of Humanities and Film Studies

Faculty Senate President

C2326B, DWC

Florida State College at Jacksonville

997-2703

john.a.woodward@fscj.edu

Date: August 13, 2019

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2019 to August 2019 Student Government Association Report

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 of June 2019 to August 2019.

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

- On July 12th, the SGA Executive Board finalized their 2019 fall programming events as well as set their fall term executive board meetings dates and locations.
- From July 25th –27th, nine members of the FSCJ SGA attended the Florida College System Activities Association (FCSAA) Campus Executive Board Training hosted at Florida State College at Jacksonville - Kent Campus. Over 130 students and SGA advisors from the Florida College System attended the conference. Attendees participated in activities focusing on building stronger Executive Boards, enhancing personal and individual development, goal setting, recruitment and networking.
- SGA Officers are looking forward to joining Student Ambassadors, Student Volunteer Coordinators, and the student workers in Student Life & Leadership during our student leadership training on August 23, 2019. The training will cover Interactive Team Building Activities, Sunshine Law/Public Records Requests, A.L.I.C.E. Training, How to Mitigate Risk, Time Management, Bystander Intervention and Title IX, as well as customer service and professionalism.
- The SGA will join FSCJ Athletics, Follett Bookstore, Diversity & Social Change, Library & Learning Commons, and Student Life & Leadership in providing programming for BlueWave Welcome Week between August 26th –30th. Students will be provided greetings, directions, resources, activities, refreshments, and FSCJ branded promotional items.
- The Collegewide SGA President and Vice President will travel to the Florida College System Student Government Association (FCSSGA) State President's Assembly at Pasco-Hernando State College – Porter Campus from September 20th –21st to help determine the legislative platform for the organization. The FSCJ SGA will work with FSCJ Director of Governmental and College Administration to identify potential legislative issues that affect our students.
- The SGA will collaborate with the FSCJ Criminal Justice Program to host District Judge Timothy J. Corrigan as the FSCJ Constitution Day Speaker in the Kent Campus Auditorium on Tuesday, September 17th from 11am-12pm. In addition, each campus SGA will sponsor Constitution Day Trivia and provide prizes from 12-1pm at each campus that day.
- Members of the FSCJ SGA will attend the FCSSGA Region 1 Conference at Northwest Florida State College on Friday, Oct 4th where they will receive leadership training and receive updates on legislative issues prior to traveling the Tallahassee in November.
- The SGA and FSCJ Student Conduct will partner for National Alcohol Awareness Week on October 21st –24th. Through activities and literature, students will learn how alcohol impairs their judgement as well as how they can be a bystander to help others under the influence of alcohol.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and FSCJ President Dr. John Avendano for continuing to provide us the opportunity to foster such a thriving environment. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,
SeQoya Williams
FSCJ Collegewide Student Government Association President

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

AGENDA ITEM NO. CA – 1.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	September 10, 2019

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.	2013C-82	Professional Architectural Annual Consultant Services	Akel, Logan & Shafer, P.A.	11/01/2019	10/31/2020	6 of 6	\$750,000	0%
			Gresham, Smith and Partners	11/01/2019	10/31/2020	6 of 6	\$750,000	0%
			KBJ – L&B Architect LLC	11/01/2019	10/31/2020	6 of 6	\$750,000	0%
			Pond & Company Corp.	11/01/2019	10/31/2020	6 of 6	\$750,000	0%
			RS&H, Inc.	11/01/2019	10/31/2020	6 of 6	\$750,000	0%
			TTV Architects, Inc.	11/01/2019	10/31/2020	6 of 6	\$750,000	0%

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

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

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

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

AGENDA ITEM NO. A – 1.

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

with the exception of:

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

which have been removed from the Consent Agenda for individual consideration.

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

AGENDA ITEM NO. A – 2.

Subject:	Office of General Counsel: College President’s Contract of Employment; Amendment One
Meeting Date:	September 10 , 2019

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

BACKGROUND: Pursuant to the College President’s Contract of Employment (“Contract”), the District Board of Trustees may make modifications or revisions to the Contract in conjunction with the President’s annual performance evaluation. Per the College’s President’s Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. At the August 10, 2019 Board Workshop, Dr. John Avendano, presented the goals and objectives to the Board. As a result, it is necessary for the College’s Contract of Employment be amended to incorporate the goals and objectives. The goals and objectives shall be made effective by an amendment to the Contract as follows:

- Goals and Objectives. The 2019-2020 goals and objectives for Dr. Avendano shall be added to the College President’s Contract of Employment.

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

FISCAL NOTES: The impact of this action is in an amount up to \$50,000.

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

This Amendment Number One (“First Amendment”) is made and entered into this ____ day of September, 2019 (“First Amendment Effective Date”), by and between The District Board of Trustees of Florida State College at Jacksonville (the “Board” or “the Board of Trustees”), and John Avendano, Ph.D. (“Dr. Avendano” or the “College President”). The Board and Dr. Avendano are collectively referred to as “the parties”.

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

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

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

1. Paragraph 4.a, second paragraph, shall be deleted in its entirety and replaced with the following:

At the Board’s sole discretion and based on Board’s annual evaluation and assessment of the College President’s performance and achievement of established goals and objectives, the College President shall be entitled to a performance incentive of Fifty Thousand dollars (\$50,000.00) payable within thirty (30) days following the Boards’ acceptance of Dr. Avendano’s annual evaluation and upon notice of these findings. The goals and objectives for Dr. Avendano’s 2019-2020 evaluation are attached as Exhibit Three (3). The goals and objectives and amount of the performance incentive for subsequent years of the Contract will be negotiated and agreed to by Dr. Avendano and the Board as part of Dr. Avendano’s annual evaluation. The agreed upon terms will be written and will amend this Contract by addendum.

2. Except as specifically amended by this First Amendment, all other terms and conditions of the Contract shall remain in full force and effect and are to be performed pursuant to the terms and conditions set forth in the Contract. This First Amendment is hereby made a part of and incorporated into the Contract.

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

DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT
JACKSONVILLE

Attest

By: _____
Chair, Thomas R. McGehee, Jr.

COLLEGE PRESIDENT

Attest

By: _____
John Avendano, Ph.D.

**Exhibit Three (3)
FSCJ College President
John Avendano, Ph.D.**

GOALS & OBJECTIVES	COMPLETION DATE	METRICS
STRATEGIC GOALS		
Establish Benchmark Data to Impact Future Enrollment Strategies and Goals	10/2019	
<ul style="list-style-type: none"> o High School Graduates – Identify and establish benchmark data for each high school in FSCJ’s region o FTIC – First Time in College o Full-Time Students o Business & Industry – In addition to Business Visits (See Goal on Community Visibility) 		
Development of 2020-2023 FSCJ Strategic Plan	05/2020	Completed Plan
<ul style="list-style-type: none"> o Internal Analysis & Scan o External Analysis & Scan 		
OPERATIONAL GOALS AND OBJECTIVES		
Fiduciary Accountability	06/2020	Institutional Audit
Strengthen the Foundation	01/2020	DBOT Report w/Goals
<ul style="list-style-type: none"> o Evaluate FSCJ Works o Establish three new key initiatives aimed to provide recognition, raise funds and establish a consistent donor base. 		
Organizational Structure Review	12/2019	Board Recommendations
PERSONAL GOALS		
Engage in Community Visibility	03/2020	Summary Report
<ul style="list-style-type: none"> o Conduct 25-30 documented business visits to discuss with area CEOs the role of FSCJ with their organization and employment needs. Information gathered through this process will also be used to support the Strategic Plan beginning in 2020. o Conduct 7-10 high school visits to promote FSCJ as a first choice for their students. In addition, I plan to attend school board meetings in Duval and Nassau counties twice a year. o Become actively involved with area Chamber of Commerce and Economic Development Agencies. o Legislative Connections. 		20200092

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

AGENDA ITEM NO. A-3.

Subject:	Purchasing: Employee Group Plans for Health, Dental and Vision Insurance
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the continuation of insurance benefit premiums for the period of January 1, 2020 through December 31, 2020 (Plan Year), as shown.

- Health Insurance – Florida Blue (via the Florida College System Risk Management Consortium (FCSRMC))
- Dental Insurance – Delta Dental (FCSRMC)
- Vision insurance – Humana
- Life Insurance – The Hartford

The tables listed below are the recommended 2020 Plan year premiums for each of the health, dental and vision plans offered to College employees, employee's spouse and dependent coverage, retirees, retiree's spouse and dependent coverage, and COBRA employee and employee's spouse and dependent coverage. The health insurance amounts reflect an increase of 5.53% over the 2019 calendar year with dependent subsidies continuing at the 2019 level.

BlueOptions 03769 (Core PPO) Health Insurance				Monthly Premiums Proposed 01/01/20 – 12/31/20				
Income Based Range	< \$30,000	\$30,000 – \$39,999	\$40,000 – \$49,999	\$50,000 – \$59,999	\$60,000– \$69,999	> \$70,000	Retiree	Cobra
Employee (paid by College)	\$770.46	\$770.46	\$770.46	\$770.46	\$770.46	\$770.46		
Employee Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Individual							\$770.46	\$785.87
Spouse	\$398.94	\$440.07	\$490.87	\$534.45	\$580.41	\$640.89	\$640.89	\$653.71
Children	\$274.88	\$303.92	\$340.21	\$371.67	\$403.14	\$444.27	\$444.27	\$453.16
Family	\$605.19	\$670.52	\$745.51	\$815.69	\$883.43	\$975.38	\$975.38	\$994.89

Purchasing: Employee Group Plans for Health, Dental and Vision Insurance
(Continued)

BlueCare 51(HMO) Health Insurance							Monthly Premiums Proposed 01/01/20 – 12/31/20		
Income Based Range	< \$30,000	\$30,000 – \$39,999	\$40,000 – \$49,999	\$50,000 – \$59,999	\$60,000– \$69,999	> \$70,000	Retiree	Cobra	
Employee (paid by College)	\$770.46	\$770.46	\$770.46	\$770.46	\$770.46	\$770.46			
Employee Contribution	\$45.97	\$45.97	\$45.97	\$45.97	\$45.97	\$45.97			
Individual							\$816.43	\$832.76	
Spouse	\$411.83	\$455.35	\$503.76	\$549.75	\$595.69	\$656.21	\$656.21	\$669.33	
Children	\$285.11	\$314.16	\$348.04	\$381.92	\$413.40	\$454.50	\$454.50	\$463.59	
Family	\$630.84	\$696.18	\$771.17	\$841.36	\$911.52	\$1,003.47	\$1,003.47	\$1,023.54	

Health Savings Account (HSA) High Deductible Plan	Proposed 01/01/20 – 12/31/20
Employee Coverage (paid by College)	\$504.65
Dependent Spouse Coverage	\$419.78
Dependent Child(ren) Coverage	\$291.00
Dependent Family Coverage	\$638.87

PPO Dental Coverage Monthly Premiums (Current Employees)	Proposed 01/01/20 – 12/31/20
Employee Coverage (paid by College)	\$22.68
Employee Dependent Spouse Coverage	\$24.73
Employee Dependent Child(ren) Coverage	\$25.17
Employee Dependent Family Coverage	\$56.70

PPO Dental Coverage Monthly Premiums (Retiree & Cobra)	Proposed 01/01/20 – 12/31/20
Retiree Coverage	\$22.68
COBRA Former Employee Coverage	\$23.13
Retiree Spouse Coverage	\$24.73
Retiree Child(ren) Coverage	\$25.17
Retiree Family Coverage	\$56.70
COBRA Spouse Coverage	\$25.22
COBRA Child(ren) Coverage	\$25.67
COBRA Family Coverage	\$57.83

DHMO Fully Insured Premium Rates (Current Employees)	Proposed 01/01/20 – 12/31/20
Employee Coverage (paid by College)	\$11.71
Employee Dependent Spouse Coverage	\$8.79
Employee Dependent Child(ren) Coverage	\$12.90
Employee Dependent Family Coverage	\$22.85

