

April 7, 2020

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: April 2020 Board Agenda

Enclosed please find materials in support of the April 14, 2020, Board meeting.

The Board meeting will be hosted by the College via teleconference, beginning at 1 p.m.

Should you have any questions, or if you are unable to attend the meeting by way of remote access, please let me know.

Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
A G E N D A
April 14, 2020 – 1 p.m.
Teleconference | Conference Call 1-800-231-0316

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. Comments are limited to three minutes per person, and the Board is not required to respond.

MINUTES OF THE FEBRUARY 11, 2020, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 310-313)

MINUTES OF THE FEBRUARY 11, 2020, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 314-330)

REPORT OF THE COLLEGE PRESIDENT

CONSENT AGENDA

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

1. Administration: Board Rules – Non-Substantive Changes and Review (p. 331-333)
2. Purchasing: Annual Contract Extensions (p. 334)
3. Purchasing: Delivery Order Contracting Services – Pressure & Window Washing Services (p. 335)

ACTION ITEMS

1. Approval of Consent Agenda (p. 336)
2. Human Resources: Award of Continuing Contracts (p. 337)
3. Human Resources: Faculty Sabbaticals (p. 338)
4. Academic Affairs: Inactivation of College Credit Courses (p. 339)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 340-341)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 342)

REPORT OF THE BOARD CHAIR

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORTS OF TRUSTEES

Subject: Regular Meeting
April 14, 2020, Board Agenda
(Continued)

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE
(Written report 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 (Written report provided by
Ms. SeQoya Williams)

NEXT MEETING

The Board will meet on Tuesday, May 19, 2020, at the College's Administrative Offices for a Budget Workshop. The workshop will convene at noon in Board Room 405. The next regular meeting of the Board is scheduled for Tuesday, June 9, 2020, at the College's Administrative Offices.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 11, 2020, Board Workshop
Administrative Offices, Room 403A, 11 a.m.**

PRESENT:

Thomas R. McGehee, Jr., Chair
Michael M. Bell, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Jennifer D. Brown
Shantel N. Davis
Laura M. DiBella
D. Hunt Hawkins (via remote attendance)
Roderick D. Odom

ABSENT:

Thomas J. Majdanics

PROGRAM TOURS:

A. Program Tours at FSCJ
Advanced Technology
Center (ATC):

Provost and Vice President of Academic Affairs Dr. John Wall along with Associate Provost for Baccalaureate and Career Education Dr. Sheri Litt led the program tours at the College's Advanced Technology Center (ATC). President Avendano and Trustees Bell, Brown, McGehee, Odom and Young were in attendance. There were no decisions made while the tour was conducted. The programs showcased were as follows:

1. CyberSecurity – ATC 201-A
 - *Dr. Mamdouh Babi – Dean*
 - *Ernie Friend – Program Manager*
 - *Dr. Wally Eaton – Professor*
2. Logistics – ATC T-111
 - *Annette Barrineau – Dean*
 - *Sandra Beck – Program Manager*
 - *Dr. Johnny Bowman – Professor*
3. Instrumentation and Controls Technology Center (ICTC)/Advanced Manufacturing – ATC T-127
 - *Dr. Doug Brauer – Dean*
 - *Alan Zube – Professor*
 - *Kevin Beamish – Professor*

The Trustees were provided with program highlights, which included: program launch/implementation dates, training and skills provided, certificates awarded, degrees earned, potential job opportunities, community partners and enrollment activity. (Appendix A)

Trustees shared their appreciation for the well-guided tour along with being able to meet the faculty and staff that contribute to educating the workforce of tomorrow.

The tour convened from 11:02 a.m. – 12:11 p.m.

CALL TO ORDER:

Chair McGehee called the meeting to order at 12:29 p.m. and welcomed those in attendance. He acknowledged Trustee Hawkins' presence via remote attendance.

Chair McGehee announced that Trustees whose schedules permitted attended "Part A – Program Tours at FSCJ ATC" of the workshop. The tours were an educational exercise to show off programs the institution offers, noting new Trustees may not be aware the College has these types of programs.

At this time, Chair McGehee began the information and discussion portion of the workshop, "Part B – Demystifying Accreditation."

WELCOME:

College President John Avendano, Ph.D. welcomed all those in attendance. He shared that today's agenda was centered on the two types of accreditation ~ institutional and programmatic.

INFORMATION/
DISCUSSION:

B. Demystifying
Accreditation:

Vice President of Institutional Effectiveness and Advancement Dr. Marie Gnage, Associate Vice President for Institutional Effectiveness Dr. Jerrett Dumouchel and Director of Outcomes Assessment & Strategic Priorities Ms. Kelsey Kane provided the Board with an overview of Demystifying Accreditation. The overview included information pertaining to the following:

1. Overview of Accreditation
2. Brief History of Higher Education Accreditation
3. Types of Accreditation: Institutional / Programmatic
4. Accrediting Cycle
5. Regional Accreditors
6. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation
7. FSCJ's SACSCOC Timeline
8. Programmatic Accreditation

9. School of Business, Professional Studies & Public Safety
10. School of Health, Education & Human Services
11. Potential Accreditations
12. Role and Responsibilities of Institutional Effectiveness
13. Institutional Effectiveness and College Policies
14. Institutional Effectiveness and Accreditation and Monitoring Activities

There was discussion by the Board regarding FSCJ and SACSCOC core values, principles of governing body, next reaffirmation date, marketing of recent successes, accreditation tier levels, institutional vs. programmatic and specialized program accreditation.

Trustees were grateful to staff for providing in-depth information regarding accreditation and their work on/with the FSCJ's reaffirmation in 2019.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair McGehee declared the public meeting adjourned at 1:02 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

PROGRAM HIGHLIGHTS

Advanced Technology Center

Dr. John Wall, Provost
Dr. Sheri Litt, Associate Provost**ASSOCIATE IN SCIENCE
ADVANCED MANUFACTURING
T127 - Instrumentation & Control Center**Faculty: Sarah Wilson, Patrick Land, Alan Zube, Kevin Beamish
Administrators: Dr. Douglas Brauer, Dean;
Darrell High, Laboratory Manager

Introduced in 2010, the program is designed to respond to the needs of regional businesses and provides industrial/manufacturing related technical skills for the industry. Training includes electronics, industrial components, various computer control software and hardware applications, industrial control circuits, programmable logic controllers (PLCs), CNC, hydraulics and pneumatics. Students also receive specialized courses in automated manufacturing systems including automated process control, which prepares them to work in NE Florida industries such as manufacturing, food, chemical, paper-pulp, and pharmaceutical.

