


August 6, 2019

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: August 2019 Board Agenda

Enclosed please find materials in support of the August 13, 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 District Board of Trustees Governance Structure
- Discussion of Board Training & Evaluation Process
- Discussion of 2019-20 Goals & Objectives for FSCJ College President John Avendano

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

Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
A G E N D A
August 13, 2019 – 1 p.m.
Administrative Offices, Board Room 405

202000001

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

MINUTES OF THE MAY 21, 2019, DISTRICT BOARD OF TRUSTEES BUDGET WORKSHOP (p. 4-5)

MINUTES OF THE JUNE 11, 2019, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 6-7)

MINUTES OF THE JUNE 11, 2019, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 8-25)

REPORT OF THE COLLEGE PRESIDENT

COMMENTS BY THE PUBLIC

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

CONSENT AGENDA

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

1. Purchasing: Annual Contract Extensions (p. 26-28)
2. Purchasing: HVAC Delivery Order/Job Order Contracting Services (p. 29)
3. Purchasing: Tree and Vegetation Debris Removal Services (p. 30)
4. Facilities: Certificate of Final Inspection for the High Voltage Replacement Project – Downtown Campus (p. 31)

ACTION ITEMS

1. Approval of Consent Agenda (p. 32)
2. Administrative Procedure Act – Board Rules, Section 9 – Instruction (p. 33-35)
3. Finance: Fees and Charges (p. 36)
4. Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 4 (p. 37-38)
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 (p. 39-42)
6. Academic Affairs: Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science (p. 43)
7. Academic Affairs: Activation of Commercial Pilot in Professional Pilot Associate in Science (p. 44)
8. Academic Affairs: Activation of Computer Related Crime Investigation Associate in Science (p. 45)

9. Academic Affairs: Activation of Health Navigator Associate in Science (p. 46)
10. Academic Affairs: Activation of Health Navigator Specialist in Health Navigator Associate in Science (p. 47)
11. Academic Affairs: Activation of Property Adjuster Estimating Post-Secondary Adult Vocational Program (p. 48)
12. Academic Affairs: Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program (p. 49)
13. Academic Affairs: Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program (p. 50)
14. Academic Affairs: Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program (p. 51)
15. Academic Affairs: Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program (p. 52)
16. Academic Affairs: Inactivation of Citizenship Adult Education Program (p. 53)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 54-56)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 57)

INTRODUCTION OF NEW EMPLOYEES (Group Recognition)

REPORT OF THE BOARD CHAIR

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

REPORTS OF TRUSTEES

ORGANIZATION OF THE BOARD

A. ELECTION OF OFFICERS

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

B. APPROVAL OF MEETING SCHEDULE FOR 2019-20

C. 2019-20 LIAISON/COMMITTEE APPOINTMENTS

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

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

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Mr. Robbie Peebles)

Subject: Regular Meeting
August 13, 2019, Board Agenda
(Continued).

202000003

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

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

NEXT MEETING

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

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the May 21, 2019, Board Workshop – Budget
Administrative Offices, Board Room 405, Noon**

PRESENT:

Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
Laura M. DiBella
D. Hunt Hawkins
O. Wayne Young

ABSENT:

J. Palmer Clarkson
Thomas J. Majdanics

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:15 p.m. and welcomed those in attendance. She provided a special welcome to President-elect Dr. John Avendano, and on behalf of the Board, thanked him for traveling from Illinois to attend today's workshop.

INTRODUCTIONS:

Interim College President Mr. Kevin Hyde introduced Vice President of Business Services Mr. Al Little and stated he would be providing Trustees with an overview of the College's proposed Fiscal Year 2019-20 Operating Budget. Additionally, Executive Director of Budget and Auxiliary Services Mr. Steve Stanford was in attendance to assist with any questions or concerns that may arise throughout the workshop.

President Hyde provided Trustees with a brief summary of the guiding principles for the proposed budget, noting the budget was a product of a lot of hard work and discussions among all levels of the College community.

PROPOSED FISCAL
YEAR 2019-20
OPERATING BUDGET
OVERVIEW:

Vice President Little provided the Board with a comprehensive overview of the College's proposed budget. The presentation included information pertaining to the following:

- Budget Planning Process
- Budget Process Timeline
- Operating Fund Budget
- Financial Objectives
- Budget Overview
- 2019-20 Budget Summary
- 2019-20 Revenue Budget
- Revenue Overview
- Summary of State-wide Appropriations
- Current Year Budget Changes
- Strategic Goal and Priorities

- 2019-20 Funded Supporting Initiatives
- Expense Categories
- 2019-20 Expense Budget
- 2019-20 Operating Expenditures by Type and Function
- 2019-20 End-of-Year Projected Reserves
- 2019-20 Capital Outlay Budget

There was in-depth discussion by the Board regarding performance based funding, capital outlay budget, sum of the digits funding, Public Education Capital Outlay (PECO) appropriates, lottery funds, current year budget changes, 2019-20 Funded Supporting Initiatives, FSCJ's Career and Internship Center, cultivating community relationships, operating expenditures, Enterprise Resource Planning (ERP) System, FSCJ Foundation budget and legislative representation.

COMMENTS BY THE
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 1:30 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 June 11, 2019, Board Workshop
Administrative Offices, Room 403A, Noon

PRESENT:

Karen E. Bowling, Chair
 Candace T. Holloway, Vice Chair, Nassau County
 Thomas R. McGehee, Jr., Vice Chair, Duval County
 Michael M. Bell
 J. Palmer Clarkson
 D. Hunt Hawkins
 Thomas J. Majdanics
 O. Wayne Young

ABSENT:

Laura M. DiBella

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:10 p.m. and welcomed those in attendance.

INTRODUCTIONS:

Interim College President Mr. Kevin Hyde introduced Provost/Vice President of Academic Affairs Dr. John Wall and Vice President of Online and Workforce Education Ms. Jana Kooi and asked that they present Trustees with an overview of their respective topic.

INFORMATION/
DISCUSSION:

A. Meeting the Needs of
the Labor Market:

Vice Presidents Wall and Kooi provided the Board with an overview of "Meeting the Needs of the Labor Market." The overview included information pertaining to the following:

- FSCJ Data: Job Outlook & Investment
- FSCJ Data: Job Projections in Florida (by 2020)
- FSCJ Insight: What Employers Want
- Employer Feedback on Effective Education & Training Programs
- FSCJ Service Area: Projected Job Growth by Job Title
- FSCJ Response: Job Growth vs. Programs
- FSCJ Training Options
- FSCJ Training Features
- FSCJ Pathways: Connected Programs for Student Progression
- FSCJ in the Workforce Ecosystem
- FSCJ Fit: Programs and Marketplace
- FSCJ Fit: What Lies Ahead
- FSCJ & Employers: Meeting Labor Market Needs via Relationships

There was discussion by Trustees regarding wholesale distribution, training options for employers, building trust with employers and community, market needs, job growth areas, workforce development, community connections, program review, employer needs, business partnerships and a strategic communication plan.