DHMO Fully Insured Monthly Premiums (Retirees & COBRA)	Proposed 01/01/20 – 12/31/20
Retiree Coverage	\$11.71
COBRA Former Employee Coverage	\$11.94
Retiree Spouse Coverage	\$8.79
Retiree Child(ren) Coverage	\$12.90
Retiree Family Coverage	\$22.85
COBRA Spouse Coverage	\$8.97
COBRA Child(ren) Coverage	\$13.14
COBRA Family Coverage	\$23.31

Vision Insurance Fully Insured Monthly Premiums	Proposed 01/01/20 – 12/31/20
Employee Coverage (paid by College)	\$5.65
Dependent(s)	\$6.73
Retiree	\$5.65
Retiree Dependent(s)	\$6.73
COBRA – Former Employee	\$5.76
COBRA – Former Dependent(s)	\$6.86

DV (Dental and Vision) Plans (for opt out employees)	Proposed 01/01/20 – 12/31/20
Employee Coverage (paid by College)	\$111.00
Dependent Spouse Coverage	\$29.83
Dependent Child(ren) Coverage	\$30.57
Dependent Family Coverage	\$66.15

Life Insurance Monthly Premiums	Proposed 01/01/20 – 12/31/20
Per \$1,000 of Coverage	
Employee Coverage (paid by College)	\$.170
Employee Supplemental (paid by employees)	\$2.05
Retiree Basic, Closed Class (paid by employees, retired or enrolled in the Deferred Retirement Option Plan “DROP” (by December 31, 2003)	\$3.35
Retiree Basic, Open Class (paid by retirees who had not enrolled in DROP by December 31, 2003). Coverage level at \$5,000, no age reduction feature.	\$3.35
Fixed Amount Coverage	
Spouse \$25,000 coverage (paid by employees)	\$7.64
Children \$10,000 coverage (paid by employees)	\$2.10

BACKGROUND:

Group Health Insurance

The College obtains health insurance through the Florida College System Risk Management Consortium (FCSRMC), utilizing Florida Blue group health insurance contracts. Employees who opt out of health insurance coverage are provided a \$720 contribution to their Flexible Spending Account (FSA) and are required by Consortium contract to utilize the FCSRMC dental/vision insurance plan. The premium for the FCSRMC opt out dental/vision, which is paid by the College, remains the same as the 2019 rates. As in previous years, the percentage increase in renewal premiums for health plans with FCSRMC are significantly below national medical forecasted insurance cost trends for 2020.

Qualified retirees may select a FCSRMC BlueMedicare Rx only option or a BlueMedicare PPO plan with Rx.

Group Dental Insurance

In early 2019 the College's Employee Benefits Advisory Committee (EBAC) met and discussed the upcoming 2019 expiration of the College's current contract with Delta Dental for both PPO and DHMO dental insurance. EBAC recommended the College administration solicit a Request for Proposals (RFP) for Group Dental Insurance Services for the 2020 plan year. A subcommittee was formed to assist in the development and evaluation of the RFP and its proposals. The RFP was issued in the late spring of 2019 and six proposals were received. Three of the six proposals were found non responsive for not meeting the minimum requirements of the RFP. The remaining three proposals were evaluated and scored by the College's EBAC evaluation subcommittee. The top ranked proposal for both Dental PPO and DHMO was presented to the College's full EBAC for review alongside the FCSRMC's rates for the 2020 plan year. Based on the best overall value to the College, the EBAC recommended to College Administration to reject the top ranked RFP proposal and for the College to transition to FCSRMC's Dental Insurance Plan with Delta Dental.

Group Vision Insurance

The College utilizes Humana for group vision insurance. This program has defined benefit limits of an annual vision exam and lens replacement, biannual frame replacement and an annual exam for contact lens users. The group vision insurance plan will experience no rate changes for the 2020 plan year.

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 times an employee's base salary. The employee may purchase additional coverage at their expense of one, two, or three times their salary up to a maximum of \$350,000. An employee may also purchase \$25,000 in coverage for a spouse and/or \$10,000 for each child. The group term life insurance plan will have no change in employee rates for 2020. Individuals retiring from the College may continue their basic life insurance with \$5,000 coverage.

Purchasing: Employee Group Plans for Health, Dental and Vision Insurance
(Continued)

HDHP with a Health Savings Account (HSA)

Beginning January 1, 2019, the College began offering a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) to provide employees with a lower-cost insurance option. Lower HDHP premiums are due to slightly higher deductibles and increased consumer participation in their health care needs. As a part of the standard HDHP plan, the Consortium will provide a funded HSA account between \$500 and \$1,500, depending on dependent coverage. In addition, the College will contribute an additional \$1,500 to the HSA for year 2020. The additional contribution is offered as an incentive for employees to move to the HDHP plan a year ahead of our planned transition to the HDHP as the sole base health plan in 2021. The College does intend to continue offering the PPO plan as an optional plan in the future.

2020 Flexible Benefits Plan

The Flexible Benefits Plan provides active full-time employees of the College with a pre-tax plan provided by Section 125 of the Internal Revenue Service Code. The plan allows employees the option to enter into dependent care and/or flexible spending account on a pre-tax basis. The 2020 Plan Year will continue to include a \$720 contribution for those employees not participating in the College Group Health Insurance Plan. IRS regulations restrict employees from participating in a health Flexible Benefits plan if they have a Health Savings Account (HSA).

RATIONALE: These recommended benefits will provide continued coverage for medical, dental, vision, and life insurance for full-time employees, retirees and their eligible dependents. These benefits also provide for a flexible benefits program for full-time employees and their dependents.

FISCAL NOTES: The Administration's current projections for Plan Year 2020 are that the College will pay approximately \$11,704,622 to FCSRMC for employee group health insurance, approximately \$370,652 for dental and vision insurance, and approximately \$204,772 for life insurance. Amounts are comprehended in the College's annual budget.

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

AGENDA ITEM NO. A – 4.

Subject:	Purchasing: Student Success Portal
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees (Board) authorize College administration to negotiate and enter into a satisfactory five year contract for student success portal services with EAB Global for a five-year contract not-to-exceed \$699,345.

It is further recommended that the Board authorize College administration to deem The Burgundy Group as non-responsive due to not meeting the minimum specifications.

BACKGROUND: The College issued a request for proposal (RFP) for a Student Success Portal (SSP) solution that provides FSCJ students a system to promote student self-maintenance in navigating the student lifecycle supporting a direct path to graduation by:

- Generating a personalized term-by-term course progression/recommendation within a student's program of study according to the student's real-time standing in the program.
- Registering for courses each semester, as identified through the process above.
- Taking action, as required, to navigate enrollment barriers associated with initial (new student) and repeated (retained student) enrollment.

The integrated technology solution will provide accurate and meaningful guidance in student course-taking. The solution will assist students and staff in planning course schedules that advance completion in a student's program of study. The degree planner will embed technology that checks a student's eligibility to take a course in a given semester based on course prerequisites, course offerings, and the student's plan. The solution should also provide interactive calendars, elective placeholders, and adaptive course searches.

The solution will calculate completed, in-progress, and remaining requirements for prescribed pathways within the College's Associate in Arts (A.A.)/Associate in Science (A.S.) degree programs in addition to areas of study under the College's Workforce Development unit. The SSP will empower advisors and students with the ability to run interactive audit scenarios. This feature allows a student to select a program that he/she might be interested in pursuing, and to see how his/her completed and registered courses will fulfill the requirements for that possible program.

The RFP was solicited to five (5) separate firms and was publically posted to the College's website. Two firms submitted proposals and one no bid was submitted. A College evaluation committee completed a detailed evaluation of the two firms' proposals and deemed EAB Global as the sole responsive top ranked proposer meeting the minimum specifications.

RATIONALE: This recommended SSP will assist the College's students in experiencing a world class student experience while simultaneously helping the College increase student retention.

FISCAL NOTES: The total amount of expected use is comprehended in the College's operating budgets.

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

AGENDA ITEM NO. A – 5.

Subject:	Finance: Fees and Charges
Meeting Date:	September 10, 2019

1. **RECOMMENDATION:** It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Spring Term 2019-2020, pursuant to Board Rule 6Hx7-4.19.

Course Number	Course	Current Fee	Recommended Fee
CVT2840L	Cardiovascular Practicum I	\$36.00	\$39.00
EMS2666	Paramedic Clinical I	\$36.00	\$39.00
HCP0121	Nurse Aide/Orderly	\$36.00	\$39.00
NUR1020C	Nursing Health/Wellness Lifespan	\$36.00	\$39.00
NUR2242C	Health Problems II	\$36.00	\$39.00
RET1824	Clinical I	\$36.00	\$39.00
RET2834	Clinical III	\$36.00	\$39.00
RTE1834L	Radiographic Clinic IV	\$36.00	\$39.00
EMS1401	Fundamentals for Emergency Medicine	\$36.00	\$0.00*
MLT2150C	Clinical Correlations	\$36.00	\$0.00*
NUR1022C	Nursing Techniques	\$36.00	\$0.00*
NUR1210C	Adult Health Nursing I	\$36.00	\$0.00*
NUR2310C	Nurse Care/Children	\$36.00	\$0.00*
NUR2421C	Nursing Women/Infant	\$36.00	\$0.00*
NUR2710C	Adult Health Nursing II	\$36.00	\$0.00*
NUR3636C	Community Health	\$36.00	\$0.00*
RET2272	Clinical II	\$36.00	\$0.00*
RET2835	Clinical IV	\$36.00	\$0.00*
STS0011	Surgical Tech 2	\$36.00	\$0.00*
STS0015L	Central Supply Tech Lab/CL	\$36.00	\$0.00*
STS2944C	Surgical Technology Clinical I	\$0.00	\$39.00**
PRN0091L	Practical Nursing I Lab/Clinical	\$0.00	\$39.00**
RTE1804L	Radiographic Clinic I	\$0.00	\$39.00**

* Fee removal – courses are no longer offered or the fee is no longer needed for course.

** Fee addition – courses now require use of myClinicalExchange.

Subject: Finance: Fees and Charges
(Continued)

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

Clinical experiences are an integral part of the curriculum for many health programs so that students are able to get practical experience. Health care providers are willing to take FSCJ students but need to have personal information on health professionals in a training status for many reasons. In order to meet this need, local hospitals and health care organizations have adopted myClinicalExchange.

myClinicalExchange is used by the local clinical facilities to place FSCJ students. The database contains the student background checks, drug screening results and other medical documentation required by the facilities. After 10 years without a price increase, myClinicalExchange has increased their prices by \$3 effective January 2020.

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

FISCAL NOTES: This will have no net fiscal impact on the College, as the fee assessed to the student will cover the cost of access to the myClinicalExchange database.

Subject: Finance: Fees and Charges
(Continued)

2. **RECOMMENDATION:** It is recommended that the District Board of Trustees approve the fee change for the following course to be effective Spring Term 2019-2020, pursuant to Board Rule 6Hx7-4.19.

Course Number	Course	Current Fee	Recommended Fee
COS0001	Basic Cosmetology	\$458.00	\$475.00

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

The course fee listed above is for cosmetology kits which are ordered in bulk to ensure that each student has access to the proper equipment necessary for the duration of the program. The fee increase is to reflect the current cost of the kits.

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

FISCAL NOTES: This will have no net fiscal impact on the College, as the fee assessed to the student will cover the cost of the kit.

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

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AGENDA ITEM NO. A – 6.

Subject:	Finance: Fiscal Year 2019-20 Capital Outlay Budget Amendment No. 1
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2019-20 Capital Outlay Budget.

BACKGROUND: The Capital Outlay Budget approved on June 11, 2019 was estimated as of May 20, 2019. This budget amendment adjusts the prior year carry-forward budgets to the actual June 30, 2019 balances. This amendment also establishes an emergency fund for hurricane recovery.

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

FISCAL NOTES: This increases the Fiscal Year 2019-20 Capital Outlay Budget from \$16,511,133 to \$37,604,168.