- Job Opportunities: Maintenance Technician, Engineering Technician, CAD Engineer, Machine Operator
- Community Partners: Rayonier Advanced Materials, USG, ONSYTE Performance, Siemens, Baptist Hospital, Mayo, AWC, ITG Technologies, Sun Coast Hydraulic Electric Manufacturing, Bluegrass Educational Technologies, FESTO, National Science Foundation
- Enrollment: The program has experienced an enrollment increase of more than 60% since Spring 2018 with 110 students actively enrolled in the program in the 2019-20 academic year.

**ASSOCIATE IN SCIENCE
IT SECURITY
T201 - Cyber Security Lab**Faculty: Dr. Walter Easton, Shed Hallway, Robert Nunley
Administrators: Dr. Mamdouh Babi, Dean;
Ernie Friend, Instructional Program Manager

This hands-on program, launched in Spring 2015, focuses on digital forensics, intrusion detection, penetration testing, scripting and networking. The program provides students the skills needed to investigate computer, cyber and electronic crimes and focuses on digital forensics techniques and procedures, assuring that digital evidence is accurate, complete and reliable. Students with specific current industry-recognized certifications such as CompTIA's A+, Security+, Microsoft and Cisco may receive credit for the associated college credit course.



- Job Opportunities: Enterprise IT Security, Information Security Specialist, Security Threat Specialist, Network Security Specialist, Cyber Security Specialist, Cloud Cyber Security Operations Specialist, Information Technology Security Specialist, Security Analyst, Special Agent: Cybersecurity/Technology, Security Administrator
- Community Partners: Black Knight, Citibank, Florida Blue, Energy Authority
- Enrollment: The program has a high number of working adult (non-traditional) students. Program enrollment has increased by more than 10% in the 2019-20 academic year with 190 students actively enrolled.

**ASSOCIATE IN SCIENCE SUPPLY CHAIN MANAGEMENT
BACHELOR OF APPLIED SCIENCE LOGISTICS
T111 - Logistics Lab**Faculty: Dr. Johnny Bowman, Dr. John Jinker
Administrators: Annette Barrineau, Dean;
Sandra Beck, Instructional Program Manager

Introduced in Fall 2011, the Supply Chain Management program educates, trains and prepares students for a successful career working in supply chain business environments that involve precise coordination of land, sea and air transportation. Through applied, hands-on, simulated and internship learning experiences, students achieve a level of proficiency in communication, critical thinking, technical, analytical, teamwork and supervisory skills that is required for employment and advancement in a range of supply chain management jobs.

The Bachelor of Applied Science in Logistics degree, implemented in Fall 2014, further prepares students with the experience needed for management positions within the logistics industry. The program was approved in May 2019 for business program accreditation through the Accreditation Council for Business Schools and Programs (ACBSP).

- Job Opportunities: Business Operations Specialists, First-line Transportation Workers, Front-line Supervisors, Inventory Coordinators, Logisticians, Operations Managers, Production and Operations Workers, Purchasing Agents, Quality Assurance Coordinators, Transportation Dispatchers, Warehouse Managers
- Community Partners: Bacardi, Beaver Street Fisheries, CareerSource Northeast Florida, Crowley Maritime, Fleet Management, Johnson & Johnson Vision, RDL Logistics, UPS
- Enrollment: Both programs continue to experience annual growth with 115 actively enrolled in the Associate in Science program and 155 in the Bachelor of Applied Science degree in the current academic year.



202000314

Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 11, 2020, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.

PRESENT:

Thomas R. McGehee, Jr., Chair
Michael M. Bell, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Jennifer D. Brown
Shantel N. Davis
Laura M. DiBella
D. Hunt Hawkins (via remote attendance)
Thomas J. Majdanics
Roderick D. Odom

ABSENT:

None

CALL TO ORDER:

Chair McGehee called the meeting to order at 1:08 p.m. and welcomed those in attendance. He acknowledged Trustee Hawkins' presence via remote attendance.

PLEDGE:

Chair McGehee led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

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 Procedure 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.

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.

MINUTES:

(Ref. Board Agenda for February 11, 2020; Pages 202000249 – 285)

Chair McGehee asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the December 10, 2019, Finance & Audit Committee Quarterly Meeting, on agenda pages 249 – 251; December 10, 2019, Joint Workshop, on agenda pages 252 – 255; December 10, 2019, Regular Meeting, on agenda pages 256 – 277; January 14, 2020, Deep Dive Workshop / Planning Meeting, on agenda pages 278 – 282; and January 14, 2020, Business Dinner Meeting, on agenda pages 283 – 285, and there were none.

MOTION: (Bell – Odom) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the December 10, 2019, Finance & Audit Committee Quarterly Meeting; December 10, 2019, Joint Workshop; December 10, 2019, Regular Meeting; January 14, 2020, Deep Dive Workshop / Planning Meeting; and January 14, 2020, Business Dinner Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Moment of Silence and
Reflection –
Professor Miriam Folk:

College President John Avendano, Ph.D. stated before he began his report he wished to acknowledge the tragic passing of one of FSCJ's own members, Professor Miriam "Mimi" Folk. He asked for a moment of silence and reflection for Professor Folk and her contributions for the institution, family, friends and community. President Avendano noted that each Trustee had a printed copy of a journal assignment from a previous student of Professor Folk. The Board paused in a moment of silence and reflection.