COMMENTS BY THE
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bowling declared the public meeting adjourned at 12:59 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

202000008

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 11, 2019, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
J. Palmer Clarkson
D. Hunt Hawkins
Thomas J. Majdanics
O. Wayne Young

ABSENT:

Laura M. DiBella

CALL TO ORDER:

Chair Bowling called the meeting to order at 1:09 p.m. and welcomed those in attendance.

PLEDGE:

Chair Bowling led the Pledge of Allegiance.

MINUTES:

(Ref. Board Agenda for
June 11, 2019; Pages
201900374 – 430)

Chair Bowling asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist, on agenda pages 374 – 376; April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist, on agenda pages 377 – 379; April 3, 2019, Presidential Search Informational Gathering Session, on agenda pages 380 – 383; April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist, on agenda pages 384 – 386; April 3, 2019, Special Meeting – DBOT Review and Deliberation of the College Presidential Finalists, on agenda pages 387 – 391; April 9, 2019, Finance & Audit Committee Quarterly Meeting, on agenda pages 392 – 393; April 9, 2019, Workshop, on agenda pages 394 – 395; and April 9, 2019, Regular Meeting, on agenda pages 396 – 430; and there were none.

MOTION: (McGehee – Hawkins) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist; April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist; April 3, 2019, Presidential Search Informational Gathering Session; April 3, 2019, Special Meeting – DBOT Interview of College Presidential Finalist; April 3, 2019, Special Meeting – DBOT Review and Deliberation of the College Presidential Finalists; April 9, 2019, Finance & Audit Committee Quarterly Meeting; April 9, 2019, Workshop; and April 9, 2019, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Legislative Update:

Interim College President Mr. Kevin Hyde invited Director of Government Relations Ms. Virginia Haworth to approach the podium. Director Haworth addressed the Board and provided a comprehensive overview on the 2019 Florida Legislative Session, noting a copy of the presentation was at each Trustee's seat.

Following Director Haworth's presentation, the Board heard from Mr. Matt Brockelman from Southern Strategy Group, who joined the meeting to provide information on other major issues occurring during the 2019 Legislative Session.

BOSS Grant Update:

President Hyde shared with the Board that in June 2017, the announcement was made of a \$300,000 Building Opportunities for STEM Success (BOSS) grant FSCJ received from the National Science Foundation. The purpose of the grant was to support the College as the institution evaluated the impact of strategically embedding key study skills into six different STEM courses, with the goal of increasing interest and learning for 360 students.

As part of BOSS grant, some of FSCJ's faculty produced a video about our students' study skills, which was recently featured in the National Science Foundation's 2019 STEM for All Video Showcase. The Board viewed the video.

President Hyde thanked the following faculty and staff who helped bring the project to life:

- Professor Ivetta Abramyan
- Dr. Hamid Aidinejad
- Dr. Jerrett Dumouchel
- Mr. Ernie Friend
- Professor Chris Lee
- Professor Lyn Noble
- Dr. Maria Oehler
- Professor Amanda Sartor
- Dr. Eddy Stringer
- Dr. Holly Wiegrefe

FSCJ Employer Tuition
Program Partnership:

President Hyde shared with the Board that last week, To help grow the percentage of companies offering tuition-assistance to their employees in the community, the FSCJ Employer Tuition Program partnership was established to provide critical support to both the employer partners and the

employee participants. Through personal enrollment coaching and individualized advising services, employees will be better equipped to excel in their academic pursuit, which of course, helps the companies they work for grow and thrive.

This program is free for any business to sign up. The FSCJ Business Solutions team is available to work directly with interested companies to finalize an agreement and quickly set the partnership into motion.

Student Success Report:

President Hyde shared that last month Trustees were provided a copy of the 2017-18 FSCJ Factbook. The Factbook, published annually, is a readily available resource for commonly asked questions about student demographics, enrollment, completions, facilities and more.

Today at each Trustees' seat was a copy of the 2019 Student Success Report. The purpose of the Student Success Report is to provide data that focuses on FSCJ defined student success metrics such as retention completions, graduation rates and more. This is the first publication of a student success report; the College plans to make it an annual publication.

Farewell Recap:

President Hyde shared with the Board that with this being his final FSCJ DBOT meeting as interim president, he wanted to thank the Board for this time by sharing a few of his favorite highlights from the past 14 months:

- The team at FSCJ worked hard to reverse the negative enrollment trends, noting FSCJ finished Spring and Summer 2018 down nearly 10% year-over-year in credit hour enrollment. When Fall 2018 was finished, the College was up 7.7% in credit hours and Spring 2019 saw a 4.5% increase in credit hours year-over-year. This resulted in an annual unduplicated enrollment increase of 5.1%.
- Retention was another important focus, and FSCJ continues to make great strides in that area. The fall-to-fall retention rate has risen from 47.8% for 2016-17 to 50.2% for 2017-18, which is within a close range of the College's goal of 51.9% as outlined in FSCJ's Strategic Plan.
- The financial aid systems and processes have improved significantly. President Hyde provided a special thanks to Ms. Kristine Hibbard and her team for their hard work with these efforts. Using past experiences as a learning opportunity, the financial aid team identified solutions for many of the problems they faced and developed better systems for student disbursement and awarding processes.

- FSCJ launched a *new* advising center management tool to more efficiently serve students in the College's Advising Centers. This allowed students to easily schedule appointments online for both in-person and virtual academic advising.
- FSCJ's new Contact Center has its soft launch at the end of this week with full service being provided beginning June 21. FSCJ hired 21 employees, all who received extensive training and are ready to hit the ground running to guide students on the right path to success.
- Last summer, FSCJ continued to see numerous individual student concerns. Various staff members and areas certainly stepped up to assist; however, President Hyde took a moment to thank the College's Ombudsman Mr. Derrick Johnson for his work in this area. He shared that when a call comes in to the President's Office, no matter what the issue or concern, Ombudsman Johnson was always willing to help by reaching back out to the student to assist.
- As the Board plans to vote on the budget for the upcoming year, President Hyde commended the College on the work accomplished at all levels of the institution to increase enrollment, providing for much needed funds for the 2019-20 budget. This allowed administration to craft a budget that included a 3% salary increase for every full-time employee, both faculty and non-faculty as well as every full-time and regular part-time employee. Administration was able to complete negotiations with the faculty union in select contract articles, with full negotiations scheduled in the next few months towards an anticipated new agreement in 2020. Included in the updated CBA is an adjustment of workload values to award full credit for laboratories and a revision of the workload unit calculation for PSAV faculty.
- President Hyde recognized and thanked the leaders of the Governance Group for their willingness to serve, lead and contribute all on behalf of their individual groups.
- Finally, one of the most important items President Hyde hoped to accomplish was making its way towards Collegewide adoption: Jeans Friday.

Chair Bowling thanked President Hyde for his time at FSCJ, noting the institution in a much better place having had him serve as the College's interim president.

COMMENTS BY THE PUBLIC:

Chair Bowling opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration.

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

CONSENT AGENDA:
(Ref. Board Agenda for June 11, 2019; Items 1 through 8, Pages 201900431 – 439)

Chair Bowling 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. She 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.

Trustee Young stated that although he did not wish to remove any items for consideration, he did wish to make a comment with respect to the Rules and the Board's responsibilities. He shared with Trustees language may need to be added to Board Rules in the future as it relates to the new statutory requirements, noting Director of Government Relations Haworth reported on this matter earlier in the meeting. Also, in doing so, this will ensure the College complies with bills passed during the 2019 Legislative Session.