2019-20 Capital Outlay Budget

<u>Total Funds by Source</u>	Current 2019-20 Budget	Amended 2019-20 Budget
Capital Improvement Fee Budget	\$ 7,933,044	\$ 7,158,248
Capital Outlay & Debt Service (CO&DS) Budget	\$ 498,448	\$ 1,792,629
Funds from Transfers	\$ 1,011,747	\$ 12,912,934
Other Local Funds	\$ 3,145,413	\$ 11,938,712
Guaranteed Energy Performance Loan	\$ 2,860,101	\$ 2,860,101
2018-19 PECO Maintenance Budget	\$ 803,577	\$ 823,055
2017-18 PECO Maintenance Budget	\$ 211,824	\$ 118,489
2016-17 PECO Maintenance Budget	\$ 46,979	\$ -
Total Capital Outlay Budget	\$ 16,511,133	\$ 37,604,168
 <u>Project Budgets</u>		
Capital Improvement Fee Projects		
College-wide Signage	\$ 228,040	\$ 228,040
IT Infrastructure	\$ 1,546,389	\$ 1,201,102
Computer Lab Refresh	\$ 1,104,477	\$ 1,104,477
ERP	\$ 5,287	\$ -
Wilson Center Theatre Lighting Replacement	\$ 585,759	\$ 121,629
HVAC Upgrades	\$ 689,713	\$ 473,840
Guaranteed Energy Performance Contract	\$ 806,933	\$ 806,933
Electrical Main Service Replacement	\$ 58,116	\$ 28,157
Replace Fire Academy Burn Pit	\$ 206,500	\$ 206,500
Recurring Maintenance	\$ 1,874,343	\$ 1,998,115
Infrastructure Repair and Replacement	\$ 777,487	\$ 939,455
Career & Internship Center	\$ 50,000	\$ 50,000
Total Capital Improvement Fee Budget	\$ 7,933,044	\$ 7,158,248
 Capital Outlay & Debt Service (CO&DS) Projects		
Dental Classrooms Renovation	\$ -	\$ 1,200,000
Infrastructure Repair and Replacement	\$ 188,956	\$ 310,145
ADA Upgrades	\$ 309,492	\$ 282,484
Total CO&DS Budget	\$ 498,448	\$ 1,792,629
 Projects Funded by Transfers		
College-wide Signage	\$ 336,032	\$ 336,032
Classroom Technology Upgrades	\$ 675,715	\$ 576,902
Hurricane Recovery Reserves	\$ -	\$ 12,000,000
Total Local Fund Budget	\$ 1,011,747	\$ 12,912,934
 Other Local Funds Projects		
Dental Classrooms Renovation	\$ -	\$ 1,800,000
Infrastructure Repair and Replacement	\$ 51,404	\$ 281,117
IT Maintenance Local	\$ 3,094,009	\$ 3,283,609

	Current 2019-20 Budget	Amended 2019-20 Budget
Emergency HVAC Replacement Reserves	\$ -	\$ 1,500,000
Emergency Structural Repair Reserves	\$ -	\$ 1,073,986
Hurricane Recovery Reserves	\$ -	\$ 4,000,000
Total Local Fund Budget	<u>\$ 3,145,413</u>	<u>\$ 11,938,712</u>
Guaranteed Energy Performance Contract		
Guaranteed Energy Performance Contract	\$ 2,860,101	\$ 2,860,101
Total Energy Performance Budget	<u>\$ 2,860,101</u>	<u>\$ 2,860,101</u>
2018-19 PECO Maintenance (Sum of Digits)		
Recurring Maintenance	\$ 803,577	\$ 823,055
Infrastructure Repair and Replacement	\$ -	\$ -
Total 2018-19 PECO Maintenance Budget	<u>\$ 803,577</u>	<u>\$ 823,055</u>
2017-18 PECO Maintenance (Sum of Digits)		
Recurring Maintenance	\$ 211,824	\$ 118,489
Electrical Main Service Replacement	\$ -	\$ -
Infrastructure Repair and Replacement	\$ -	\$ -
Total 2017-18 PECO Maintenance Budget	<u>\$ 211,824</u>	<u>\$ 118,489</u>
2016-17 PECO Maintenance (Sum of Digits)		
Infrastructure Repair and Replacement	\$ 42,760	\$ -
Recurring Maintenance	\$ 4,219	\$ -
Total 2016-17 PECO Maintenance Budget	<u>\$ 46,979</u>	<u>\$ -</u>
Total Capital Outlay Budget	<u><u>\$ 16,511,133</u></u>	<u><u>\$ 37,604,168</u></u>

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

AGENDA ITEM NO. A – 7.

Subject:	Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 1
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2019-20 Operating Budget.

<u>Budget Amendment #1, FY 2019-20</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2019</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	20,895,767	\$ -8,099,793	12,795,974
Total Reserves	\$ 24,725,767	\$ -8,099,793	\$ 16,625,974
Tuition and Fees	\$ 53,250,573		\$ 53,250,573
State Appropriations	78,816,797		78,816,797
Other Revenue	3,934,832		3,934,832
Total Revenue	\$ 136,002,202	\$ 0	\$ 136,002,202
Total Available Funds	\$ 160,727,969	\$ -8,099,793	\$ 152,628,176
Personnel	\$ 108,047,228		\$ 108,047,228
Current Expense	25,138,110	\$ 907,469	26,045,579
Transfers	1,304,104		1,304,104
Equipment	1,512,760	260,150	1,772,910
Total Expenses	\$ 136,002,202	\$ 1,167,619	\$ 137,169,821
<u>Year-end Reserves, June 30, 2020</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	20,895,767	\$ -8,099,793	12,795,974
Total Reserves	\$ 24,725,767	\$ -8,099,793	\$ 16,625,974
Total Expenses and Reserves	\$ 160,727,969	\$ -6,932,174	\$ 153,795,795

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 11, 2019. This budget amendment adjusts the beginning reserve to actual June 30, 2019 balance.

Subject: Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 1
(Continued)

This budget amendment increases the Fiscal Year 2019-20 Operating Expenditure Budget by \$1,167,619. The increase in Current Expense and Equipment Budgets reflect committed but unexpended funds from Fiscal Year 2018-19 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 2019-20 Operating Expenditure Budget by \$1,167,619.

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

AGENDA ITEM NO. A – 8.

Subject:	Academic Affairs: Activation of Data Science Technology Associate in Science
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Data Science Technology (60 credit hours) Associate in Science degree program effective Spring Term 2020.

BACKGROUND: The Data Science Technology Associate in Science degree program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2020.

The program curriculum includes coursework in the fundamentals of data science and provides students with training on common data science tools and programming languages. The curriculum also includes in-depth instruction on activities performed in the acquisition of data in structured and unstructured formats; cleaning, modeling, and analysis of acquired data; and extraction of knowledge or insights using statistical processes and systems. The identification of data sources, retrieval methodologies, and data security are also covered.

This program represents a step forward for the Florida College System, as FSCJ faculty developed and won state-level approval this new degree in Florida. The program is designed to meet an emerging need—the intersection of computing and data analysis skills. Program graduates will have opportunities comparable to those in a number of other high skill, high wage in-demand occupations in Region 8, which comprises Baker, Clay, Duval, Nassau, Putnam, and Saint John's Counties). These computer-related occupations (e.g. Computer Network Architects, Computer Systems Analysts) are part of a large and expanding computer sector in Region 8 (over 4,000 annual openings and projected annual growth of 1.11% - 1.49%). The Florida Department of Economic Opportunity projects that employment for this program's Standard Occupational Code (15.1199) will grow 10.8% in our region from 2018-2026, with a target of 1,497 jobs.

RATIONALE: The College currently offers a wide range of Associate in Science degree programs which are included as part of the Florida Department of Education Information Technology career cluster. It is anticipated that the implementation of this Associate in Science degree program will provide graduates with a broad range of technical skill proficiencies and contribute to their ongoing academic knowledge, higher-order reasoning and problem-solving abilities, work attitudes and general employability skills.

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

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

AGENDA ITEM NO. A – 9.

Subject:	Academic Affairs: Activation of Data Science Technician I in Data Science Technology Associate in Science
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Data Science Technician I (15 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Data Science Technology effective Spring Term 2020.

BACKGROUND: The Data Science Technician I Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2020. Although the Data Science Technician I Technical Certificate program does not provide an approved Florida Department Education state credential, it does provide a Florida State College at Jacksonville local certificate.

The Data Science Technician I Technical Certificate program is a stackable credential embedded within the 60 credit hour Data Science Technology Associate in Science program. The technical certificate offers a sequence of courses that provides coherent and rigorous content designed to open employment and advancement opportunities for students, even as they continue to work toward the Associate in Science degree. Program completers acquire high-demand skills that they can use to pursue employment in the Information Technology career cluster field, a large and growing sector in our region. The Florida Department of Economic Opportunity projects that employment for this program's Standard Occupational Code (15.1199) will grow 10.8% in our region from 2018-2026, with a target of 1,497 jobs. The program provides training and industry certification preparation (e.g. SQL, Excel), along with basic skills and knowledge required to work as an entry-level data science technician.

Embedding certificates has proven to be an effective retention and progression methodology. The faculty and staff view this technical certificate as a further method of educating students in order to prepare them for distinctive success in their academic, career and personal goals.

RATIONALE: The College currently offers the corresponding Associate in Science degree program Data Science Technology, which is included as part of the Florida Department of Education Information Technology career cluster. It is anticipated that the implementation of this program will provide graduates with a broad range of technical skill proficiencies and contribute to their ongoing academic knowledge, higher-order reasoning and problem-solving abilities, work attitudes and general employability skills.

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

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

AGENDA ITEM NO. A -10.

Subject:	Academic Affairs: Activation of Data Science Technician II in Data Science Technology Associate in Science
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Data Science Technician II (15 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Data Science Technology effective Spring Term 2020.

BACKGROUND: The Data Science Technician II Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2020. Although the Data Science Technician II Technical Certificate program does not provide an approved Florida Department Education state credential, it does provide a Florida State College at Jacksonville local certificate.

The new Data Science Technician II Technical Certificate program is a stackable credential embedded within the 60 credit hour Data Science Technology Associate in Science program. The technical certificate offers a sequence of courses that provides coherent and rigorous content designed to open employment and advancement opportunities for students, even as they continue to work toward the Associate in Science degree. Program completers acquire high-demand skills that they can use to pursue employment in the Information Technology career cluster field, a large and growing sector in our region. The Florida Department of Economic Opportunity projects that employment for this program's Standard Occupational Code (15.1199) will grow 10.8% in our region from 2018-2026, with a target of 1,497 jobs. The program curriculum provides students with complex skills in statistical programming languages like R and SAS, as well as the ability to create data visualizations and utilize big data.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a local technical certificate also provides transferability of credits and makes the program more accessible. The faculty and staff view this technical certificate as a further method of educating students in order to prepare them for distinctive success in their academic, career and personal goals.

RATIONALE: The College currently offers the corresponding Associate in Science degree program Data Science Technology, which is included as part of the Florida Department of Education Information Technology career cluster. It is anticipated that the implementation of this program will provide graduates with a broad range of technical skill proficiencies and contribute to their ongoing academic knowledge, higher-order reasoning and problem-solving abilities, work attitudes and general employability skills.

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

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

AGENDA ITEM NO. A – 11.

Subject:	Academic Affairs: Activation of the Loan Originator - Mortgage Post-Secondary Adult Vocational Program
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the activation of the Loan Originator - Mortgage (20 contact hours) Post-Secondary Adult Vocational program effective Spring Term 2020.

BACKGROUND: The Loan Originator - Mortgage Post-Secondary Adult Vocational program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2020.

The Loan Originator - Mortgage Post-Secondary Adult Vocational program curriculum consists of one 20-contact hour course designed to provide students with the necessary foundation for a successful career in the Financial Services career cluster. The curriculum also provides students with coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. The program will be offered in face-to-face or online classroom settings with graduates contributing directly to the workforce and economic development of the Northeast Florida region.

RATIONALE: The ongoing demand for employment within the Financial Services career cluster continues to increase within the Northeast Florida region. Following the recommendation of the Financial Services Advisory Council, the previously inactivated program framework was re-evaluated by the lead faculty member and Instructional Program Manager in conjunction with the Executive Director of Economic Development and Public Safety. The recommendation was presented to the Florida Department of Education for consideration as a program for continuation, and upon review, the new framework was approved.

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

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

AGENDA ITEM NO. A – 12.

Subject:	Academic Affairs: Textbook Affordability Report
Meeting Date:	September 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached report on Textbook Affordability 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 selection processes, cost variance, initiatives to reduce textbook and instructional material costs, and the timeliness of textbook adoptions. 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.1004.085, Florida Statutes as amended by House Bill 7019.