Inauguration Events:

President Avendano shared his appreciation to those who participated in last week's inauguration ceremony and dinner, noting it was a humbling couple of days. He stated that knowing everyone was there, either in person or virtually, to share in the joy of the festivities meant more to him than words could express. He shared again, as he did in his inauguration address, that he is committed to the institution and the charges. He accepted to serve with diligence, dedication, energy, vision and integrity. He wants everyone to know that he does not take the role and the responsibility the Board has entrusted him with lightly. He appreciates the opportunity to serve as FSCJ's president and is excited about working together to help drive the College forward.

President Avendano expressed his great gratitude to the planning committee and all of the staff for the critical supporting roles they played leading up to and on the day that made both events memorable. He felt both events were hugely successful and thanked those who personally invested in tables and for the support by the companies like Rayonier and Florida Blue.

Along with the inauguration festivities, President Avendano was proud to also have the opportunity to participate in the grand re-opening of FSCJ's H.O.P.E. Food Pantry located at South Campus. Due to the overwhelming need and response to the food pantry's services, the space at South Campus was expanded to serve even more students and extend the types of goods and services offered there. He thanked the many supporters and to Bank of America for their support.

- Secretary Stump Visit: President Avendano announced that on January 23, FSCJ was fortunate to be visited by U.S. Department of Education Assistant Secretary Scott Stump and Florida Department of Education Chancellor for Career and Adult Education Henry Mack. He thanked Trustee DiBella for taking time out of her busy schedule to spend time with us while FSCJ had the opportunity to showcase some of the great programs the College has to offer at Downtown Campus, including Culinary Arts, CyberSecurity, Logistics and the Instrumentation and Control Technology Center Lab. All of these programs have received direct support from the Perkins grant and are directly supporting the growing workforce in Duval and Nassau counties.
- American Association of Community Colleges (AACC) Workforce Development Institute: President Avendano shared with the Board that last month he was given the honor of welcoming more than 700 attendees to Amelia Island for the American Association of Community Colleges (AACC) Workforce Development Institute. FSCJ was well represented at the event, with two of our Deans participating in the Leadership Academy. Another high note to mention about the AACC is that FSCJ is up for three national awards for the institution's work in Advancing Diversity, Student Success and Safety and Planning. FSCJ was recently the "College Spotlight" for AACC.
- Author Series: President Avendano announced that the featured memoir for this year's Author Series is "Craig & Fred: a Marine, a Stray Dog and How They Rescued Each Other." "Craig & Fred," is the true story of an eight-year U.S. Marine Corps veteran and Purple Heart recipient and his dog Fred, the stray dog he met on a battlefield in Afghanistan and how the two saved each other. The book has proven to be a great selection for this year's Author Series. The author, Craig Grossi and his dog Fred will visit South Campus at 7 p.m. on March 4 and Kent Campus on March 5 at 11 a.m. for a book signing and presentation, noting a copy of the book had been placed at each Trustee's seat. President Avendano encouraged all to attend.
- Strategic Planning Day: President Avendano shared with the Board that last month, the strategic planning team began hosting collegewide forums to gather information and ideas that will be used to inform our new strategic plan, which FSCJ is calling the 2020 Visionary Impact Plan (VIP). The workshops are being held across the campuses for faculty, staff and college community to contribute as part of the future for the institution as well.

Data Dashboard Update:

President Avendano shared with the Board information relating to the February 2020 Data Dashboard, noting that each Trustee had a printed copy at their seat.

- Enrollment Dashboard: The first is the Spring Term College Credit Enrollment report as of January 27, 2020, and shows a positive variance of +1.2% credit hour increase for spring 2020 over spring 2019, and as of yesterday enrollment was up 2.1%.

The final enrollment number is up to +5,561 credit hours over the spring 2018 enrollment report.

- Spotlight Dashboard: The Spotlight is on Achieve 2020 – Increase the Success of FSCJ Students, which overviews the strategic priorities from 2019 that were completed and highlights those that FSCJ is launching in 2020.

These strategies are part of the KPIs that were approved by the DBOT in October 2017.

- Finance Dashboard: Illustrates the actual revenues and expenditures compared to budget for the period ending December 31, 2019 and December 31, 2018.
- Grants Dashboard: A snapshot of grants that have been awarded to the College between December 2019 and January 2020, which total more than \$359,014. When comparing the same time frame in 2018, the amount granted this year has more than doubled.

Chair McGehee asked if there were any questions or comments by the Board regarding the President's Report. There was discussion by the Board regarding the College's recent enrollment increase, fall-to-spring retention, strategies and processes, Customer Relationship Management software system (CRM) and online applications.

Interest Based Bargaining
(IBB):

President Avendano extended his appreciation to the faculty team and leadership administrative team who recently went through IBB Training, noting the spirit in which the training was approached.

CONSENT AGENDA:
(Ref. Board Agenda for
February 11, 2020; Items 1
through 2, Pages 202000286
– 287)

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, and there were none.

ACTION ITEMS:
(Ref. Board Agenda for February 11, 2020; Items 1 through 9, Pages 202000288 – 300)

MOTION: (Bell – DiBella) The motion was made to approve the Consent Agenda, as recommended.

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 10 – Educational Support Services, on agenda pages 289 – 290.

MOTION: (Young – DiBella) The motion was made to approve the revisions to Board Rule 6Hx7-10.3 – Student Registration, as recommended.

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: Agreement for Operation of Student Housing and Retail Space, on agenda page 291.

MOTION: (Bell – Odom) The motion was made to approve the Agreement for Operation of Student Housing and Retail Space, as recommended.

President Avendano provided Trustees with an update on the terms of the new agreement with the City of Jacksonville Downtown Investment Authority (DIA).

Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding loan forgiveness and tenant renewal.

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 4, Finance: Fees and Charges, on agenda pages 292 – 293.

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

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 5, Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 2, on agenda pages 294 – 295.

MOTION: (DiBella – Odom) The motion was made to approve the Fiscal Year 2019-20 Operating Budget Amendment No. 2, as recommended.

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: Academic Calendar, 2020-21, on agenda pages 296 – 297.

MOTION: (Bell – Young) The motion was made to approve the Academic Calendar for 2020-21, as recommended.

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 Clinical Research Professional Associate in Science, on agenda page 298.