ACTION ITEMS:
(Ref. Board Agenda for June 11, 2019; Items 1 through 10, Pages 201900440 – 487)

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

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 2, Administration: Annual Salary Index, on agenda pages 441 – 442.

MOTION: (Bell – Holloway) The motion was made to approve the Annual Salary Index, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 3, Human Resources: Collective Bargaining Agreement (Full-Time Faculty), on agenda pages 443 – 470.

MOTION: (Holloway – Clarkson) The motion was made to approve the Collective Bargaining Agreement (Full-Time Faculty), as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 3.A., Human Resources: Salary Increase for Full-Time Non-Faculty Employees, on agenda page 470-A.

MOTION: (Hawkins – Bell) The motion was made to approve the Salary Increase for Full-Time Non-Faculty Employees, as recommended. (Appendix A)

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

Motion carried unanimously.

President Hyde noted that on behalf of the Board, he would send an email to the entire employee base notifying them of today's actions by the Board.

President Hyde presented the administration's recommendation on Action Item 4, Human Resources: Florida College System Annual Equity Update Report, on agenda page 471.

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

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 5, Finance: Direct Support Organization Checklist and Annual Audit for Fiscal Year Ended September 20, 2018, on agenda pages 472 – 474.

MOTION: (Holloway – McGehee) The motion was made to approve the Direct Support Organization Checklist and Annual Audit for Fiscal Year Ended September 20, 2018, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board regarding the acceptance of the audit by the Board's Liaison to the FSCJ Foundation Liaison, and Trustee Holloway accepted the audit.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 6, Finance: Fees and Charges, on agenda pages 475 – 478.

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

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 3, on agenda pages 479 – 480.

MOTION: (Clarkson – Bell) The motion was made to approve the Fiscal Year 2018-19 Operating Budget Amendment No. 3, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 8, Finance: Fiscal Year 2019-20 College Budget, on agenda page, 481.

MOTION: (Hawkins – Clarkson) The motion was made to approve the Fiscal Year 2019-20 College Budget, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 9, Finance: Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 2, on agenda pages 482 – 484.

MOTION: (Clarkson – Bell) The motion was made to approve the Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 2, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 10, Finance: Fiscal Year 2019-20 Capital Outlay, on agenda pages 485 – 487.

MOTION: (Hawkins – Young) The motion was made to approve the Fiscal Year 2019-20 Capital Outlay, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for
June 11, 2019; Items
A – C, Pages 201900488
– 532)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 488 – 532, and there were none.

INTRODUCTION OF NEW
EMPLOYEE(S):

Chair Bowling invited any new employee(s) and/or appointee(s) to stand and be recognized. There were no new employees nor appointees in attendance at the meeting.

REPORT OF THE BOARD
CHAIR:

Chair Bowling recognize and acknowledge Trustee McGehee for his 20 years of outstanding service as a member of the FSCJ DBOT, noting he is the longest serving Board member in the history of the institution. She mentioned the names of the next longest serving Trustees, which all served 14 years on the Board: Mr. Bruce Barcelo, Ms. Betty Cook, Mr. Donald Martin and Ms. Suanne Thamm.

Trustee McGehee (Mac) was originally appointed by Governor Jeb Bush on June 1, 1999, reappointed by Governor Crist in July 2007 and by Governor Scott in August 2011 and again in May 2017.

Trustee McGehee was elected vice chair of the DBOT for Duval County in August 2016, and previously served as a committee member for the Board's Finance & Audit Committee from August 2015 to July 2017. Additionally, he served as the Board's liaison to the Foundation Board from August 2014 to July 2015. In 2008 to 2010, he served as chair of the Board and as vice chair of the Board for Duval County from 2007 to 2008.

Again, she thanked Trustee McGehee for all his years of service with FSCJ.

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:

There were no reports provided by Trustees.

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

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

REPORT OF THE CAREER
EMPLOYEES COUNCIL
(CEC):

Career Employees Council Chair Mr. Robbie Peoples addressed the Board and presented an overview of the written report relating to current CEC initiatives and activities.

In addition to his own appreciation and stellar comments regarding Interim President Kevin Hyde, he stated that APC Chair Lori Cimino asked that he share her appreciation as well. (Appendix D)

REPORT OF THE FACULTY
SENATE (Senate):

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

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

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

NEXT REGULAR BOARD
MEETING:

Chair Bowling announced the next regular meeting of the Board is scheduled for Tuesday, August 13, 2019, at the College's Administrative Offices.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 1:26 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**

AGENDA ITEM A – 3.A.

Subject:	Human Resources: Salary Increase for Full-Time Non-Faculty Employees
Meeting Date:	June 11, 2019

RECOMENDATION: It is recommended that the District Board of Trustees approve a three percent (3%) salary increase calculated on base salary as of July 1, 2019 for all eligible full-time non-faculty employees. Employees serving in a full-time position as of April 30, 2019 and continuing in a full-time position are eligible for the increase to be effective July 1, 2019.

It is also recommended that the District Board of Trustees approve a three percent (3%) salary increase calculated on the hourly rate as of July 1, 2019 for all eligible regular part-time non-faculty employees. Employees serving in a regular part-time position as of April 30, 2019 and continuing in a regular part-time position are eligible for the increase to be effective July 1, 2019.

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

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

RATIONALE: Funds were set aside during budget development to provide for a 3% base increase for full-time and regular part-time non-faculty employees.

FISCAL NOTES: The 3% increase for full-time and regular part-time non-faculty employees will total \$1,555,748 including benefits, impacting 821 full-time non-faculty employees.

FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION TRUSTEE CANDACE HOLLOWAY

REPORT TO THE DISTRICT BOARD OF TRUSTEES ON JUNE 11, 2019

Since my last report to you concerning the Foundation there has been only one activity of the Foundation Board of Directors. That was to review and approve the Annual Audit of our Direct Support Organization and that was included as Acton Item 5 on today's Agenda.

The next regular meeting of the Foundation's Board is tomorrow, June 12, beginning at 11:30 a.m. at the Downtown Campus.

I would also like to share with you a couple of points of activity by the Foundation's committees and staff.

1. There has been a great deal of energy and effort dedicated to connecting and engaging with the nearly 130 thousand FSCJ graduates. The Foundation's contacts of 12,000 alum in 2016, has increased to more than 74,000 year-to-date. Development of this donor population is certain to have a significant impact on future fundraising.
2. You may or may not be aware that the owner of The Loop Pizza Grill, Mike Schneider, is also an FSCJ grad. As a gift to the graduating class of 2019, Mike made available a special alumni discount at any Loop restaurant. Our thanks to Mike for such a wonderful gesture.
3. And finally, an update from the Artist Series -The Broadway hit "Hamilton" will dawn the Times Union Center stage for two weeks in March of next year. "The Hamilton Effect" on Broadway season ticket sales has been phenomenal. The Artist Series reports subscription sales to be approaching 9,000, as compared to a normal year of less than 4,000. Subscription sales to new subscribers are unavailable until the subscription renewal period is complete. Currently, there is a waiting list of over 3,500 households. The producers of Hamilton have mandated a cap of 12,500 on subscription sales to endure availability of single tickets for the public once they go on sale.