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

MEMORANDUM

DATE: September 10, 2019

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 2018-2019 Textbook and Instructional Materials Affordability Report

In accordance with section (s.) 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 the selection of textbook and instructional materials by September 30th of each year. The annual Textbook and Instructional Materials Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2018-2019 Textbook and Instructional Materials Report template requires that Florida College System institutions provide the following information:

- The institution's selection process for textbooks and instructional materials;
- The policies that the institution has implemented regarding the posting of lists of required and recommended textbooks 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 2018-2019 reporting year, including Summer 2018, Fall 2018, and Spring 2019;
- The reason for not posting forty-five (45) days before the first day of class for each identified course section;
- Initiatives designed to reduce the cost of textbooks and instructional materials;
- Factors that the College considers when selecting materials through cost-benefit analysis;
- The percentage of the College's general education core courses that use open educational resources (OERs) as an instructional materials option.

Enclosed herein is Florida State College at Jacksonville's 2018-2019 Textbook Affordability Report, collaboratively prepared by staff members from the Office of the Provost/Vice President of Academic Affairs and the Office of Student Analytics and Research.

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: Met and Unmet Numbers and Percentages by Semester for Timely Textbook and Instructional Materials Adoptions (Summer 2018, Fall 2018, Spring 2019)
- Appendix D: Reasons for Late Adoption Postings
- Appendix E: General Education Core Courses and Open Educational Resources

Integral to the report, Appendix D comprises an Excel spreadsheet organized by semester, with an alphabetical listing by course identification (i.e., course prefix and number), course section numbers, and the reasons for the late adoption postings.

In Appendix D, one of the following eight reasons has been identified per course section with a late posting:

- Text Not Available/Publisher Delays;
- Schedule Change/New Faculty Assignment;
- Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.);
- Faculty Member Assigned After the Deadline (originally encoded as TBA instructor);
- Technical/System Error (adoption did not process);
- Oversight/Human Error (adoption not completed on time);
- Data Reporting Error (book was adopted on time, but reported as late)
- Other (Please specify).

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 2018-2019 Textbook and Instructional Materials Affordability Report, and we will gladly do so.

Thank you.



**2018-2019 FLORIDA COLLEGE SYSTEM TEXTBOOK
AFFORDABILITY REPORT**

2018-2019 Textbook and Instructional Materials Affordability Report

September 10, 2019

1. College: Florida State College at Jacksonville
2. Report Completed By: Richard Turner
AVP of Academic Operations
Rich.Turner@fscj.edu

3. What is your institution's selection process for textbook and instructional materials with a wide cost variance as it relates to general education courses and high enrollment courses?

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."

Per the CBA, "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." Additionally, "in the interests of students, academic departments shall agree upon texts to be used college-wide in sequential courses" via college-wide textbook selection committees. Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the committee, on a case-by-case basis, determines that a shorter period is appropriate.

4. List and describe the policies your institution has implemented regarding the posting of lists of required and recommended textbooks and instructional materials.

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. 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.

5. What is the number and percent of course sections, by semester, that were not able to meet the textbook and instructional materials posting deadlines for the 2017-2018 year?

Summer 2018 Number: 118

Summer 2018 Percent: 14.2%

Fall 2018 Number: 153

Fall 2018 Percent: 10.9%

Spring 2019 Number: 131

Spring 2019 Percent: 10.0%

6. Please attach a list of the courses that did not meet posting requirements by semester, and explain why each was not posted 45 days before the first day of class. (See Appendix C.) (For the reasons for the late adoption postings, see Appendix D.)
7. Of the following initiatives designed to reduce the cost of textbooks and instructional materials, identify the ones your college offers. (Colleges will be able to check all that apply.)
- ✓ Open Educational Resources
 - ✓ Textbook Affordability Committees
 - ✓ Textbook Rentals
 - ✓ Program(s) with No Textbook Costs
8. Which of the following factors does the college consider when selecting materials through a cost-benefit analysis? (Colleges will be able to check all that apply.)
- ✓ Purchasing digital textbooks in bulk
 - ✓ Expanding the use of open-access materials
 - ✓ Providing rental options for textbooks and related materials
 - ✓ Increasing the availability and use of affordable digital textbooks and learning objects
 - ✓ Developing mechanisms to assist in buying, renting, selling and sharing textbooks
 - ✓ Setting the length of time that textbooks and instructional materials remain in use
9. What percentage of the college's general education core courses use open educational resources as an instructional materials option? (For supporting evidence, see Appendix E.)

Number of sections of general education core courses: 2021

Number of sections of general education core courses using OER:	199
Percent of sections of general education core courses using OER:	9.8%



**2018-2019 FLORIDA COLLEGE SYSTEM TEXTBOOK
AFFORDABILITY REPORT**

APPENDICES

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

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT JACKSONVILLE**

AND

**UNITED FACULTY OF FLORIDA -
FLORIDA STATE COLLEGE AT JACKSONVILLE**

EFFECTIVE AUGUST 16, 2016



Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500, for questions about the accreditation of Florida State College at Jacksonville. Contact information for the Commission on Colleges is provided to allow interested constituents to: (1) learn about the accreditation status of the institution, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and educational support services, should be addressed directly to Florida State College at Jacksonville and not to the Commission's office.

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. The initial meeting of this committee shall be no later than September 30, 2016 with initial 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.

The list of textbooks shall be developed by the respective departments on the individual campus and shall be reviewed as appropriate.

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


- Faculty within each department 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	August 31, 2016	

Purpose

To describe the procedures the College shall use to comply with Section 1004.085 Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", 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 campus.
- B. Each faculty member must submit an electronic attestation and e-adoption that includes the author, title, publisher, edition, ISBN, and estimated quantity of texts and other student procured instructional materials needed for each of the courses they will be teaching (identified by course title and ISBN reference number). The faculty member must also indicate whether procurement of the text and materials by the student is required or optional.
- C. Pursuant to Section 1004.085(4) Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", each faculty member or campus administration must submit and maintain, before each textbook adoption is finalized, an electronically submitted adoption certification for each course 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 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).
- 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 class for each

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		August 31, 2016		

term, a list of each textbook required for each course offered by the College during the upcoming term, where the listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date and retail prices.

- 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. 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

APPENDIX C:
Met and Unmet Numbers and Percentages by Semester
for Timely Textbook and Instructional Materials
Adoptions

TERM	General Education Area	Unmet Count	Met Count	TOTAL	UnMet Percent	Met Percent
Summer 2018	Communications	24	70	94	25.5%	74.5%
	Humanities	23	67	90	25.6%	74.4%
	Math	6	109	115	5.2%	94.8%
	Natural Science	14	145	159	8.8%	91.2%
	Social-Behavioral Science	25	93	118	21.2%	78.8%
	Non-Gen. Ed High Enrollment	26	230	256	10.2%	89.8%
	TOTAL	118	714	832	14.2%	85.8%
Fall 2018	Communications	27	164	191	14.1%	85.9%
	Humanities	13	111	124	10.5%	89.5%
	Math	12	167	179	6.7%	93.3%
	Natural Science	27	249	276	9.8%	90.2%
	Social-Behavioral Science	40	196	236	16.9%	83.1%
	Non-Gen. Ed High Enrollment	34	363	397	8.6%	91.4%
	TOTAL	153	1250	1403	10.9%	89.1%
Spring 2019	Communications	14	156	170	8.2%	91.8%
	Humanities	22	118	140	15.7%	84.3%
	Math	20	155	175	11.4%	88.6%
	Natural Science	23	234	257	8.9%	91.1%
	Social-Behavioral Science	17	195	212	8.0%	92.0%
	Non-Gen. Ed High Enrollment	35	318	353	9.9%	90.1%
	TOTAL	131	1176	1307	10.0%	90.0%

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" based on data provided by Follett (as of 6/12/19) for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Courses with textbook/resource availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook/resource availability are categorized as "Unmet."

APPENDIX C

GENERAL EDUCATION AREA: COMMUNICATIONS

TERM	COURSE	Unmet		Unmet		Total
		Count	Met Count	Percent	Met Percent	
Summer 2018	ENC1101	12	22	35.3%	64.7%	34
	ENC1101C	1	1	50.0%	50.0%	2
	ENC1102	5	19	20.8%	79.2%	24
	SPC2017	3	5	37.5%	62.5%	8
	SPC2065	1	5	16.7%	83.3%	6
	SPC2608	2	18	10.0%	90.0%	20
Term	Total	24	70	25.5%	74.5%	94
Fall2018	ENC1101	14	71	16.5%	83.5%	85
	ENC1101C	2	8	20.0%	80.0%	10
	ENC1102	2	45	4.3%	95.7%	47
	SPC2017	1	10	9.1%	90.9%	11
	SPC2065	1	10	9.1%	90.9%	11
	SPC2608	7	20	25.9%	74.1%	27
Term	Total	27	164	14.1%	85.9%	191
Spring 2019	ENC1101	5	50	9.1%	90.9%	55
	ENC1101C		5	0.0%	100.0%	5
	ENC1102	7	58	10.8%	89.2%	65
	SPC2017	1	13	7.1%	92.9%	14
	SPC2065	1	11	8.3%	91.7%	12
	SPC2608		19	0.0%	100.0%	19
Term	Total	14	156	8.2%	91.8%	170
Year	Total	65	390	14.3%	85.7%	455

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" based on data provided by Follett (as of 6/12/19) for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Courses with textbook/resource availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook/resource availability are categorized as "Unmet."

APPENDIX C

GENERAL EDUCATION AREA: HUMANITIES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2018	AML2020		2	0.0%	100.0%	2
	ARH2000	1	4	20.0%	80.0%	5
	ARH2050		2	0.0%	100.0%	2
	ARH2051		1	0.0%	100.0%	1
	DAN2100		3	0.0%	100.0%	3
	ENG2100	1	4	20.0%	80.0%	5
	HUM2020	9	17	34.6%	65.4%	26
	HUM2210	3	1	75.0%	25.0%	4
	HUM2230	1	2	33.3%	66.7%	3
	HUM2250	1	8	11.1%	88.9%	9
	HUM2450	2		100.0%	0.0%	2
	LIT2000	2	4	33.3%	66.7%	6
	MUL2010	1	3	25.0%	75.0%	4
	PHI2010	1	5	16.7%	83.3%	6
	PHI2603	1	3	25.0%	75.0%	4
	REL2000		4	0.0%	100.0%	4
	REL2300		3	0.0%	100.0%	3
	THE2000		1	0.0%	100.0%	1
Term	Total	23	67	25.6%	74.4%	90
Fall 2018	AML2020		3	0.0%	100.0%	3
	ARH2000	1	8	11.1%	88.9%	9
	ARH2050		3	0.0%	100.0%	3
	ARH2051		2	0.0%	100.0%	2
	DAN2100	2	3	40.0%	60.0%	5
	ENG2100		7	0.0%	100.0%	7
	ENL2012		1	0.0%	100.0%	1
	HUM2020	5	39	11.4%	88.6%	44
	HUM2210	1	3	25.0%	75.0%	4
	HUM2230		7	0.0%	100.0%	7
	HUM2250		5	0.0%	100.0%	5
	HUM2450	1	5	16.7%	83.3%	6
	LIT2000		5	0.0%	100.0%	5
	MUL2010		2	0.0%	100.0%	2
	PHI2010	3	3	50.0%	50.0%	6
	PHI2600		2	0.0%	100.0%	2
	PHI2603		4	0.0%	100.0%	4
	REL2000		3	0.0%	100.0%	3
REL2300		3	0.0%	100.0%	3	
THE2000		3	0.0%	100.0%	3	
Term	Total	13	111	10.5%	89.5%	124
Spring 2019	AML2020		3	0.0%	100.0%	3
	ARH2000	1	6	14.3%	85.7%	7
	ARH2050		2	0.0%	100.0%	2
	ARH2051		2	0.0%	100.0%	2
	DAN2100	1	4	20.0%	80.0%	5
	ENG2100	1	7	12.5%	87.5%	8
	HUM2020	11	36	23.4%	76.6%	47
	HUM2210		4	0.0%	100.0%	4
	HUM2230	1	5	16.7%	83.3%	6
	HUM2250	1	8	11.1%	88.9%	9
	HUM2450	1	4	20.0%	80.0%	5
	LIT2000		6	0.0%	100.0%	6
	LIT2100		1	0.0%	100.0%	1
	MUL2010	3	8	27.3%	72.7%	11
	PHI2010		5	0.0%	100.0%	5
	PHI2600		2	0.0%	100.0%	2
	PHI2603	1	5	16.7%	83.3%	6
	REL2000		3	0.0%	100.0%	3
REL2300		3	0.0%	100.0%	3	
THE2000	1	4	20.0%	80.0%	5	
Term	Total	22	118	15.7%	84.3%	140
Year	Total	58	296	16.4%	83.6%	354

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" based on data provided by Follett (as of 6/12/19) for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Courses with textbook/resource availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook/resource availability are categorized as "Unmet."