MOTION: (Hawkins – DiBella) The motion was made to approve the Activation of Clinical Research Professional Associate in Science, as recommended.

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 Clinical Research Coordinator Technical Certificate in Clinical Research Professional Associate in Science, on agenda page 299.

MOTION: (Young – Odom) The motion was made to approve the Activation of Clinical Research Coordinator Technical Certificate in Clinical Research Professional Associate in Science, as recommended.

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 Surgical Technology Specialist Technical Certificate in Surgical Services Professional Associate in Science, on agenda page 300.

MOTION: (Bell – DiBella) The motion was made to approve the Activation of Surgical Technology Specialist Technical Certificate in Surgical Services Professional Associate in Science, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for February 11, 2020; Items A – C, Pages 202000301 – 307)

Chair McGehee asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 301 – 307, and there were none.

INTRODUCTION OF NEW EMPLOYEE(S) AND/OR APPOINTEE(S):

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

REPORT OF THE BOARD

CHAIR:

Chair McGehee reported that last Friday the Board had the honor of presiding over the inauguration of Dr. Avendano becoming the sixth President of FSCJ, noting it was the third president that he had worked with.

Chair McGehee shared that Dr. Avendano's remarks, while relating directly to his role and responsibilities, were very appropriate to the relationship of the Board of Trustees and the Office of the President. With that in mind, Chair McGehee wished to restate part of Dr. Avendano's inauguration speech.

Chair McGehee shared that when Dr. Avendano accepted the medallion of the Office the President, he said, "It came with a responsibility which he felt should be shared by this Board. It is to serve with diligence, dedication, energy, vision and integrity. We should all share in this commitment together."

Chair McGehee continued to state that Dr. Avendano also spoke of the fact that his focus would be on the future and it is most appropriate for the Board to be focused on the same elements. First being to Student Success. With that, a promise to challenge the students, to prepare them, to support them, to encourage them, to educate and train them so that they may enhance the quality of their lives.

Along with Dr. Avendano, the Board must bear part of the responsibility to respond to the needs of our greater community. These are the needs we know now and the needs that have yet to present themselves. This is a requirement to always be flexible and never become so stagnant we become irrelevant.

Chair McGehee noted that Dr. Avendano and the Board are on a path of destiny and it's their job to make sure that destiny continues to successfully enhance FSCJ's students and community. He expressed his satisfaction with Dr. Avendano's work and his attention to the details under his control, noting his plate if full of areas needing attention. However, Chair McGehee feels confident of the president's leadership team and their ability to deal with each and every one.

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

FSCJ Foundation Board Liaison Jennifer Brown provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors. (Appendix A)

REPORT OF TRUSTEES: There were no reports provided by Trustees.

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (APC): Administrative and Professional Collaborative Chair Youlanda Henry provided the Board with a written report relating to current APC initiatives and activities. (Appendix B)

REPORT OF THE CAREER EMPLOYEES COUNCIL (CEC): Career Employees Council Interim Chair Camilla Collins addressed the Board and presented an overview of the written report relating to current CEC initiatives and activities. (Appendix C)

REPORT OF THE FACULTY SENATE (Senate): Faculty Senate President Dr. John Woodward provided the Board with a written report relating to current Senate initiatives and activities. (Appendix D)

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (SGA): Collegewide Student Government Association President SeQoya Williams provided the Board with a written report relating to current SGA initiatives and activities. (Appendix E)

NEXT REGULAR BOARD MEETING: Chair McGehee announced the next regular meeting of the Board is scheduled for Tuesday, April 14, 2020, at the College's Administrative Offices.

ADJOURNMENT: There being no further business, Chair McGehee declared the meeting adjourned at 1:58 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



REPORT OF THE BOARD LIAISON, TRUSTEE JENNIFER BROWN
FEBRUARY 11, 2020

1. The Foundation's Board will hold its next quarterly meeting on March 4th at 11:30 a.m. in the ATC, Rooms T-140/141.
2. At the Board's December 11th meeting action was taken to approve its 2020-2021 slate of officers, they include:
 - Ms. Velma Monteiro-Tribble; Chairperson, The Blue Foundation
 - Mr. Brian Parks; First Vice Chairperson, Truist Bank
 - Ms. Ann Marie Knight; Second Vice Chairperson, UF Health
 - Mr. Wilson Studstill; Treasurer, Raymond James & Associates
 - Mr. Danny Berenberg; Secretary, GiftCounsel.com
3. Mr. Cleve Warren, the Foundation's Executive Director, also discussed College outcomes for #GivingTuesday; where our focus of the last three years has been on giving back to the community. Mr. Warren reported that more than 100 FSCJ faculty, staff and students gave volunteer time to non-profit agencies in Duval and Nassau Counties, helped collect over 1000 lbs. of non-perishable food items for the College's Hope Food Pantry located on the South Campus, and gave cash donations to benefit of the Food Pantry totaling \$4,396 (which includes a 1:1 match from the Foundation).
4. The Food Pantry was recently enlarged and renovated with proceeds from a \$10,000 grant to the Foundation from Bank of America.
5. The Board's Alumni Advisory Council, Chaired by Dr. Charles Moreland, held its regularly scheduled meeting on January 21st. The Council continues to work on plans for various alumni engagement activities, a \$20.20 fund raising campaign for the Class of 2020, formalizing an alumni discount purchasing concept to be known as Alumni House, and a reset of the alumni ad campaign.
6. On Wednesday, January 29th the Board's Investment Advisory Committee, Chaired by the Board's Treasurer Mr. Wilson Studstill, and the Board At-Large met with its Investment Advisor, the Commonfund, to review portfolio results for the first quarter ending December 31, 2019, and received an annual brief on the private equity component of the portfolio. Total market value of the portfolio was reported at \$58,197,354, as compared to \$49,067,550 for the quarter ending December 31, 2018. Growth in the portfolio can be ascribed largely to net returns on the marketable securities of nearly 30% from year to year.