Date: June 11, 2019

To: Florida State College at Jacksonville District Board of Trustees

From: Lori Cimino
Chair, Administrative and Professional Collaborative 2018-19

Re: June 2019 Administrative and Professional Collaborative Report

Chair Bowling and Trustees:

It is with gratitude, pride, and a sense of accomplishment I write my final letter as the Chair of the APC. Serving as the voice for the Administrators and Professionals of the College over the last several months has been filled with opportunities for learning, relationship building, and the ability to gain a stronger sense of what is important to A&Ps at FSCJ. In an effort to round up this year and provide our incoming chair with a solid board from which to dive into this work; this report will provide you with a look back at our goals from this year and an emphasis on pertinent items which are important to A&Ps Collegewide currently.

At the forefront of importance this month, the APC would like to express our support of the recommendations of the Employee Benefits Advisory Council (EBAC) as it relates to the potential changes in health insurance coverage for all employees. We appreciate the opportunity to represent A&Ps and serve as a liaison between stakeholders and decision makers. In the coming months, we will work to encourage education of the potential changes and communicate this information back through EBAC as appropriate.

Additionally, of significance, as of July 1, 2019, Ms. Youlanda Henry will step in to serve as the APC Chair for the 2019-20 academic year. Ms. Henry plays an integral role in the FSCJ 'forest' and in student success as the Director of Tutoring Services on our North Campus. We are excited about this transition and for the APC to maintain the momentum gained this year. We also look forward to another great year of serving our A&Ps while simultaneously working to enhance the APC's role in the participatory governance model under the leadership of our new College President, Dr. Avendano.

For a quick look at our year in review, I have included the four goals established by the APC in September and a brief summary of some of the 2018-19 events and activities that helped us to work toward reaching these goals. During the month of June, we will survey our A&Ps to inquire about their perception of our work toward these goals as well.

APC Goals for 2018-19

- Support the efforts of 'rebuilding campus community' as a collaborative.
 - APC Chair communication with Faculty Senate President and Career Employee Council Chair
 - APC participation in events that supported campus community
 - Brown Bag Series – Topics: Enrollment Management, Student Services, Information Technology
 - Service on a variety of Search Committees
 - Service on non-hiring College Committees
 - Service to the Jacksonville Community

- Participate in intentional outreach to fellow A&P colleagues for increased engagement and understanding of how the APC can support A&Ps Collegewide.
 - APC Campus Representatives introductory emails to respective campuses in fall & spring terms
 - APC Chair meetings with each Vice President
 - APC Chair communications to A&Ps Collegewide for increased engagement and information sharing
 - Networking opportunities on and off campus
 - Welcome letters to all new A&P Employees
- Maintain consistency in events, communication approaches, and professional development to increase awareness and participation by A&Ps in APC activities.
 - Brown Bag Series - Topics: Enrollment Management, Student Services, Information Technology
 - Guest Speakers – Topics: Curriculum, Health Insurance
 - Networking Opportunities on and off campus
- Address any concerns of A&Ps Collegewide as they arise in a comprehensive, timely, and professional manner.
 - APC Chair and committee members participation in Collegewide committees and councils
 - Guest Speakers – Topic: Health Insurance
 - Members of the collaborative seek information and communicate this information back to the collaborative for dissemination.

Additionally, the APC is working collaboratively with the CEC to plan and execute a discussion session during the summer that will allow us to gain some insight behind the numbers of the NILIE survey. Our goal is to compile this information in a way that can be used to better understand our employee voices and brainstorm actionable items for the board and executive cabinet to consider in their decision making.

Moving forward, the APC seeks to increase our voice in bi-directional communication, increase our ability to provide input in policy development, and increase the role we play in broad collaboration as it relates to the rapid resolution of issues and the continuous improvement of programs and services. Overall, the collaborative seeks to strengthen the support for the value of the APC's voice to represent our A&Ps.

As a reminder, for more information about the APC or to 'see' the faces of some of our A&P professionals at the College, check out our APC blog. Here you will also find our monthly spotlights, bylaws, meeting schedule, and a listing our events and membership.

Respectfully,

Lori Cimino, M.Ed., NIC-Advanced

Instructional Program Manager, ASL/English Interpreting and Digital Media
Administrative and Professional Collaborative Chair 2018-19



Date: June 11, 2019
To: Florida State College at Jacksonville District Board of Trustees
From: Robbie Peeples, Career Employees' Council Chair
Re: June 2019 CEC Report

Chair Bowling and Trustees:

First, I would like to recognize Mr. Hyde for his service as interim college president. This will be the last time I will have the opportunity to recognize and thank him through the DBOT for his willingness to take on this role while we were facing some difficult challenges at our College. I am grateful for his strides in turning us toward an open and transparent institution. He recently hosted a breakfast for all employee group's leadership to recognize their efforts in their respective groups. This is one recent example of his support for open collaboration. We are grateful for that and the time he has given for this vital role.

I want to recognize that you have accomplished much in the past couple of years in obvious areas like the selection of an interim college president and permanent college president. Those are very important tasks but what makes the most impact is how you have carried out those tasks. You have reached out not only to the person in the role of president but to employee group leadership, various employees and community leaders to execute those tasks in the most collaborative way. I can tell you that brings hope and encouragement to those who come to work every day who want to do more and see more success beyond just collecting a paycheck. For that, I want to thank you.

As we enter the summer and have an opportunity to breathe a little and reflect, we are encouraged by what has been done. We are looking forward to your next board meeting where you will have our new college president in place and you present your leadership objectives for your next term and what great things that holds for FSCJ moving forward.

Sincerely,

A handwritten signature in blue ink that reads "Robbie Peeples".

Robbie Peeples
Career Employees' Council Chair
Florida State College at Jacksonville
904-381-3702 / robbie.peeples@fscj.edu

June, 2019

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

Chair Bowling and Trustees:

I would like to begin this letter with a sincere expression of gratitude to President Hyde. While faculty voices can sometimes be loud, very insistent, and often critical, we do sincerely appreciate President Hyde's desire to step into the interim role and manage the College through some difficult times. We have deeply appreciated his love for the institution and its traditions, and his recognition of the importance of our College to the community of Jacksonville. I would also like to applaud him for his Commencement Address, which I found to be quite compelling. We are now and will always be the community's college, even as we graduate more and more Bachelor's degree students with the skills to enter into a complex working environment and to thrive.

As we prepare for the Fall semester, faculty are busy working through the transition to Canvas. That transition has been excellently managed with faculty inclusion through each step, a perfect paradigm for any future systemic changes that occur at the College. It has not been perfect, and there will be some serious disruption when we get started I've no doubt, but the summer semester has already revealed some bugs in the system that our team led by Brandi Bleak has been able to manage and ameliorate.