APPENDIX C

GENERAL EDUCATION AREA: MATHEMATICS

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2018	MAC1105	2	33	5.7%	94.3%	35
	MAC1114		4	0.0%	100.0%	4
	MAC1140		3	0.0%	100.0%	3
	MAC1147		4	0.0%	100.0%	4
	MAC2233	1	8	11.1%	88.9%	9
	MAC2311		4	0.0%	100.0%	4
	MAC2312		3	0.0%	100.0%	3
	MAC2313		2	0.0%	100.0%	2
	MAP2302		1	0.0%	100.0%	1
	MGF1106	2	20	9.1%	90.9%	22
	MGF1107		7	0.0%	100.0%	7
	STA2023	1	20	4.8%	95.2%	21
Term	Total	6	109	5.2%	94.8%	115
Fall2018	MAC1105	4	53	7.0%	93.0%	57
	MAC1114		8	0.0%	100.0%	8
	MAC1140	1	6	14.3%	85.7%	7
	MAC1147		5	0.0%	100.0%	5
	MAC2233	1	10	9.1%	90.9%	11
	MAC2311	2	4	33.3%	66.7%	6
	MAC2312		2	0.0%	100.0%	2
	MAC2313		2	0.0%	100.0%	2
	MAP2302		1	0.0%	100.0%	1
	MGF1106	1	29	3.3%	96.7%	30
	MGF1107		9	0.0%	100.0%	9
	STA2023	3	38	7.3%	92.7%	41
Term	Total	12	167	6.7%	93.3%	179
Spring 2019	MAC1105	6	51	10.5%	89.5%	57
	MAC1114	1	10	9.1%	90.9%	11
	MAC1140	2	5	28.6%	71.4%	7
	MAC1147		5	0.0%	100.0%	5
	MAC2233		7	0.0%	100.0%	7
	MAC2311	1	7	12.5%	87.5%	8
	MAC2312		2	0.0%	100.0%	2
	MAP2302		1	0.0%	100.0%	1
	MGF1106	6	18	25.0%	75.0%	24
	MGF1107	1	8	11.1%	88.9%	9
	STA2023	3	41	6.8%	93.2%	44
	Term	Total	20	155	11.4%	88.6%
Year	Total	38	431	8.1%	91.9%	469

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" based on data provided by Follett (as of 6/12/19) for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Courses with textbook/resource availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook/resource availability are categorized as "Unmet."

APPENDIX C

GENERAL EDUCATION AREA: NATURAL SCIENCES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total	
Summer 2018	BOT1010C	2		100.0%	0.0%	2	
	BSC1005		12	0.0%	100.0%	12	
	BSC1005L	1	5	16.7%	83.3%	6	
	BSC2010C		17	0.0%	100.0%	17	
	BSC2011C		4	0.0%	100.0%	4	
	BSC2020C		3	0.0%	100.0%	3	
	BSC2050		1	0.0%	100.0%	1	
	BSC2085C	6	24	20.0%	80.0%	30	
	BSC2086C	1	17	15.0%	85.0%	20	
	CHM1020		2	0.0%	100.0%	2	
	CHM1025C		10	0.0%	100.0%	10	
	CHM1032C		4	0.0%	100.0%	4	
	CHM2045C		5	0.0%	100.0%	5	
	CHM2046C		4	0.0%	100.0%	4	
	ESC1000		6	0.0%	100.0%	6	
	ESC1000L	1	5	16.7%	83.3%	6	
	EVR1001		1	0.0%	100.0%	1	
	GLY1010C		1	0.0%	100.0%	1	
	ISC1075		2	0.0%	100.0%	2	
	MCB2010C	1	13	7.1%	92.9%	14	
	OCE2001		1	0.0%	100.0%	1	
	PHY1020C		1	0.0%	100.0%	1	
	PHY2048C		2	0.0%	100.0%	2	
	PHY2049C		2	0.0%	100.0%	2	
	PHY2053C		1	0.0%	100.0%	1	
	PHY2054C		2	0.0%	100.0%	2	
	Term Total		14	145	8.9%	91.1%	159
	Fall 2018	AST1002		2	0.0%	100.0%	2
		AST1002L		3	0.0%	100.0%	3
		BOT1010C		4	0.0%	100.0%	4
		BSC1005	3	12	20.0%	80.0%	15
BSC1005L		1	11	8.3%	91.7%	12	
BSC2010C		2	25	7.4%	92.6%	27	
BSC2011C		2	6	25.0%	75.0%	8	
BSC2020C			5	0.0%	100.0%	5	
BSC2050			2	0.0%	100.0%	2	
BSC2085C		9	46	16.4%	83.6%	55	
BSC2086C		1	26	3.7%	96.3%	27	
CHM1020			7	0.0%	100.0%	7	
CHM1025C		1	19	5.0%	95.0%	20	
CHM1032C			6	0.0%	100.0%	6	
CHM2045C		1	5	16.7%	83.3%	6	
CHM2046C			3	0.0%	100.0%	3	
ESC1000		2	14	12.5%	87.5%	16	
ESC1000L		1	12	7.7%	92.3%	13	
ISC1075		1	3	25.0%	75.0%	4	
MCB2010C		2	18	10.0%	90.0%	20	
OCE2001		1	2	33.3%	66.7%	3	
OCE2001L			1	0.0%	100.0%	1	
PHY1020C			3	0.0%	100.0%	3	
PHY2048C			4	0.0%	100.0%	4	
PHY2049C			2	0.0%	100.0%	2	
PHY2053C			5	0.0%	100.0%	5	
PHY2054C			2	0.0%	100.0%	2	
PSC1341			1	0.0%	100.0%	1	
Term Total			27	240	9.8%	90.2%	267
Spring 2019		AST1002		2	0.0%	100.0%	2
		AST1002L		2	0.0%	100.0%	2
	BOT1010C		3	0.0%	100.0%	3	
	BSC1005		10	0.0%	100.0%	10	
	BSC1005L	3	3	50.0%	50.0%	6	
	BSC2010C	1	22	4.3%	95.7%	23	
	BSC2011C		7	0.0%	100.0%	7	
	BSC2020C	1	4	20.0%	80.0%	5	
	BSC2050		2	0.0%	100.0%	2	
	BSC2085C	5	35	12.5%	87.5%	40	
	BSC2086C	2	31	6.1%	93.9%	33	
	CHM1020	1	12	7.7%	92.3%	13	
	CHM1025C	2	17	10.5%	89.5%	19	
	CHM1032C	2	5	28.6%	71.4%	7	
	CHM2045C	1	7	12.5%	87.5%	8	
	CHM2046C		5	0.0%	100.0%	5	
	ESC1000	1	16	5.9%	94.1%	17	
	ESC1000L		9	0.0%	100.0%	9	
	EVR1001		2	0.0%	100.0%	2	
	GLY1010C		1	0.0%	100.0%	1	
	ISC1075	1	3	25.0%	75.0%	4	
	MCB2010C	1	20	4.8%	95.2%	21	
	OCE2001	1	1	50.0%	50.0%	2	
	OCE2001L	1		100.0%	0.0%	1	
	PHY1020C		3	0.0%	100.0%	3	
	PHY2048C		2	0.0%	100.0%	2	
	PHY2049C		3	0.0%	100.0%	3	
	PHY2053C		4	0.0%	100.0%	4	
	PHY2054C		3	0.0%	100.0%	3	
	Term Total		23	214	8.9%	91.1%	237
	Year Total		64	628	9.2%	90.8%	692

Notes: Met/Unmet counts and percentages refer to the number of unsupplanted course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" based on data provided by Follett (as of 6/12/18) for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Courses with textbook/resource availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook/resource availability are categorized as "Unmet."

GENERAL EDUCATION AREA: SOCIAL & BEHAVIORIAL SCIENCES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2018	AMH2010		4	0.0%	100.0%	4
	AMH2020	1	7	12.5%	87.5%	8
	AMH2070		5	0.0%	100.0%	5
	AMH2092		2	0.0%	100.0%	2
	AMH2093		1	0.0%	100.0%	1
	ANT2000		3	0.0%	100.0%	3
	ANT2410	1	2	33.3%	66.7%	3
	DEP2004	5	12	29.4%	70.6%	17
	ECO2013	3	3	50.0%	50.0%	6
	INP1390	1	5	16.7%	83.3%	6
	INR2002		3	0.0%	100.0%	3
	POS2041	6	1	85.7%	14.3%	7
	POS2112		3	0.0%	100.0%	3
	PSY1012	6	22	21.4%	78.6%	28
	SYG2000		3	0.0%	100.0%	3
	SYG2010		3	0.0%	100.0%	3
	SYG2430		4	0.0%	100.0%	4
	WOH1012	1	5	16.7%	83.3%	6
	WOH1022		2	0.0%	100.0%	2
	WST2010	1	3	25.0%	75.0%	4
Term	Total	25	93	21.2%	78.8%	118
Fall2018	AMH2010		12	0.0%	100.0%	12
	AMH2020	5	18	21.7%	78.3%	23
	AMH2070	4	6	40.0%	60.0%	10
	AMH2092	1	3	25.0%	75.0%	4
	AMH2093		1	0.0%	100.0%	1
	ANT2000		5	0.0%	100.0%	5
	ANT2410		5	0.0%	100.0%	5
	ANT2511		1	0.0%	100.0%	1
	DEP2004	8	26	23.5%	76.5%	34
	ECO2013	1	13	7.1%	92.9%	14
	INP1390		8	0.0%	100.0%	8
	INR2002	1	3	25.0%	75.0%	4
	LAH2000		1	0.0%	100.0%	1
	POS2041	6	16	27.3%	72.7%	22
	POS2112		6	0.0%	100.0%	6
	PSY1012	13	37	26.0%	74.0%	50
	SYG2000	1	15	6.3%	93.8%	16
	SYG2010		6	0.0%	100.0%	6
	SYG2430		5	0.0%	100.0%	5
	WOH1012		5	0.0%	100.0%	5
WST2010		4	0.0%	100.0%	4	
Term	Total	40	196	16.9%	83.1%	236
Spring 2019	AMH2010		15	0.0%	100.0%	15
	AMH2020	2	19	9.5%	90.5%	21
	AMH2070		10	0.0%	100.0%	10
	AMH2092		2	0.0%	100.0%	2
	AMH2093		3	0.0%	100.0%	3
	ANT2000	2	3	40.0%	60.0%	5
	ANT2410		4	0.0%	100.0%	4
	ANT2511		1	0.0%	100.0%	1
	DEP2004	2	22	8.3%	91.7%	24
	ECO2013		11	0.0%	100.0%	11
	INP1390		10	0.0%	100.0%	10
	INR2002	1	4	20.0%	80.0%	5
	POS2041	1	17	5.6%	94.4%	18
	POS2112		6	0.0%	100.0%	6
	PSY1012	5	35	12.5%	87.5%	40
	SYG2000	3	12	20.0%	80.0%	15
	SYG2010		3	0.0%	100.0%	3
	SYG2430		6	0.0%	100.0%	6
	WOH1012	1	7			8
	WST2010		5	0.0%	100.0%	5
Term	Total	17	195	8.0%	92.0%	212
Year	Total	82	484	14.5%	85.5%	566