FSCJ Foundation

Report of the Board Liaison, Trustee Jennifer Brown

February 11, 2020

Page 2

7. The Board's Finance, Compliance and Audit Committee, also Chaired by Mr. Studstill, had its last meeting on February 5th. The Committee reviewed first-quarter operating results for the Artist Series and Fund Development components, had a refresh of various sources and uses for the Foundations various restricted fund accounts, and reviewed a recap of encumbrances and the use funds provided to the College for Institutional Support.
8. And finally, as I mentioned to you at our last meeting, the annual luncheon for the Power of Possible Scholarship Fund was rolled up into the President's Inauguration Dinner. Again, with the generous help of a local donor; whom I can now reveal as Florida Blue, and an outpouring of gifts from friends of the College, faculty, staff, students, Trustees and Foundation Board members, the net proceeds will be added to this very flexible non-endowed scholarship fund. The Fund is a general scholarship fund for First Generation students, or underserved students with a pre-determined financial need.



Date: February 11, 2020

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February 2020 Administrative and Professional Collaborative Report
Chair McGehee and Trustees:

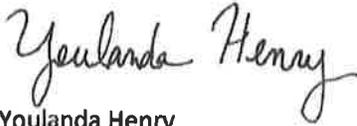
Greetings from the APC! It is exciting to be at the start of 2020 and to have an opportunity to begin the academic term with renewed energy and an eye toward the possibilities that lie ahead of us. I can truly say that APC members have hit the ground running at the start of the Spring 2020 semester. Activities across the College have been frenetic, engaging, and rewarding.

The APC has started the term by working to create opportunities to engage our membership in a number of ways. The APC hosted a Brown Bag lunch event on January 16th, featuring Ms. Kristine Hibbard, Director of Financial Aid. The presentation provided a great opportunity to learn of some of the gains that have been made in improving financial aid processes at the College and gave us a forecast of some of the work that lies ahead in this area. Over the next few weeks, our APC campus representatives and officers will be hosting a series of campus-based APC meetings so that we can share relevant updates with our constituencies and gather their feedback about issues or concerns that they have at both the local and collegewide level. The APC also looks forward to hosting a luncheon for the membership on March 26th and an evening social event on April 30th to promote collegewide networking and teambuilding.

During this term, the College's A &Ps have been involved in a number of projects and initiatives that are contributing to the vibrant academic life of FSCJ. While the impact of our A&Ps across the College is broad and meaningful, I would like to highlight a few of the great things that are in progress. Ms. Jacqueline Thompson, AVP of Strategic Enrollment, and her team have done good work that has improved our outreach and engagement with prospective students. I would also like to note the inclusive and thoughtful way in which Dr. Deborah Fontaine, AVP of Strategic Priorities, and her team have laid the groundwork for the College's 2020 VIP strategic planning efforts. Contributing to FSCJ's role as a community leader, Dr. Jametoria Burton and the Center for Civic Engagement spearheaded FSCJ's participation in Big Brothers and Big Sisters of Northeast Florida's Beyond School Walls program, and this has created an opportunity for area high school students to learn about all of the great educational programs at FSCJ and to be mentored by FSCJ staff (many of them A & Ps). Moreover, I offer kudos to Dr. Kathleen Ciez-Volz, AVP of Curriculum and Instruction, and her team for an excellent launch of FSCJ's new International Education program, which will foster the global citizenship of FSCJ's students and give them opportunities to travel abroad. Finally, I would like to offer congratulations to all of our A&P colleagues who have been integral to FSCJ's being named as a finalist for the following awards from the American Association of Community Colleges: Community College Planning and Leadership, Advancing Diversity, and Student Success. We are fortunate to have so many dynamic staff who are making a positive imprint both institutionally and beyond.

Lastly, I would like to formally congratulate Dr. John Avendano on his inauguration as the 6th President of FSCJ. The APC looks forward to the opportunity to work with him to take FSCJ to the next level. We value his leadership and wish him much success during his tenure at FSCJ.

Respectfully,

A handwritten signature in cursive script that reads "Youlanda Henry". The signature is written in black ink and is positioned above the printed name and title.

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



Date: February 11, 2020
To: Florida State College at Jacksonville District Board of Trustees
From: Camilla Collins, Career Employees' Council Interim Chair
Re: February 2020 CEC Report

Chair McGehee and Trustees:

On behalf of the Career Employees' Council, we would like to thank you for your service and support to our College, Community and Career Employees. I am excited to share with you how exactly the CEC is rebuilding within the council and how we are building external relationships with partners in the community.

We are rebuilding within the council by raising our standards and becoming more accountable through updating our current bylaws. The current bylaws are outdated and do not reflect how we have streamlined many of our processes over the years. The current bylaws also cause confusion as to who can attend meetings as well as their role when attending. A committee will meet next week to review initial modifications that were surveyed and discussed during the CEC's Annual Planning Workshop. From there the modification process will begin.

We are strengthening our internal and external relationships by asking pertinent questions, employing our active listening skills and communicating clearly and effectively. We have been meeting and sharing information that has been verified and true. Although, many internal obstacles slow the progress of projects as well as how visible career employees are at events, creative ideas are being brought forward and implemented.

In December, we shared that we had hopes of conducting a spring Service Learning Project. I am more than happy to say that "that" project is in the works. With a handful of volunteers, we will be collaborating with Eco Relics in building park benches along the railroad district. Upon completion of our initial meeting, we hope to select a bench design and establish a timeline to complete the project. Once the particulars are solidified, we hope to enlist the help of the Student Government Association (SGA) and other organizations throughout the College to complete the project. For those who are not interested in building, we are surveying the next best date for a Ronald McDonald house cooking experience.

We cannot emphasize enough the importance of communication, transparency and sound direction from leadership. Again, we appreciate you all and your continued support.

Respectfully,

Camilla Collins

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

February, 2019

To: Florida State College at Jacksonville District Board of Trustees.
From: John A. Woodward, PhD
Re: February Report

Chair McGehee and Fellow Trustees:

We are entering a particularly rich portion of the academic calendar as we move into the Spring semester. There are a number of faculty and student oriented events on the horizon. We are still watching as the administration works through process development and seeks to improve our marketing and boost the visibility of some of our programs. We are aware, however, that these structural changes will take some time to implement. In this letter, I would like to highlight some of the good work we are doing.