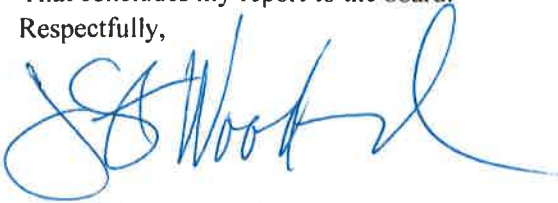
Senate is looking forward to assisting in developing organizational solutions with the administration. We have suffered far too many self-inflicted wounds from having a far too complicated organizational structure, a competitive as opposed to a cooperative approach to academics and management, a lack of respectful communication throughout the organization, and a single-point decision-making approach as opposed to a method of distributive decision-making. This last year has seen a number of improvements, especially to the latter issue. However, we continue to have far too much interference, competition, and pettiness. We cannot fix everything in one fell swoop, obviously. But I hope as we move into 2020 that we will see some greater stability and an approach that makes distributive decision-making the norm rather than the exception. We must spend time and effort redoubling our efforts to make faculty and their service to students the center of the institution, the core of the mission.

When we return, faculty will have a statement on rigor, and recommendations for the overhaul of our academic honesty policy that focuses on remediation and support for students with the iron law of honesty and integrity as the final arbiter. The committee on rigor has focused in on a number of components to what rigor is. It has begun the process of crafting a statement of rigor that will be inclusive and focus on the importance of a rigorous environment for the sake of our students' futures in the workforce and as a central component of equity. The recommendation for the overhaul of our academic honesty policy is so far suggesting a tiered approach with support for students who are unaware of what constitutes cheating and incremental punishment, as well as tracking, for those who do cheat.

I hope to match these efforts with faculty visits to our state universities to talk with programs about their expectations for our students. We must refocus on cooperation with our community partners. We must advertise and promote our own Bachelor's programs. We must distribute more scholarships. And we must reconnect with our university colleagues, building bridges our students can traverse.

While there are many places to begin work, I hope faculty and staff have some time to relax and decompress over the summer. I think we should take this time to remind ourselves of the importance of all members of the institution for the well-being of our students and faculty. I do personally deeply appreciate them. We will return reinvigorated and ready to make things happen in August.

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: June 11, 2019

To: Florida State College at Jacksonville District Board of Trustees

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

Re: April 2019 to June 2019 Student Government Association Report

Chair Bowling 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 April 2019 to June 2019.

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

- On April 12, 2019 members of the SGA traveled to the Florida College System Student Government Association (FCSSGA) April Year-End Conference at Hillsborough Community College, Dale Mabry Campus. Ta’Nasha Parker was recognized as the 2018-19 FCSSGA President of the Year, Nadia Esha was recognized as the recipient of the 2018-19 FCSSGA Region 1 Leadership Award, and Karixza “CC” Luna-Soliveras was elected by her peers to serve as the 2019-20 FCSSGA Region 1 Assistant Coordinator. In addition, SeQoya Williams was nominated for the FCSSGA Region 1 Rookie of the Year Award and Stephanie Castro was nominated for the FCSSGA Region 1 Advisor of the Year Award.
- On April 19 and 26, 2019, the Activity & Service Fee Allocation Committee awarded thirteen student organizations funding for the 2019-20 academic year.
- On April 23 and 24, 2019, the students of FSCJ voted to determine the outcomes of the contested SGA positions and Karixza Luna-Soliveras shall serve as the South Campus SGA President, while Esther Michel will serve as the Downtown Campus President.
- During the elections, the students of FSCJ voted to ratify revisions to the SGA Constitution reflecting:
 - Title changes from SGA Campus Chair back to SGA Campus President.
 - Special elections being able to be held in the fall as needed.
 - Increasing the minimum number of credit hours needed to run for office – from six to nine.
 - The creation of standing committees including the Civic Committee, Campus Student Programming Board, Judicial Committee, Policy Committee, Finance Committee, Communication Committee, Student Feedback Committee and Elections Committee.
- SGA Officers attended a training on May 31, 2019 that covered Bruce Tuckman’s Stages of Group Development, Conflict Resolution, Time Management, How to Run a Meeting and an overview of Activity & Service Fees. Also, the officers of SGA voted to determine the Collegewide SGA President and Collegewide SGA Vice President. SeQoya Williams and Meagan Partello were respectively selected to serve in those roles for the 2019-20 academic year.
- 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 is looking forward to the fall term and all of the amazing co-curricular programming that we have planned for our students.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and FSCJ Interim President Kevin Hyde for continuing to provide us the opportunity to foster such a thriving environment. We look forward to seeing FSCJ President Dr. John Avendano at the next meeting of the District Board of Trustees on August 13th. 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:	August 13, 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-60	Professional Audio/ Visual Engineering Annual Consultant Services	OCI Associates, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
2.	2013C-60	Professional Bldg. Envelope/Moisture Engineering Annual Consultant Services	Gale / Associates / South / Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
3.	2013C-60	Professional Bldg. Envelope/Moisture and Environmental Engineering Annual Consultant Services	REI Engineers, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
4.	2013C-60	Professional Civil Engineering Annual Consultant Services	GLE Associates, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
5.	2013C-60	Professional Energy/ Commissioning Engineering Annual Consultant Services	Hanson Professional Services, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
6.	2013C-60	Professional Energy/ Commissioning Engineering Annual Consultant Services	GAI Consultants, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
7.	2013C-60	Professional Energy/ Commissioning Engineering Annual Consultant Services	Affiliated Engineers SE, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
8.	2013C-60	Professional Energy/ Commissioning and Mechanical Engineering Annual Consultant Services	Matern Professional Engineering, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
9.	2013C-60	Professional Electrical and Mechanical Engineering Annual Consultant Services	Haddad Engineering, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
10.	2013C-60		M. V. Cummings Engineers, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
11.	2013C-60	Professional Environmental Engineering Annual Consultant Services	ECS Florida, LLC (Formerly Ellis & Associates, Inc.)	10/01/2019	09/31/2020	6 of 6	\$750,000	5%
12.	2013C-60	Professional Fire Protection Engineering Annual Consultant Services	Systech Fire Protection, LLC	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
13.	2013C-60		GHD Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
14.	2013C-60	Professional Geo- Technical Engineering Annual Consultant Services	Universal Engineering Sciences, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
15.	2013C-60	Professional Structural Engineering Annual Consultant Services	G.M. Hill Engineering, Inc.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%
			Powell & Hinkle Engineering, P.A.	10/01/2019	09/31/2020	6 of 6	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
16.	2017-09	ERP Consultants	EdgeRock	08/14/2019	06/30/2020	3 of 5	\$385,000	0%
			GlobalSource IT	08/14/2019	06/30/2020	3 of 5	\$85,000	0%
			Highstreet IT Solutions, LLC	08/14/2019	06/30/2020	3 of 5	\$215,000	0%
			Jab-Tek, LLC	08/14/2019	06/30/2020	3 of 5	\$315,000	0%

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

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

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

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

AGENDA ITEM NO. CA – 2.

Subject:	Purchasing: HVAC Delivery Order/Job Order Contracting Services
Meeting Date:	August 13, 2019

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 HVAC delivery order/job order contracting services with the following companies:

- Trane US, Inc.
- W.W. Gay Mechanical Contractors, Inc.