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APPENDIX C

TOP 25 HIGHEST ENROLLMENT NON-GENERAL EDUCATION CLASSES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2018	ACG2021	1	15	6.3%	93.8%	16
	ACG2071		10	0.0%	100.0%	10
	BUL2131		5	0.0%	100.0%	5
	BUL3130		6	0.0%	100.0%	6
	CGS1100	1	18	5.3%	94.7%	19
	CTS1131	1	3	25.0%	75.0%	4
	CTS1133		4	0.0%	100.0%	4
	ECO2023	2	7	22.2%	77.8%	9
	ENCO025		7	0.0%	100.0%	7
	FIN3400	1	5	16.7%	83.3%	6
	GEB1011		6	0.0%	100.0%	6
	GEB3213		8	0.0%	100.0%	8
	HSC1531	1	9	10.0%	90.0%	10
	HUN1201		10	0.0%	100.0%	10
	MAN2021		8	0.0%	100.0%	8
	MAN3353		5	0.0%	100.0%	5
	MAN4504		6	0.0%	100.0%	6
	MAN4990		3	0.0%	100.0%	3
	MAT0018	2	6	25.0%	75.0%	8
	MAT0028	1	12	7.7%	92.3%	13
	MAT1033	9	36	20.0%	80.0%	45
	REA0017		11	0.0%	100.0%	11
	SLS1103	3	9	25.0%	75.0%	12
	SPN1120	3	12	20.0%	80.0%	15
	SPN1121	1	9	10.0%	90.0%	10
Term	Total	26	230	10.2%	89.8%	256
Fall 2018	ACG2021	7	14	33.3%	66.7%	21
	ACG2071		12	0.0%	100.0%	12
	BUL2131		7	0.0%	100.0%	7
	BUL3130		9	0.0%	100.0%	9
	CGS1100	1	35	2.8%	97.2%	36
	CTS1131	1	7	12.5%	87.5%	8
	CTS1133		7	0.0%	100.0%	7
	ECO2023		7	0.0%	100.0%	7
	ENCO025	3	11	21.4%	78.6%	14
	FIN3400		9	0.0%	100.0%	9
	GEB1011		11	0.0%	100.0%	11
	GEB3213		15	0.0%	100.0%	15
	HSC1531	1	15	6.3%	93.8%	16
	HUN1201		13	0.0%	100.0%	13
	MAN2021	1	11	8.3%	91.7%	12
	MAN3353	2	6	25.0%	75.0%	8
	MAN4504		6	0.0%	100.0%	6
	MAN4930		3	0.0%	100.0%	3
	MAT0018	1	7	12.5%	87.5%	8
	MAT0028	1	15	6.3%	93.8%	16
	MAT1033	10	85	10.5%	89.5%	95
	REA0017		16	0.0%	100.0%	16
	SLS1103	2	15	11.8%	88.2%	17
	SPN1120	4	17	19.0%	81.0%	21
	SPN1121		10	0.0%	100.0%	10
Term	Total	34	363	8.6%	91.4%	397
Spring 2019	ACG2021		12	0.0%	100.0%	12
	ACG2071	1	8	11.1%	88.9%	9
	BUL2131	2	3	40.0%	60.0%	5
	BUL3130	1	9	10.0%	90.0%	10
	CGS1100	6	31	16.2%	83.8%	37
	CTS1131		8	0.0%	100.0%	8
	CTS1133		8	0.0%	100.0%	8
	ECO2023	2	8	20.0%	80.0%	10
	ENCO025	2	8	20.0%	80.0%	10
	FIN3400		10	0.0%	100.0%	10
	GEB1011		9	0.0%	100.0%	9
	GEB3213	1	10	9.1%	90.9%	11
	HSC1531	1	14	6.7%	93.3%	15
	HUN1201	1	12	7.7%	92.3%	13
	MAN2021	2	6	25.0%	75.0%	8
	MAN3353		6	0.0%	100.0%	6
	MAN4504		6	0.0%	100.0%	6
	MAN4930		4	0.0%	100.0%	4
	MAT0018	3	12	20.0%	80.0%	15
	MAT0028	1	12	7.7%	92.3%	13
	MAT1033	9	63	12.5%	87.5%	72
	REA0017	1	14	6.7%	93.3%	15
	SLS1103	1	13	7.1%	92.9%	14
	SPN1120	1	19	5.0%	95.0%	20
	SPN1121		13	0.0%	100.0%	13
Term	Total	35	318	9.9%	90.1%	353
Year	Total	95	911	9.4%	90.6%	1006

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APPENDIX D:
Reasons for Late Adoption Postings

Appendix D

- Text Not Available/Publisher Delays;
- Schedule Change/New Faculty Assignment;
- Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.);
- Faculty Member Assigned After the Deadline (originally encoded as TBA instructor);
- Technical/System Error (adoption did not process);
- Oversight/Human Error (adoption not completed on time);
- Data Reporting Error (book was adopted on time, but reported as late)
- Other (Please specify).

APPENDIX D: SUMMER

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
CT11131	2338	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
WST2010	2173	5. Technical/System Error (adoption did not process)	
BOT1010C	2312	5. Technical/System Error (adoption did not process)	
BOT1010C	2318	5. Technical/System Error (adoption did not process)	5. Technical/System Error (adoption did not process)
DEP2004	1224	6. Oversight/Human Error (adoption not completed on time)	5. Technical/System Error (adoption did not process)
DEP2004	1227	6. Oversight/Human Error (adoption not completed on time)	
DEP2004	1231	6. Oversight/Human Error (adoption not completed on time)	
DEP2004	1233	6. Oversight/Human Error (adoption not completed on time)	
POS2041	1765	6. Oversight/Human Error (adoption not completed on time)	
POS2041	1768	6. Oversight/Human Error (adoption not completed on time)	
SLS1103	1924	5. Technical/System Error (adoption did not process)	
MAC2233	2395	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	2585	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
FIN3400	3059	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	3315	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	3448	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	3455	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	3457	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	3465	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	3474	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	3479	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	3509	6. Oversight/Human Error (adoption not completed on time)	
ARH2000	3577	6. Oversight/Human Error (adoption not completed on time)	
LIT2000	3590	6. Oversight/Human Error (adoption not completed on time)	
HUM2450	3616	6. Oversight/Human Error (adoption not completed on time)	
HUM2450	3622	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	3631	6. Oversight/Human Error (adoption not completed on time)	
HUM2230	3653	6. Oversight/Human Error (adoption not completed on time)	
HUM2210	3660	6. Oversight/Human Error (adoption not completed on time)	
HUM2210	3662	6. Oversight/Human Error (adoption not completed on time)	
HUM2210	3666	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	3679	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	3680	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	3687	6. Oversight/Human Error (adoption not completed on time)	

APPENDIX D: SUMMER

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
HUM2020	3688	5. Technical/System Error (adoption did not process)	
ACG2021	3989	2. Schedule Change/New Faculty Assignment	
ENG2100	4231	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	4234	2. Schedule Change/New Faculty Assignment	
SPC2065	4314	6. Oversight/Human Error (adoption not completed on time)	
POS2041	4348	6. Oversight/Human Error (adoption not completed on time)	
HUM2250	4349	2. Schedule Change/New Faculty Assignment	
SPN1120	4350	2. Schedule Change/New Faculty Assignment	
SPN1120	4352	2. Schedule Change/New Faculty Assignment	
MAT1033	4354	2. Schedule Change/New Faculty Assignment	
MAT1033	4355	2. Schedule Change/New Faculty Assignment	
BSC2085C	4356	2. Schedule Change/New Faculty Assignment	
PHI2010	4391	2. Schedule Change/New Faculty Assignment	
MAT1033	4493	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	4515	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	4636	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	4638	5. Technical/System Error (adoption did not process)	
CGS1100	4639	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ECO2023	4643	2. Schedule Change/New Faculty Assignment	
INP1390	4644	2. Schedule Change/New Faculty Assignment	
PSY1012	4646	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
WOH1012	4648	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ESC1000L	4651	2. Schedule Change/New Faculty Assignment	
ENC1101	4700	5. Technical/System Error (adoption did not process)	
MGF1106	4703	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
STA2023	4704	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	2072	6. Oversight/Human Error (adoption not completed on time)	
PSY1012	1138	7. Data Reporting Error (book was adopted on time, but reported as late)	
POS2041	1194	6. Oversight/Human Error (adoption not completed on time)	
POS2041	1196	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	2114	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	1618	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	1623	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	1682	6. Oversight/Human Error (adoption not completed on time)	

APPENDIX D: SUMMER

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
BSC2086C	3880	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	3905	8. Other ; Please specify =>	IT Issues
BSC1005L	4407	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
BSC2085C	4533	2. Schedule Change/New Faculty Assignment	
BSC2085C	4535	2. Schedule Change/New Faculty Assignment	
MCB2010C	4622	2. Schedule Change/New Faculty Assignment	
HUM2020	2265	1. Text Not Available/Publisher Delays	
HUM2020	2321	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2388	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2451	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
HUM2020	3072	6. Oversight/Human Error (adoption not completed on time)	
PHI2603	3327	6. Oversight/Human Error (adoption not completed on time)	
SPN1120	3387	6. Oversight/Human Error (adoption not completed on time)	
SPN1121	3979	6. Oversight/Human Error (adoption not completed on time)	
MUL2010	4378	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
LIT2000	4596	5. Technical/System Error (adoption did not process)	
HSC1531	1115	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
SPC2608	2258	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	1081	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	1144	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	1393	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	1490	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	1642	8. Other ; Please specify =>	I did not request a text initially, however, when I did, I had the wrong ISBN number for the edition I wanted. This was the reason for the delay.
ENC1102	1722	6. Oversight/Human Error (adoption not completed on time)	
ENC1101C	1826	8. Other ; Please specify =>	Consumable resources and digital resources utilized in lieu of a traditional
SPC2017	1901	6. Oversight/Human Error (adoption not completed on time)	
MAC1105	1491	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT0018	2883	8. Other ; Please specify =>	access card/online resource (not text)
MAT0018	2897	8. Other ; Please specify =>	access card/online resource (not text)
MAT0028	3027	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	3212	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	3217	7. Data Reporting Error (book was adopted on time, but reported as late)	

APPENDIX D: SUMMER

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
MAT1033	3365	2. Schedule Change/New Faculty Assignment	
MGF1106	3383	2. Schedule Change/New Faculty Assignment	
MAC1105	4422	8. Other ; Please specify =>	access card/online resource (not text)
MAT1033	4514	8. Other ; Please specify =>	access card/online resource (not text)
MAT1033	4598	8. Other ; Please specify =>	access card/online resource (not text)
SLS1103	1079	7. Data Reporting Error (book was adopted on time, but reported as late)	
SLS1103	1100	7. Data Reporting Error (book was adopted on time, but reported as late)	
PSY1012	1124	2. Schedule Change/New Faculty Assignment	
PSY1012	1154	2. Schedule Change/New Faculty Assignment	
PSY1012	1158	2. Schedule Change/New Faculty Assignment	
PSY1012	1162	2. Schedule Change/New Faculty Assignment	
POS2041	1202	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	1228	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	1236	7. Data Reporting Error (book was adopted on time, but reported as late)	
AMH2020	1250	2. Schedule Change/New Faculty Assignment	
ECO2013	2425	6. Oversight/Human Error (adoption not completed on time)	
ECO2023	2427	6. Oversight/Human Error (adoption not completed on time)	
ANT2410	4142	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	

APPENDIX D: FALL

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
CGS1100	3528	1. Text Not Available/Publisher Delays	Data Buster Custom bundle
ACG2021	1276	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	1284	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	1308	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	1313	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	1333	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	5450	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ACG2021	5451	1. Text Not Available/Publisher Delays	McGrawHill was building a special package deal for us for ACG2021/ACG2071 which delayed us getting the customized ISBN
ESC1000L	1136	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ESC1000	1153	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ESC1000	1162	6. Oversight/Human Error (adoption not completed on time)	
DAN2100	1218	2. Schedule Change/New Faculty Assignment	
BSC2086C	1269	6. Oversight/Human Error (adoption not completed on time)	
BSC1005	1513	5. Technical/System Error (adoption did not process)	
ENC1101C	1580	5. Technical/System Error (adoption did not process)	
AMH2070	1875	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
AMH2070	1878	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SPC2608	1918	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	1922	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	1928	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	1944	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	1948	6. Oversight/Human Error (adoption not completed on time)	
DEP2004	1956	2. Schedule Change/New Faculty Assignment	
PSY1012	2186	5. Technical/System Error (adoption did not process)	
PSY1012	2187	5. Technical/System Error (adoption did not process)	
PSY1012	2189	2. Schedule Change/New Faculty Assignment	