The importance of this institution to the community and to our students cannot be understated. For students who transfer to a university or into a four-year degree, studies have shown that those who have begun at a community or state college have fared significantly better at the four-year institution. Moreover, student who earn an AA or AS degree can expect on average to earn anywhere from \$4600 to \$7100 per year more than those who have not earned the degree, according to a study from 2017. These are definite incentives to attend college.

Yet, it is more than what happens in the classroom, it is also what happens in the hallways and at the many events we have that give our students access to the college experience. There is after all a correlation in the literature between retention and the collegial atmosphere of the institution, in ways ranging from the development of friendships among peers in study groups or clubs to exciting and intellectually stimulating 'learning' events held at the campuses. The development of that intellectual atmosphere correlates perfectly with our growing emphasis on rigor, since we see rigor as being more than just an issue for the classroom.

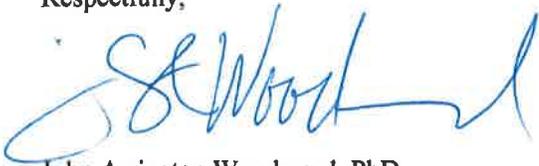
Faculty have long held the thrall of students through individual clubs and events. Many of our faculty are very adept at that and at the same time in increasing the engagement with the intellectual life outside of the classroom. It seems clear, though, with the work of Kerry Roth in student life and people such as Angela Davis-Thomas, who is chair of the History and Heritage committee, that we are really sparking some synergy at the institution and building a better quality of academic life for both our students and our faculty.

Our long-standing endeavors continue. For example, this spring we have the Author's Series, various TedXFSCJ events, The Jeff Bertsch Forum, and the FSCJ Student Research Conference, just to name a few.

These events remind me as a faculty member what it means to be a part of an institution of higher education and to work with colleagues I respect. And I see that reflected in my students' interests in the events. What they learn from this is that education is not a transactional activity, but is a lifestyle and is at the very foundation of a modern and thriving society.

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: February 11, 2020
To: Florida State College at Jacksonville District Board of Trustees
From: Florida State College at Jacksonville Student Government Association Executive Board
Re: December 2019 to January 2020 Student Government Association Report

Chair McGehee and Trustees,

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period of December 2019 to January 2020.

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

- During the week of January 6, the SGA joined Athletics, the Bookstore, Diversity & Social Change, Library & Learning Commons and Student Life & Leadership in hosting BlueWave Welcome Week. During this time, students were provided greetings, directions, resources, activities, refreshments and FSCJ branded promotional items.
- On January 17, members of the SGA joined the Baseball Team and Softball Team as well as students from the Environmental Studies Program and Student Life & Leadership at the 5th Annual Arbor Day Tree Planting at the North Campus. Every year Greenscape Jacksonville and the City of Jacksonville donate 50 trees. Students helped to plant new trees as well as prune the previously planted trees.
- On January 20, members of the SGA joined student leaders from North Campus Student Life & Leadership in their MLK Day of Service. Students volunteered at Kingsley Plantation and assisted with the restoration of the former slave cabins. This event was part of Human Rights Week at FSCJ.
- During the week of January 28, each campus and the Deerwood Center, hosted a Campus Involvement Fair. Students were able to learn about campus resources, student organizations and community volunteer opportunities. The League of Women's Voters also registered or updated the voter registration of 25 people.
- On the weekend of January 31, the FSCJ Symphonic Band attended the Florida College System Activities Association Music Symposium at Florida Southern College in Lakeland, Florida. Two students won state-wide solo competitions. Aaron Dolan (saxophone) and Robert Bidwell (trumpet) will both receive a \$1000 scholarship. In addition, Melissa Caceres, a Choral Program student, was selected as the only soloist by the conductor for one of the pieces in the FCSAA Choral Performance.
- Also, on the weekend of January 31, the International Club sent six students to the Florida International Leadership Conference in Lake Placid, FL where they were able to network with students from various other Florida College System and State University System of Florida institutions. The students attended leadership and professional development education workshops.
- On February 7-8, members of the SGA will attend the Florida College System Student Government Association February Leadership Conference at College of Central Florida. There, the students will attend leadership workshops and vote on proposed changes to the FCSSGA Constitution.
- Finally, two SGA members will serve on the Distinguished Faculty Award Selection Committee.

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:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	April 14, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve the non-substantive revisions to the Rules of the Board of Trustees as attached and listed below.

6Hx7-2.1 – Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation

BACKGROUND: Florida Statute 120.74 states that each agency shall review and revise its rules as often as necessary to ensure that its rules are correct and comply with statutory requirements. Additionally, each agency shall perform a formal review of its rules every two years. The College administration is committed to reviewing and updating the Rules of the Board of Trustees to properly reflect the organizational structure as well as to reflect applicable Florida Statutes and State Board of Education rules. As part of this review, non-substantive changes are being brought to the Board's attention as consent items. Non-substantive changes primarily pertain to technical revisions such as changes to position titles, words, definitions, grammar corrections, obsolete language and changes to supporting state or federal statutes and/or rules.

RATIONALE: The changes required to Florida State College at Jacksonville Rules of the Board of Trustees referenced above are ministerial in nature and non-substantive, and are supported by current College procedures.