These companies were the top-ranked proposers for the initial term of September 1, 2019 through August 31, 2020 with up to five additional one-year terms subject to continued need; satisfactory performance; same rates, terms and conditions; and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$500,000 per project as well as an estimated amount not-to-exceed of \$1,000,000 per year.

BACKGROUND: The current collegewide HVAC delivery order contracting services contracts are scheduled to expire on August 31, 2019. Multiple mechanical contractor 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 licensed qualified mechanical contractors to provide defined services without a lapse period. The RFP solicited competitive fixed cost pricing based on an R.S. Means coefficient and allows for utilization during disaster situations.

Twenty-three licensed mechanical contractor firms were solicited in addition to being publically advertising in the Florida Times Union and posted on the Florida Vendor Bid System. Two firms submitted proposals plus one firm submitted a “No Bid”.

A College evaluation committee completed a detailed evaluation of both 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 licensed 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. CA – 3.

Subject:	Purchasing: Tree and Vegetation Debris Removal Services
Meeting Date:	August 13, 2019

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 Tree and Vegetation Debris Removal Services with the following companies:

- Custom Tree Care, Inc.
- J.B. Coxwell Contracting, Inc.

These companies were the top-ranked proposers for the initial term of September 1, 2019 through August 31, 2020 with up to five additional one-year terms subject to continued need; satisfactory performance; same rates, terms and conditions; and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$195,000 per project as well as an estimated amount not-to-exceed of \$385,000 per year.

BACKGROUND: Due to the recent hurricane activity, which identified the need for vegetative debris removal, the College determined it was in its best interest to have contracts compliant with the Federal Emergency Management Administration (FEMA) requirements for collegewide Tree and Vegetation Debris Removal Services. These contracts would be utilized during declared disaster and non-declared emergency situations.

College administration advertised and publicly issued a request for proposal (RFP) soliciting proposals from licensed contractors to provide defined services including the pre-award FEMA requirements of 2 C.F.R. 215.41 through 215.48 for reimbursement. The RFP solicited competitive fixed-cost pricing which allows for utilization during disaster situations.

Thirty-three licensed contractor firms were solicited in addition to being publically advertising in the Florida Times Union and posted on the Florida Vendor Bid System. Two firms submitted proposals.

A College evaluation committee completed a detailed evaluation of the 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 licensed 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. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the High Voltage Replacement Project - Downtown Campus
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Certificate of Final Inspection and authorize final payment to Warden Construction Corporation for the Downtown Campus High Voltage Replacement Phase II Project.

BACKGROUND: On January 23, 2017, Haddad Engineering, Inc. completed the Downtown Campus Power Distribution Study for upgrading the existing substation and high voltage power distribution to the new Jacksonville Energy Authority (JEA) 480-volt service. The study determined that the high voltage substation and cabling is approximately 41-years old and had reached its useful life expectancy generating the need to replace the existing underground cabling, transformers, and sub-station. JEA supplied transformers, concrete pads, and primary conduit for the College's awarded contractor to install.

The Board of Trustees awarded the Delivery Order Contracting Services to Warden Construction Corporation for the required construction services of Phase II in accordance with approved plans and specifications. The College issued a contract to Warden Construction Corporation on November 27, 2018.

A Certificate of Final Inspection (CFI) for the project was executed on August 2, 2019 by the College's Facilities Management and Construction Building Code Official, Bruce Nelsen, and the Engineer of Record, Haddad Engineering Inc. The CFI certifies that the Downtown Campus Power Distribution Replacement Phase II Project has been completed in accordance with the contract documents and the best construction practices.

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

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

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

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

AGENDA ITEM NO. A – 1.

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) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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:	Administrative Procedure Act – Board Rules, Section 9 – Instruction
Meeting Date:	August 13, 2019

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

6Hx7-9.10 – Global Education

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

- Edits to Board Rule 6Hx7-9.10 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

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

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

RULES OF THE BOARD OF TRUSTEES		
NUMBER	TITLE	PAGE
6Hx7-9.10	Global <u>and International</u> Education	9-13

- (1) Florida State College at Jacksonville is committed to developing and provide-ing programs, courses, and services and professional development opportunities which that advance global studies and international education and ~~economic development~~. Such educational opportunities shall promote increased understandings of the growing interdependence of ~~countries and nations~~ and global systems, provide deeper knowledge of other peoples and cultures and establish greater respect for and insight into international societies and global issues. The District Board of Trustees (DBOT) affirms that college students need to have the opportunity to participate in meaningful and structured learning ~~exposures to~~ experiences with international societies and cultures.
- (2) Pursuant to this philosophy regarding global and international education, the ~~District Board of Trustees~~ DBOT authorizes the College President to establish educational opportunities which that may include:
- A. Course materials of a global nature and content within the curriculum, including international arts and cultures;
 - B. Courses which that concentrate upon distinctive aspects of international trade, business, economics and other disciplines and areas of study and training with international applications;
 - C. Courses of ~~international~~ world language education and of English language instruction;
 - D. International study and international location courses in other countries and cultures;
 - E. Community-oriented service and local development activities, including academic service-learning, alternative spring breaks, and service-based internships, focused upon advancement of a global society and international socio-economic development;
 - F. Educational services and contract training in vocational career and technical ~~training~~ which fields that will concentrate upon cooperative specialty instruction for identified countries;
 - G. ~~Public service activities focused upon opportunities for study/travel to other countries and cultures;~~
 - H. G. Educational activities for the College's ~~employees~~ faculty and staff, including opportunities for international study, travel and exchange;
 - I. H. Special support services for students from international countries who enroll at the College;
 - I. Faculty professional development programs that encourage and support faculty participation in the College's global studies and international education programs.

RULES OF THE BOARD OF TRUSTEES			
FSCJ Florida State College at Jacksonville	NUMBER	TITLE	PAGE
	6Hx7-9.10	Global <u>and International</u> Education	9-14

- (3) The College President is authorized to establish necessary administrative procedures for the implementation of this Rule.
- (4) The College President shall provide for the preparation and submission to the ~~District Board of Trustees~~ DBOT an annual report that identifies the efforts of the College to be responsive to this Rule.

(General Authority: F.S. 1001.64, 1001.65, 1011.81 ~~SBE Rule 6A-14.0261~~)
 (Adopted 04/24/85, Revised 5/27/93, 09/02/03, 08/11/15, 08/13/19)

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

AGENDA ITEM NO. A – 3.

Subject:	Finance: Fees and Charges
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the following Full Cost of Instruction Fee for students taking certain repeat course enrollments at Florida State College at Jacksonville per Florida Statute 1009.285 to be effective Fall Term 2019-20.

Course Type	Full Cost of Instruction
Bachelors and Credit Courses	\$218.00

BACKGROUND: Florida Statute 1009.285, fees for repeated enrollment in college-credit courses, provides that students enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction. The statute further indicates that calculation of the full cost of instruction shall be based upon the system wide average of the prior year's cost of undergraduate programs for Florida College System institutions. The fees being presented for the Full Cost of Instruction are taken from the 2018 Florida College System Fact book, which is the most recent system information that is available.

For the coming year, we have averaged all costs to present one fee that is the same for both Bachelor and Credit programs. This was done for consistency with the recognition that the costs of instruction are similar. The prior year Full Cost of Instruction Fee for Bachelor programs was \$216 and the Full Cost of Instruction Fee for Credit programs was \$203.00.