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Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
PSY1012	2199	2. Schedule Change/New Faculty Assignment	
PSY1012	2200	2. Schedule Change/New Faculty Assignment	
MAN2021	4869	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAN3353	4949	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
HUM2020	5535	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	5536	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	5785	2. Schedule Change/New Faculty Assignment	
SPN1120	5787	2. Schedule Change/New Faculty Assignment	
CTS1131	5844	5. Technical/System Error (adoption did not process)	
ENC1101	6094	5. Technical/System Error (adoption did not process)	
PSY1012	6122	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC2311	6184	2. Schedule Change/New Faculty Assignment	
OCE2001	6309	5. Technical/System Error (adoption did not process)	
SPC2017	6323	2. Schedule Change/New Faculty Assignment	
BSC2085C	6366	2. Schedule Change/New Faculty Assignment	
BSC2085C	6368	2. Schedule Change/New Faculty Assignment	
SPN1120	6371	2. Schedule Change/New Faculty Assignment	
SPN1120	6373	2. Schedule Change/New Faculty Assignment	
ARH2000	6381	2. Schedule Change/New Faculty Assignment	
DAN2100	6396	2. Schedule Change/New Faculty Assignment	
MAN3353	6416	2. Schedule Change/New Faculty Assignment	
BSC1005L	6448	2. Schedule Change/New Faculty Assignment	
ISC1075	6552	2. Schedule Change/New Faculty Assignment	
MAC2233	6553	5. Technical/System Error (adoption did not process)	
MGF1106	6613	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	6614	5. Technical/System Error (adoption did not process)	
AMH2020	6616	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
AMH2020	1551	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	1592	6. Oversight/Human Error (adoption not completed on time)	
POS2041	2517	6. Oversight/Human Error (adoption not completed on time)	
POS2041	2520	6. Oversight/Human Error (adoption not completed on time)	
POS2041	2523	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	6337	5. Technical/System Error (adoption did not process)	
BSC1005	1664	7. Data Reporting Error (book was adopted on time, but reported as late)	
BSC2010C	2404	1. Text Not Available/Publisher Delays	

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Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
BSC2010C	2462	7. Data Reporting Error (book was adopted on time, but reported as late)	
BSC2011C	2696	1. Text Not Available/Publisher Delays	
BSC2011C	2699	5. Technical/System Error (adoption did not process)	
BSC2085C	3034	2. Schedule Change/New Faculty Assignment	
BSC2085C	3041	5. Technical/System Error (adoption did not process)	
BSC2085C	3047	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	3166	5. Technical/System Error (adoption did not process)	
BSC2085C	3187	5. Technical/System Error (adoption did not process)	
BSC2085C	3214	6. Oversight/Human Error (adoption not completed on time)	
MCB2010C	3923	6. Oversight/Human Error (adoption not completed on time)	
BSC1005	6224	6. Oversight/Human Error (adoption not completed on time)	
MCB2010C	6239	7. Data Reporting Error (book was adopted on time, but reported as late)	
CHM1025C	6256	2. Schedule Change/New Faculty Assignment	
CHM2045C	6306	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
HSC1531	3700	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
ENC0025	1033	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC0025	1044	6. Oversight/Human Error (adoption not completed on time)	
ENC1101C	1070	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	1634	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	2173	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	2233	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	2236	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	2239	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	2495	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	2544	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	2597	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	2636	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	3106	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	3384	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	3387	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	5760	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC0025	6161	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	6165	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	6230	6. Oversight/Human Error (adoption not completed on time)	

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Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
ENC1101	6585	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT0028	1193	6. Oversight/Human Error (adoption not completed on time)	
MAT0018	1777	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	2840	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	2852	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	3445	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	3640	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	3650	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	3770	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	3786	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	3971	8. Other ; Please specify =>	Instructor Writes Their Own MAC1.105 Textbook
MAC1105	3995	8. Other ; Please specify =>	Instructor Writes Their Own MAC1.105 Textbook
MAC1105	4075	8. Other ; Please specify =>	Instructor Writes Their Own MAC1.105 Textbook
STA2023	4557	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1140	4689	6. Oversight/Human Error (adoption not completed on time)	
STA2023	4702	6. Oversight/Human Error (adoption not completed on time)	
MAC2311	5553	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	6188	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
STA2023	6347	6. Oversight/Human Error (adoption not completed on time)	
MAC1105	6348	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	6561	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	6563	6. Oversight/Human Error (adoption not completed on time)	
AMH2020	1542	2. Schedule Change/New Faculty Assignment	
AMH2020	1544	6. Oversight/Human Error (adoption not completed on time)	
AMH2070	1565	7. Data Reporting Error (book was adopted on time, but reported as late)	
AMH2092	1582	7. Data Reporting Error (book was adopted on time, but reported as late)	
DEP2004	2328	6. Oversight/Human Error (adoption not completed on time)	
INR2002	2503	2. Schedule Change/New Faculty Assignment	
POS2041	2550	7. Data Reporting Error (book was adopted on time, but reported as late)	
PSY1012	2771	6. Oversight/Human Error (adoption not completed on time)	
PSY1012	2860	7. Data Reporting Error (book was adopted on time, but reported as late)	
DEP2004	2872	7. Data Reporting Error (book was adopted on time, but reported as late)	
SYG2000	5556	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	

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Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
SLS1103	5571	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6267	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
AMH2020	6293	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6302	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
POS2041	6319	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6332	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	6333	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
POS2041	6340	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SLS1103	6342	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
AMH2070	6376	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6458	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6522	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ECO2013	6523	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	6540	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	6605	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SPC2065	3404	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
HUM2020	3940	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	3983	1. Text Not Available/Publisher Delays	
HUM2020	3988	1. Text Not Available/Publisher Delays	
PHI2010	4370	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PHI2010	4373	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PHI2010	4375	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
HUM2210	4422	1. Text Not Available/Publisher Delays	
HUM2450	4583	1. Text Not Available/Publisher Delays	
SPN1120	5840	2. Schedule Change/New Faculty Assignment	

APPENDIX D: SPRING

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
CGS1100	3899	1. Text Not Available/Publisher Delays	
CGS1100	3911	1. Text Not Available/Publisher Delays	
CGS1100	4238	1. Text Not Available/Publisher Delays	
CGS1100	6340	2. Schedule Change/New Faculty Assignment	
CGS1100	6617	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BUL2131	3535	8. Other ; Please specify =>	Original adoption was completed 10/22 for 10th edition. Was notified on 12/18 that the shell was still on 9th edition. Had to update adoption edition.
BUL2131	5791	8. Other ; Please specify =>	Original adoption was completed 10/22 for 10th edition. Was notified on 12/18 that the shell was still on 9th edition. Had to update adoption edition.
HUM2020	1298	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ANT2000	1529	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
INR2002	1658	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	1941	6. Oversight/Human Error (adoption not completed on time)	
MAC1105	2067	6. Oversight/Human Error (adoption not completed on time)	
MGF1106	2228	6. Oversight/Human Error (adoption not completed on time)	
MGF1106	2242	6. Oversight/Human Error (adoption not completed on time)	
ESC1000	2646	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MUL2010	2918	5. Technical/System Error (adoption did not process)	
ANT2000	3027	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAN2021	3709	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
HSC1531	4326	6. Oversight/Human Error (adoption not completed on time)	
GEB3213	4691	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	6482	2. Schedule Change/New Faculty Assignment	
SPN1120	6536	5. Technical/System Error (adoption did not process)	
ENC1102	6600	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC2085C	6651	2. Schedule Change/New Faculty Assignment	
BSC2086C	6653	2. Schedule Change/New Faculty Assignment	
DEP2004	6655	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	6658	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	6826	2. Schedule Change/New Faculty Assignment	
STA2023	6830	2. Schedule Change/New Faculty Assignment	
AMH2020	6871	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC2085C	6872	2. Schedule Change/New Faculty Assignment	

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Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
DAN2100	6874	2. Schedule Change/New Faculty Assignment	
ECO2023	6877	2. Schedule Change/New Faculty Assignment	
THE2000	6882	2. Schedule Change/New Faculty Assignment	
WOH1012	6883	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC1005L	6889	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC2020C	6890	2. Schedule Change/New Faculty Assignment	
ENC1101	6926	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT0028	6930	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	6931	6. Oversight/Human Error (adoption not completed on time)	
MGF1106	6932	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	6934	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ISC1075	6990	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	6991	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAN2021	7009	2. Schedule Change/New Faculty Assignment	
BUL1310	7011	2. Schedule Change/New Faculty Assignment	
HUM1201	7028	2. Schedule Change/New Faculty Assignment	
HUM2230	7034	5. Technical/System Error (adoption did not process)	
ACG2071	7082	2. Schedule Change/New Faculty Assignment	
CGS1100	7086	1. Text Not Available/Publisher Delays	
SYG2000	7147	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC1005L	1502	7. Data Reporting Error (book was adopted on time, but reported as late)	
BSC1005L	1849	7. Data Reporting Error (book was adopted on time, but reported as late)	
CHM1025C	2024	5. Technical/System Error (adoption did not process)	
BSC2010C	2041	5. Technical/System Error (adoption did not process)	
CHM1032C	2113	2. Schedule Change/New Faculty Assignment	
BSC2085C	6314	2. Schedule Change/New Faculty Assignment	
CHM1020	6578	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	6590	6. Oversight/Human Error (adoption not completed on time)	
CHM1025C	6611	2. Schedule Change/New Faculty Assignment	
CHM1032C	6614	5. Technical/System Error (adoption did not process)	
CHM2045C	6622	6. Oversight/Human Error (adoption not completed on time)	
MCB2010C	6625	2. Schedule Change/New Faculty Assignment	
OCE2001	6961	7. Data Reporting Error (book was adopted on time, but reported as late)	
OCE2001L	6962	7. Data Reporting Error (book was adopted on time, but reported as late)	

APPENDIX D: SPRING

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
ENC1101	1280	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	1597	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	1603	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	1652	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	2440	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	2492	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	2565	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	2577	5. Technical/System Error (adoption did not process)	
SPC2065	2867	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1102	3023	6. Oversight/Human Error (adoption not completed on time)	
ENC0025	4435	6. Oversight/Human Error (adoption not completed on time)	
ENC0025	4437	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
REA0017	4457	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	6561	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	1015	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	1079	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	1094	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	1220	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	1239	6. Oversight/Human Error (adoption not completed on time)	
MAC1140	1301	6. Oversight/Human Error (adoption not completed on time)	
MAC1140	1302	6. Oversight/Human Error (adoption not completed on time)	
MAC2311	1319	6. Oversight/Human Error (adoption not completed on time)	
MGF1106	1352	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	1734	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	1736	6. Oversight/Human Error (adoption not completed on time)	
STA2023	2965	6. Oversight/Human Error (adoption not completed on time)	
MAT0018	4363	6. Oversight/Human Error (adoption not completed on time)	
MAT0018	4389	6. Oversight/Human Error (adoption not completed on time)	
MAT0018	4390	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MGF1106	6031	2. Schedule Change/New Faculty Assignment	
MAC1114	6510	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	6513	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MGF1107	6514	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	6594	2. Schedule Change/New Faculty Assignment	