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

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	PAGE	
	6Hx7-2.1	Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation
		2 – 1

- (1) Florida State College at Jacksonville is committed to the principle of equal opportunity in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. Discrimination or harassment on the basis of race, ethnicity, creed, color, national origin, religion, age, sex, gender, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations against students, employees, applicants for admission and applicants for employment is prohibited. Sexual harassment, sexual assault, domestic violence, dating violence and stalking are forms of prohibited sex discrimination.
- (2) The College President is delegated the responsibility to establish guidelines and procedures, to implement the College's equal educational and employment opportunity, equity rules and principles.
- (3) The College shall develop and maintain an Equity Plan that is in compliance with this Board Rule and other applicable federal and state laws. The College President shall designate a College Equity Officer and delegate to the designee the responsibility for the development and oversight of the Equity Plan and associated goals.
- (4) Discrimination, harassment and retaliation are prohibited by this rule.
 - A. Any employee, student, student organization, business entity or person privileged to work or study in or for the Florida State College at Jacksonville community who violates this policy will be subject to disciplinary action up to and including periodic or permanent exclusion from the College or College business.
 - B. All College vendors and contractors who do business on College premises shall be subject to this policy to the extent that this policy or the contractual agreement requires the vendors and/or contractors to not discriminate against or harass members of the College community.
- (5) Collegewide responsibility for the coordination of specific actions pertaining to formally submitted issues is delegated by the College President to the Executive Director, Employee Relations and College Equity Officer as indicated below and all communications related to this rule and actions taken thereof will be maintained by the College Equity Office ~~Executive Director, Employee Relations and College Equity Officer~~.

~~Executive Director, Employee Relations and College Equity Officer~~
College Equity Office
 Florida State College at Jacksonville
 501 W. State Street
 Jacksonville, FL 32202
 (904) 632-3221
equityofficer@fscj.edu

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-2.1	Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation	2 – 1.1

(General Authority: F.S. 1000.05, 1001.64, 1001.65, 1006.53, 1012.86, SBE Rule 6A-19.001)

(Adopted 07/01/72, Revised 07/13/78, 12/13/78, 06/23/80, 06/29/83, 06/23/87, 03/16/88, 11/16/88, 05/31/89, 03/01/95, 03/02/04, 06/01/04, 04/07/11, 04/03/12, 04/08/14, 12/02/14, 09/08/15) Formerly 4.1 (Reviewed 04/12/16, 04/14/20)

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

AGENDA ITEM NO. CA - 2.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	April 14, 2020

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.	2019C-16	Plumbing Delivery Order Contracting Services	Campbell Plumbing Contractors Southeast Inc.	06/01/2020	05/31/2021	2 of 6	\$500,000	0%
			Touchton Plumbing Contractors, Inc.	06/01/2020	05/31/2021	2 of 6	\$500,000	0%
			Watson Maintenance Services Inc. dba/Watson Plumbing	06/01/2020	05/31/2021	2 of 6	\$500,000	0%

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

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

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

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

AGENDA ITEM NO. CA – 3.

Subject:	Purchasing: Delivery Order Contracting Services – Pressure & Window Washing Services
Meeting Date:	April 14, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contract(s) for collegewide pressure washing and window washing delivery order contracting services with the following companies:

Krystal Co LLC dba Krystal Klean
Santana Pressure Cleaning Services Inc.
The Highlands Construction Services, LLC dba Reflections Window and Pressure Washing

These companies were the top-ranked proposers for the initial term of June 1, 2020 through May 31, 2021, with up to five additional one-year terms subject to continued need, satisfactory performance, mutually agreed to rates, same terms and conditions, and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$75,000 per project, as well as an estimated amount not-to-exceed of \$325,000 per term period.

BACKGROUND: The current collegewide pressure and window washing delivery order contracting services contracts are scheduled to expire on May 31, 2020. Multiple pressure and window washing contracts have been awarded to provide each campus the ability to assign work to different contractors during peak service or emergency situations.

College administration advertised and publicly issued a request for proposal (RFP) soliciting proposals from qualified contractors to provide defined services without a lapse period. The RFP solicited competitive fixed cost pricing for an initial one-year term.

Thirty-three firms were solicited in addition to being publicly advertising in the Florida Times Union and posted on the Florida Vendor Bid System. Three (3) firms submitted proposals.

A College evaluation committee completed a detailed evaluation of the all three responsive qualification proposals and references.

RATIONALE: Pursuant to State Board Rule 6A-14.0734, indefinite quantity contracts minimize purchase costs through collective volume buying. The recommendation of award of contract(s) to the top-ranked proposers will cost-effectively provide the College with access to qualified, experienced contractor(s).

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 – 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) _____

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:	Human Resources: Award of Continuing Contracts
Meeting Date:	April 14, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve continuing contract status for the following full-time faculty members, effective with the 2020-21 faculty contract year.

<u>Name</u>	<u>Title</u>
Ivetta Abramyan	Professor of Biological Sciences
Alisa Aston	Professor of Psychology
Sofyan Azaizeh	Professor of Economics
Ann Brown	Professor of Psychology
Isaac Brown	Professor of Digital Media
Benjamin Clark	Professor of Psychology
Jannefer Coleman	Professor of Spanish
Mark Creegan	Professor of Fine Arts
Eugene Francis, III	Professor of English
Paul Hendrickson	Professor of Speech
Faith Litvack	Professor of Legal Studies
Nobuko Mizoguchi	Professor of Psychology
Christopher Perle	Professor of Biological Sciences
Rebecca Reeder	Professor of Sociology
Claire Rhodes	Professor of Communication and Media
Paul Weinman	Professor of Biological Sciences

BACKGROUND: Pursuant to State Board of Education Rule 6A-14.0411, *Employment Contracts for Full-Time Faculty*, the Board shall provide a continuing contract to eligible instructional employees who meet the established minimum requirements.

Article 13, *Continuing Contracts*, of the Collective Bargaining Agreement (CBA) between the District Board of Trustees of Florida State College at Jacksonville and the United Faculty of Florida – Florida State College at Jacksonville stipulates the guidelines, criteria and process for application.

RATIONALE: These faculty members have demonstrated a standard of excellence and commitment to the College, its philosophy and mission, consistent with established criteria for the award of continuing contract.

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

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

AGENDA ITEM NO. A – 3.

Subject:	Human Resources: Faculty Sabbaticals
Meeting Date:	April 14, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve a faculty sabbatical for the following full-time faculty members, effective with the 2020-21 faculty contract year.

Amy Baskin	Professor of English
Alfred Mulzet	Professor of Mathematics
Mark Sablow	Professor of Photography/Digital Imaging
Dirk Wendtorf	Professor of Humanities

BACKGROUND: The Faculty Sabbatical Program is designed to encourage full-time faculty to take advantage of opportunities for professional growth and development and may be awarded for development of a program of academic study, instructional methodology, collaboration and business, research, or writing of importance that furthers the goals of the College. The sabbatical may vary in length from one semester to one full contract year.