RATIONALE: FSCJ will stay in compliance with Florida Statute 1009.285.

FISCAL NOTES: These fees are insignificant to the total fees collected by the College and have historically only had small variances from year to year.

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

AGENDA ITEM NO. A - 4.

Subject:	Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 4
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 4 to the Fiscal Year 2018-19 Operating Budget.

<u>Budget Amendment #4, FY 2018-19</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2018</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	22,094,850		22,094,850
Total Reserves	\$ 25,924,850		\$ 25,924,850
Tuition and Fees	\$ 52,249,182	\$	\$ 52,249,182
State Appropriations	78,463,903		78,463,903
Other Revenue	4,297,766		4,297,766
Total Revenue	\$ 135,010,851	\$	\$ 135,010,851
Total Available Funds	\$ 160,935,701	\$	\$ 160,935,701
Personnel	\$ 103,518,902	\$ 2,139,937	\$ 105,658,839
Current Expense	28,787,262		28,787,262
Transfers	939,411	12,000,000	12,939,411
Equipment	2,964,359		2,964,359
Total Expenses	\$ 136,209,934	\$ 14,139,937	\$ 150,349,871
<u>Year-end Reserves, June 30, 2019</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	20,895,767	-14,139,937	6,755,830
Total Reserves	\$ 24,725,767		\$ 10,585,830
Total Expenses and Reserves	\$ 160,935,701	\$ 14,139,937	\$ 160,935,701

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 12, 2018, and approved Budget Amendment No. 1 on September 11, 2018, Budget Amendment No. 2 on December 11, 2018 and Budget Amendment 3 on June 11, 2019. This budget amendment increases the Fiscal Year 2018-19 Operating Expenditure Budget by \$14,139,937.

Subject: Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 4
(Continued)

The \$12,000,000 transfer is to create an emergency fund for hurricane recovery. The other increased expense is due to a \$2,139,937 net expense for pensions.

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 2018-19 Operating Expenditure Budget by \$14,139,937.

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

AGENDA ITEM NO. A – 5.

Subject:	Facilities: Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College's annual Capital Improvement Plan (CIP) and Five-Year Educational Plant Survey (Survey) as summarized on the attached forms for submission to the Division of Colleges. A copy of the final CIP and Survey document will be available for review at the August 13, 2019 Board meeting.

BACKGROUND: The CIP is an annual submission to the Division of Colleges, indicating the College's priorities for renovation, remodeling and new construction projects. These projects are based on recommendations included in the College's 2019 Five-Year Educational Plant Survey.

The Survey consists of a complete facilities inventory of all spaces in the College, and matches the available space against a five-year forecast of student full-time equivalent (FTE) growth at each campus. A set of standard space requirements for classrooms, labs, student services, administration and other support space categories is applied to the forecast growth and compared to the existing inventory. Deficiencies in each category are calculated by comparing the existing available space against the state space requirements. The CIP identifies the space needs and addresses the needs in the College priority projects. The CIP is submitted to the Division of Colleges for prioritization along with the other 27 colleges' plans, and a consolidated list is presented to the next Legislature for Public Education Capital Outlay (PECO) funding. The College's highest priorities in the CIP include remodeling and renovations as follows:

1. College Wide General Renovation Projects
2. Downtown Campus, Remodel and Addition to Support Bldg. for STEM Educational Facility
3. Kent Campus, Bldgs. C, E, & F, Upgrade STEM Science Labs and Financial Services Classrooms
4. North Campus, Bldg. A, Upgrade STEM Health Science Classrooms and Labs
5. South Campus, Bldg. G, Upgrade STEM Classrooms and Labs
6. South Campus, Bldg. M1, Modernize Outdated Technology and Building Systems.

A complete list can be found on the attached CIP-2 Summary document.

Subject: Facilities: Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025
(Continued)

CIP Funding Request		
	2020-21 Request	5-Year Request
Remodeling	\$ 2,497,309	\$19,517,323
Renovation	\$13,972,315	\$36,519,573
Total	\$16,469,624	\$56,036,896

RATIONALE: The CIP outlines the College's renovation and remodeling projects in order of priority based on forecasted growth in the Survey. The plan forms the basis for inclusion of these projects on the Commissioner of Education Legislative Funding Request.

FISCAL NOTES: If approved, these projects will be funded by PECO funds from the State. In addition, the College Capital Outlay Plan for fiscal year 2020-21 identifies select projects to be completed in 2020-21 with partial funding from Capital Improvement Funds (local funds).

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2020-2021 through 2024-25

COLLEGE: Florida State College at Jacksonville

MAINTENANCE, REPAIR & RENOVATION PROJECTS
PECO sum-of-the-digits Projects

Priority #	Request Yr	Project Type	Project Title (include Site)	Site No.	Page Ref	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY**	SCORE**
		Maint/Repair	SC Repair existing door at Fire Academy	4		\$200,500					\$200,500			\$200,500		
		Maint/Repair	SC Bldg A Replace failed 100-hp pump	4		40,000					40,000			40,000		
		Maint/Repair	SC Bldg S Coating Tower Reinforce	4		30,000					30,000			30,000		
		Maint/Repair	DC Bldg U Curtainwall Glazing Unit Replacement	1		25,000					25,000			25,000		
		Maint/Repair	DC Bldg T Replace non-operational ERUs	1		150,000	75,000				225,000			225,000		
		Maint/Repair	NC Bldg A, F, K Replace Fire Alarm Panels	2		40,000					40,000			40,000		
		Maint/Repair	Nassau Bldg A, B, T Replace VAVs	6		50,000					50,000			50,000		
		Maint/Repair	DWC Replace intrusion Alarm	7		35,000					35,000			35,000		
		Maint/Repair	DWC Install HVAC in IDF Rooms	7		50,000					50,000			50,000		
		Maint/Repair	DWC Repair ERU	7		25,000					25,000			25,000		
		Maint/Repair	SC Bldg T Replace exterior doors	4			75,000				75,000			75,000		
		Maint/Repair	SC Bldg Y Replace playground equipment	4			25,000				25,000			25,000		
		Maint/Repair	SC Bldg Q Replace window seals	4			85,000				85,000			85,000		
		Maint/Repair	SC Bldg M1 Replace AHUs	4			180,000				180,000			180,000		
		Maint/Repair	SC Bldg R Replace Bleachers	4			200,000				200,000			200,000		
		Maint/Repair	DC Bldg U Envelope Repair	1			335,000	250,000			585,000			585,000		
		Maint/Repair	DC Replace Exterior Doors	1			110,000				110,000			110,000		
		Maint/Repair	DC Wastewater Replacement	1			450,000	600,000	350,000		1,400,000			1,400,000		
		Maint/Repair	KC Bldg D Elevator	3			325,000				325,000			325,000		
		Maint/Repair	NC Bldg K Envelope	2			275,000				275,000			275,000		
		Maint/Repair	NC Door Replacement	2			35,000		35,000		70,000			70,000		
		Maint/Repair	NC Bldg C Replace ATRU	2			275,000				275,000			275,000		
		Maint/Repair	NC Bldg A Domestic Water Replacement	2			270,000				270,000			270,000		
		Maint/Repair	NC Bldg A Wastewater Replacement	2			310,000				310,000			310,000		
		Maint/Repair	DWC Center Elevator Replacement	7			275,000				275,000			275,000		
		Maint/Repair	DWC Flag Pole Replacement	7			125,000				125,000			125,000		
		Maint/Repair	DWC Skylight Replacement	7			175,000				175,000			175,000		
		Maint/Repair	SC Bldg M1/2 Replace AHUs	4			485,000				485,000			485,000		
		Maint/Repair	SC Fire Academy Pavement	4			566,316				566,316			566,316		
		Maint/Repair	DC Bldg T Chiller Replacement	1			150,000				150,000			150,000		
		Maint/Repair	CC Bldg H Restrooms	5			120,000				120,000			120,000		
		Maint/Repair	NC Stair Tower Traffic Coating	2			40,000		40,000		80,000			80,000		
		Maint/Repair	NC Bldg A/D AHU replacement	2			275,000		275,000		550,000			550,000		
		Maint/Repair	DWC HVAC connection to Jacobsen area	7			180,000				180,000			180,000		
		Maint/Repair	SC Pavement	4			856,462				856,462			856,462		
		Maint/Repair	DWC Parapet Caps	7			150,000				150,000			150,000		
		Maint/Repair	SC Bldg E/F/H Ductwork Replacement	4			450,000				450,000			450,000		
		Maint/Repair	NC Bldg E AHU replacement	2			275,000				275,000			275,000		
		Maint/Repair	CW Maintenance	CW		1,845,809	1,845,809	1,845,809	1,845,809	1,845,809	9,229,045			9,229,045		
SUBTOTAL Maintenance/Repair/ren (PECO Sum-of-the-digits) Projects						2,497,309	5,446,809	4,823,125	3,563,271	3,196,809	19,517,323			0	0	0