APPENDIX D: SPRING

Course	Class	Reason for Posting Less Than 45 Days Before Class Start	Other Explanation
STA2023	6642	2. Schedule Change/New Faculty Assignment	
MGF1106	6790	2. Schedule Change/New Faculty Assignment	
MAT1033	7122	2. Schedule Change/New Faculty Assignment	
MAC1105	7136	2. Schedule Change/New Faculty Assignment	
AMH2020	1055	2. Schedule Change/New Faculty Assignment	
ECO2023	1426	2. Schedule Change/New Faculty Assignment	
POS2041	1456	5. Technical/System Error (adoption did not process)	
PSY1012	1530	2. Schedule Change/New Faculty Assignment	
PSY1012	1533	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	1536	2. Schedule Change/New Faculty Assignment	
PSY1012	1605	2. Schedule Change/New Faculty Assignment	
SLS1103	1764	6. Oversight/Human Error (adoption not completed on time)	
SYG2000	1808	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SYG2000	3031	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
DEP2004	7040	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENG2100	1356	5. Technical/System Error (adoption did not process)	
PHI2603	1739	2. Schedule Change/New Faculty Assignment	
HUM2450	1975	5. Technical/System Error (adoption did not process)	
HUM2020	2209	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2232	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2286	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2289	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2293	5. Technical/System Error (adoption did not process)	
HUM2020	2297	5. Technical/System Error (adoption did not process)	
HUM2020	2298	5. Technical/System Error (adoption did not process)	
HUM2020	2299	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2303	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	2950	6. Oversight/Human Error (adoption not completed on time)	
ARI2000	3151	6. Oversight/Human Error (adoption not completed on time)	
MUL2010	5676	6. Oversight/Human Error (adoption not completed on time)	
MUL2010	6079	6. Oversight/Human Error (adoption not completed on time)	
HUM2250	6644	6. Oversight/Human Error (adoption not completed on time)	

APPENDIX E:
General Education Core Course with
Open Educational Resources

APPENDIX E

Table 1. Open Educational Resource (OER) Sections (Reference/Class numbers) Matched to General Education Core Courses

General Education Core Course	Summer 2018				Fall 2018				Spring 2019				TOTAL
	Non-OER	OER	OER Percent	Term Total	Non-OER	OER	OER Percent	Term Total	Non-OER	OER	OER Percent	Term Total	
AMH2020	15	1	6.3%	16	30	7	18.9%	37	40	10	20.0%	50	103
ANTZ000	3	3	0.0%	6	5		0.0%	5	5		0.0%	5	13
ARH2000	5	5	0.0%	10	13		0.0%	13	12		0.0%	12	30
AST1002	1	9	90.0%	10	2	11	84.6%	13	5	8	61.5%	13	36
BSC1005	17	2	10.5%	19	32	5	13.5%	37	25	6	19.4%	31	87
BSC2010C	19	2	0.0%	19	37		0.0%	37	31		0.0%	31	87
BSC2085C	34	34	0.0%	34	59		0.0%	59	49		0.0%	49	142
CHM1020	11	17	0.0%	11	17		0.0%	17	18		0.0%	18	46
CHM2045C	6	9	0.0%	6	9		0.0%	9	9		0.0%	9	24
ECO2013	14	6	30.0%	20	33	15	31.3%	48	35	5	12.5%	40	108
ENCL101	40	6	13.0%	46	149	22	12.9%	171	85	17	16.7%	102	319
ENCL101C	2	2	0.0%	2	10		0.0%	10	5		0.0%	5	17
ESC1000	20	20	0.0%	20	24		0.0%	24	28		0.0%	28	72
EVR1001	2	2	0.0%	2	3		0.0%	3	6		0.0%	6	11
HUM2020	41	7	0.0%	41	70	2	0.0%	70	62		0.0%	62	173
LITZ000	7	7	0.0%	7	9	2	18.2%	11	12	1	7.7%	13	31
MAC2311	8	8	0.0%	8	8		0.0%	8	9		0.0%	9	25
MGF1106	25	40	0.0%	25	40	2	4.8%	42	36	5	12.2%	41	108
MGF1107	7	1	12.5%	8	9		0.0%	9	10	2	16.7%	12	29
MUL2010	7	11	0.0%	7	11		0.0%	11	11		0.0%	11	29
PHI2010	6	1	14.3%	7	6	7	53.8%	13	7	5	41.7%	12	32
PHY1020C	1	1	0.0%	1	4		0.0%	4	3		0.0%	3	8
PHY2048C	2	2	0.0%	2	4		0.0%	4	2		0.0%	2	8
PHY2053C	2	2	0.0%	2	5		0.0%	5	5		0.0%	5	12
POS2041	10	4	28.6%	14	26	3	10.3%	29	22	3	12.0%	25	68
PSY1012	37	1	2.6%	38	65	3	4.4%	68	59	7	10.6%	66	172
STA2023	34	4	10.5%	38	55	2	3.5%	57	54	8	12.9%	62	157
SYG2000	8	3	27.3%	11	23	1	4.2%	24	24	4	14.3%	28	63
THEZ000	1	1	0.0%	1	4		0.0%	4	6		0.0%	6	21
TOTAL	385	38	9.0%	423	762	80	9.5%	842	675	81	10.7%	756	2021

TERM	OER SECTION COUNT
Summer 2018	38
Fall 2018	80
Spring 2019	81
TOTAL	199

Source: FSC Oracle/PS Oracle SQL Developer 17.3.1.279, Version 17.3.1.279, Build 279.0537 as of 07/01/19 for terms 2185 (summer 2018), 2188 (fall 2018), and 2193 (spring 2019). The counts and percentages are for unduplicated sections. The analysis data set [2185-2192_BIGAD070119_TYTAFF_GENED_OER] containing the general education, general education core, and OER courses also includes all courses in academic groups (credit types) 01, 03, 05, 06 and 14. General education core courses include ENCL101, ENCL101C, AMH2000, HUM2020, LITZ000, MUL2010, PHI2010, THEZ000, MAC2311, MGF1106, MGF1107, STA2023, AST1002, BSC1005, BSC2085C, CHM1020, CHM2045C, ESC1000, EVR1001, PHY2020C, PHY2048C, PHY2053C, AMH2020, ANTZ000, ECO2013, POS2041, PSY1012, and SYG2000. OER courses include AMH2010, AMH2020, AST1002, AST1002L, RSC1005, DIP2002, ECO2013, ENCL101, ENCL102, HUM2020, MAC1102, HUM2210, MAC1105, MAC1106, MAC1107, MAT1033, MGF1107, PHD210, POS2041, PSY1012, REL2300, STA2023, STA2025, STA2026, SYG2000, AMH2092, LIS1001, LITZ000, MAT1034, MAT1035, MAT1036, MAT1037, MAT1038, MGF1106, SFC2808, BU2131, DIP2004, GEB1011, MAC1109, MAC1110, MAN2021, MGF1108, MGF1109, MGF1110, STA2027, STA2028, STA2029, and STA2030 of which the subset of applicable (OER) general education core courses was extracted. Completed courses (i.e. those for which a student received a grade of A, B, C, D, F, FN, or W) for all locations and instructional modes are included. The duplicated and unduplicated record counts by term are summer 2018, 32,700 duplicated and 1,986 unduplicated; fall 2018, 64,080 duplicated and 3,394 unduplicated; and spring 2019, 60,909 duplicated and 3,219 unduplicated records. For all three terms combined the duplicated record count is 157,689 and the unduplicated record count is 8,646.

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 10, 2019

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, 2019**

Faculty Full-Time Appointments

Beckham	Howard
Downs	Ryan
Hamilton	Jason
Heppner	Walter
Hurndon	Kimberly
Kernen	Therese
Mills paw	Kathryn
Toro-Sepúlveda	Kalia
Turner	Allison
Wade	Jessica
Zerihun	Tadesse

Job Title

Professor of Funeral Services
Professor of Building Construction
Professor of Automotive, Collision, Repair, and Refinishing
Professor of Medium/Heavy (Diesel) Technology
Temporary Professor of Medical Assisting
Professor of Nursing (ASN)
Professor of Practical Nursing
Professor of Humanities
Temporary Professor of Business - ISM/Data Analytics
Professor of Dental Assisting
Professor of Mathematics

A&P Full-Time Appointments

Groff	Shannon
Fuentes	Kenia
Jones	Kyle
Turner	Jamie

Job Title

Interim Instructional Program Manager
Assistant Director of Accounting
Employee Relations and Equity Coordinator
Functional Analyst of Student Services

Career Full-Time Appointments

Abbott	Gerald
Barksdale	Dalon
Barrett	Cynkia
Bradley	April
Brown	Royce
Buford	Jalaine
Carpenter	John
Cabrera	Olga
Cleckler	Heaven
Colvin	Eric
Devaughn	Tanica
Harris	Virginia
Howard	Heather
Kelly	Rohelia
Kunjufu	Krystal
Peters	Heather
Sutton	Julie-Anne

Job Title

Center Facilities Supervisor
Armed Security Officer
Security Officer I
Accounts Receivable Specialist II
Security Officer I
Project Coordinator
Security Supervisor in Charge
Senior Plant Service Worker
Student Recruiter
Security Officer II
Advisor II
Assistant Box Office Coordinator
Project Coordinator
Armed Security Officer
Plant Service Worker
Administrative Specialist
Academic Department Coordinator

Career Position Reclassifications

Sodek	Kimberli
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Job Title

Administration Support Manager - Office of the College President
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Career Part-Time Appointments

Abreu-Figueroa	Alexandra
Blake	Ashley
Cacho	Tazaria
Clendening	Jacob
Davis	Ronnie
Flynn	Maggie
Garcia	Luis
Whitaker	Jerry

Job Title

Resident Director
Test Proctor
Interim Assistant Coach - Women's Volleyball
Test Proctor
Security Officer I
Interim Assistant Coach - Women's Basketball
Test Proctor
Assistant Softball Coach

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	September 10, 2019

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
PO00008441	\$332,917	Oracle America Inc.	Annual Oracle Solution Support Center Licenses and Services.	FSCJ 2017-42 SBE 6A-14.0734 Board Rule 6Hx7-5.1 Cooperative Agreement State of Florida University System Contract OLSA V1107110
PO00008422	\$208,074	Databank IMX, LLC	OnBase hosted annual online document management subscription, software, and helpdesk support for document imaging storage.	SBE 6A-14.0734 Board Rule 6Hx7-5.1 2012-13 Collegewide Imaging
PO00008614	\$199,932	Blackboard	Blackboard hosting services for LMS content and integration with Canvas.	Purchase Authority 19: SBE 6A-14.0734 Board Rule 6Hx7-5.1 Strategic Technology Plan Exemption Distance Learning Consortium
PO00008651	\$384,000	ERP Analysts, Inc.	ERP managed services and transition fee.	SBE 6A-14.0734 Board Rule 6Hx7-5.1 Alabama State University Cooperative Agreement ITB 1966-2015
PO00008759	\$250,000	ProEducation Solutions LLC	Software and application license fee to include training system support and usage reporting; help desk and customer service support; and ongoing account management support.	FSCJ 2017-37 SBE 6A-14.0734 Board Rule 6Hx7-5.1 Cooperative Agreement Broward College
PO00008704	\$710,000	Carnegie Communications, LLC	Media buying consulting services to raise awareness of the College, generate quality leads, drive applications, and convert admitted students through enrollment.	University Of Cincinnati – Contract 1798-17L University Of Ohio – RFP #OU-021716DRM Pennsylvania State System Of Higher Education Slippery Rock University – RFP # SRU-RFP-004-16 State Of Illinois Public Institutions Of Higher Education Northeastern Illinois University – RFP #201MARK1
PO00008621	\$410,000	Instructure Inc.	Canvas hosting and content conversion.	Purchase Authority 19: SBE 6A-14.0734 Board Rule 6Hx7-5.1 Strategic Technology Plan Exemption

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

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. This purchase was made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

FISCAL NOTES: These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$2,494,923.

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

INFORMATION ITEM I – C.

Subject:	Finance: Degree Verification Surcharge
Meeting Date:	September 10, 2019

INFORMATION: The following information is provided to the District Board of Trustees regarding a surcharge for companies requesting degree verification.

BACKGROUND: The National Clearinghouse provides degree verification services on the College's behalf, which saves a great deal of FSCJ staff time. Because degrees earned are directory information, the Clearinghouse is able to advise any individual or company as to whether a particular student earned a degree at FSCJ. The Clearinghouse charges the company (or individual) \$14.95 for the information, and at the institution's request, will add a school surcharge of up to \$5.

This surcharge is paid by the inquiring party, rather than the student, and the proceeds of the \$5 surcharge are sent to the institution. The College plans to request the implementation of the surcharge after the September 2019 Board meeting.

RATIONALE: Requesting the Clearinghouse to assess a surcharge will enable the College to collect funds that can be directed towards FSCJ's mission.

FISCAL NOTES: Revenue collections are estimated to total \$25,000 annually.