Faculty Member	Brief Project Description
Amy Baskin, Professor of Communication	Game-based learning: Combining educational neuroscience, behavior economics and other supportive strategies.
Ken Mulzet, Professor of Mathematics	Designing a study abroad course experience focused on Greek foundations in mathematics.
Mark Sablow, Professor of Photography	Street photography in “old” and “new” Bangkok.
Dirk Wendtorf, Professor of Humanities	Cross-cultural impact of military training programs for soldiers of the Royal Thai Armed Forces in Germany.

RATIONALE: Approval of these sabbaticals will enhance each professor’s ability to better prepare their students for success in their respective fields. The faculty members have met the eligibility requirements for application for faculty sabbatical and all required steps in the process were followed.

FISCAL NOTES: Pursuant to the Collective Bargaining Agreement, Article 15, while on sabbatical each professor will receive 70% of their respective 2020-21 annual base salary plus continuation of current benefits. After payment to Professors Baskin, Mulzet, Sablow and Wendtorf and payment to provide coverage for the course sections typically taught by each professor, the College will recognize a savings of approximately \$2,233.88 (Baskin), \$2,536.88 (Mulzet), \$1,921.51 (Sablow) and \$-1,461.75 (Wendtorf).

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

AGENDA ITEM NO. A – 4.

Subject:	Academic Affairs: Inactivation of College Credit Courses
Meeting Date:	April 14, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees acknowledge completion of the curriculum review and purge process that was conducted in Spring Term 2020 for the fall 2014 through the summer 2019 timeframe, resulting in zero college credit courses needing inactivation in Spring Term 2020.

BACKGROUND: State Board of Education Rule 6A.10.0331 requires that institutions inactivate courses that have not been taught for five years and delete them from the College catalog and online encoding system. As a part of the ongoing curriculum review process, the annual purge requires approval from the Board of Trustees. Per the College's annual purge process, a review was conducted to determine if there were any current courses that had not been scheduled for five years in the following Academic Groups:

- 01 – Lower Level Arts & Profession
- 02 – Postsecondary Vocational
- 05 – Adult Vocational
- 14 – Upper Level Arts & Profession

The review was conducted for the 08/01/2014 – 08/01/2019 timeframe and resulted in zero courses that need to be evaluated for inactivation.

Though not applicable in this review cycle, when courses are identified for inactivation, faculty and academic administrators who wish to maintain the courses in the current, active curriculum inventory are given the opportunity to complete a waiver form.

RATIONALE: Inactivation of courses not scheduled for five or more years will ensure compliance with State Board of Education Rule 6A.10.0331, resulting in an update to the College catalog and the online encoding system for the 2020-2021 academic year.

FISCAL NOTES: No budgetary impact.

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	April 14, 2020

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 April 14, 2020**

Faculty Full-Time Appointments

Wechsler	Robert	Professor of Automotive Technology
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A&P Full-Time Appointments

		<u>Job Title</u>
Abumilha	Abdul Aziz Saeed M	Interim Program Manager
Alston	Vanessa	Program Manager
Bartlett	Bradley	Engineer II - Network
Burns	Kerri	Business Analyst - Curriculum and Scheduling
Golden	Ayshea	Instructional Program Manager
Hanna	Jennifer	Business Analyst - Student Services
Hunt	Chelsea	Interim Director Program Development
Kelley	Karen	Instructional Program Manager
Pitois	Laura	Interim International Admissions and Academics Coordinator
Snell	Peter	Executive Director of Network & Server Systems and Datacenter Architect
Strasma	Kip	Executive Director of Project Development
Yantin Luberza	Yamileska	Coach - Women's Volleyball

Career Full-Time Appointments

		<u>Job Title</u>
Abbott	Julie	Interim Student Success Advisor II
Batanes	Byron	Accounting Specialist I
Brown	Sherron	Student Success Advisor II
Durrence	Raina	Senior Research Analyst
Edwards	Aldrena	Academic and Career Coordinator
Fuentez	Lorena	Interim Program Coordinator
Hall	Breadford	Student Success Advisor II
Hodges	Michael	Senior Security Officer
Holloway	Katrina	Case Manager/Career Specialist
James	Megan	Call Center Representative II
Lazenberry	Jermaine	Integrated Systems Specialist
Lee	Gerald	Plant Service Worker
Lerman	Jessica	Financial Aid Advisor II
Malone	Maureen	Administrative Assistant II
Marra	Daniela	Interim Student Records Analyst I
Monroe	Harvey	Senior Plant Service Worker
Moody	Jillian	Financial Aid Advisor II
Newton	Neal	Armed Security Officer
Pence	Vanessa	Library Assistant II
Roberts	Robbie	Assessment Coordinator
Robinson	Reginald	Academic and Career Advisor
Royal	Arlisa	Plant Service Worker
Shaffer	Stephanie	Administrative Assistant II
Shkoza	Jozefina	Interim Student Success Advisor I
Smith	Missoura	Library Assistant I
Speight	Andre	Plant Service Worker
Washington	Shemonique	Student Services Coordinator
Whitlock	Michael	Interim Case Manager/Career Specialist
Whittington	Jason	Academic Department Coordinator
Williams	Natasha	Interim Administrative Specialist
Yaun	Scott	Distance Learning Assessment Coordinator

Career Part-Time Appointments

		<u>Job Title</u>
Dearmon	Brianna	Test Proctor
Hunt	Thomas	Academic Tutor
Leonard	Lionel	Test Proctor
Repollet	Melissa	Test Proctor
Secor	Kylani Mae	Administrative Specialist
Simons	Matthew	Audiovisual Production Specialist I
Sirmon	Kavaris	Test Proctor
Soto	Erika	Administrative Assistant I

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	April 14, 2020

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
PO00009670	\$215,600	Dell Marketing	245 OptiPlex 7470 all-in-on desktop computers.	Purchase Authority: TRP #53AFD - Valencia College

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: This purchase order utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$215,600.