RENOVATION PROJECTS	Site No.	Page Ref	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PROJECT COST*	ON APPROVED SURVEY**	SCORE**
Renovation	4		125,000					125,000	125,000		
Renovation	4		125,000					125,000	125,000		
Renovation	CW		1,979,500	1,847,200	400,000			6,151,700	6,151,700		
Renovation	CW							0	0		
SUBTOTAL Renovation Projects			0	1,829,500	1,847,200	400,000	2,325,000	6,401,700	6,401,700	0	0
TOTAL MAINTENANCE/REPAIR, & RENOVATION			\$2,497,309	\$7,276,309	\$6,670,325	\$3,953,271	\$5,521,809	\$25,919,923	\$25,919,923	0	0

* Total Project Cost includes funding from all sources
** Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

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

AGENDA ITEM NO. A – 6.

Subject:	Academic Affairs: Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Aviation Mechanic (12 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Aviation Maintenance Management effective Fall Term 2019.

BACKGROUND: The Aviation Mechanic Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Fall Term 2019.

The state-approved Technical Certificate program provides graduates with the foundational skills they can use to pursue both the airframe and powerplant FAA certificate ratings to gain entry-level employment as Aviation Mechanics, Aviation Airframe Technicians or Aviation Powerplant Technicians. This program also provides supplemental training for persons previously or currently employed in the Transportation career cluster.

In the fall of 2018, the FLDOE added an entry-level college credit certificate as an embedded option within the existing Associate in Science in Aviation Maintenance Management degree program in Aviation Mechanics. The new program curriculum utilizes existing courses currently offered at the College and complements the existing college credit certificates also embedded within the Associate in Science in Aviation Maintenance Management degree program in Aviation Airframe Mechanics and Aviation Powerplant Mechanics.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a state 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 through collaboration within the College community while contributing significantly to the ongoing economic development of the Northeast Florida region.

RATIONALE: The College currently offers the corresponding Associate in Science degree program in Aviation Maintenance Management, which is included as part of the Florida Department of Education Transportation cluster. It is anticipated that the implementation of this Technical Certificate 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-7.

Subject:	Academic Affairs: Activation of Commercial Pilot in Professional Pilot Associate in Science
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Commercial Pilot (24 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Professional Pilot effective Fall Term 2019.

BACKGROUND: The Commercial Pilot Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Fall Term 2019.

The state-approved Technical Certificate program provides graduates with the foundational skills they can use to pursue entry-level employment as Commercial Pilots. This program also provides supplemental training for persons previously or currently employed in the Transportation career cluster. In response to a recommendation from the Aviation Advisory Council, the ongoing demand for Commercial Pilots has significantly increased.

The curriculum 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 produce graduates who contribute directly to the workforce and economic development of the Northeast Florida region as well as nationally to the aviation industry.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a state 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 through collaboration within the College community while contributing significantly to the ongoing economic development of the Northeast Florida region.

RATIONALE: The College currently offers the corresponding Associate in Science degree program in Professional Pilot, which is included as part of the Florida Department of Education Transportation cluster. It is anticipated that the implementation of this Technical Certificate 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 – 8.

Subject:	Academic Affairs: Activation of Computer Related Crime Investigation Associate in Science
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Computer Related Crime Investigation (60 credit hours) Associate in Science degree program effective Fall Term 2019.

BACKGROUND: The Computer Related Crime Investigation 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 Fall Term 2019.

The new Computer Related Crime Investigation Associate in Science degree program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework.

The state-approved Associate in Science degree program provides graduates with the high-demand skills they can use to pursue employment in the Law, Public Safety and Security career cluster field, and it allows employers to hire successful individuals who have hands-on training and direct computer related crime investigation experience.

The program curriculum provides students with technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills needed to be successful and obtain employment within the Law Enforcement career cluster as Computer Related Crime Investigators, Computer Forensics Specialists, Security Consultants or Security Auditors.

Computer related crimes are a growing concern for law enforcement and citizens in the United States and around the world. As technology becomes more prevalent, so too do crimes that utilize technology. The Computer Related Crime Investigation Associate in Science degree program is anticipated to grow along with the community's needs to provide municipal, county, state, federal and corporate investigators with the latest techniques of modern computer crime investigation, thus benefiting the community, students and the College.

RATIONALE: The College currently offers a Criminal Justice degree program that is included as part of the Florida Department of Education Law, Public Safety and Security 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 Health Navigator Associate in Science
Meeting Date:	August 13, 2019

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

BACKGROUND: The Health Navigator 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 new Health Navigator Associate in Science degree program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. The program also serves to provide supplemental training for students previously or currently employed within these occupations.

The state-approved Associate in Science degree program provides graduates with the high-demand skills they can use to pursue employment in the Health Science career cluster field, and it allows employers to hire successful individuals who have hands-on training and direct Health Navigator experience. The program curriculum provides students with technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills needed to be successful and obtain employment within the Health Science career cluster as Health Navigators, Medical and Health Services Managers or Community Health Workers. The program curricular content also includes communication skills, leadership skills, human relations and employability skills, principles of health insurance, introduction to computer literacy, health care organization, medical ethics, legal aspects, and advanced technical skills in a chosen health-related profession.

Currently there are only two Florida College System institutions that offer the Health Navigator program and they are Eastern Florida State College and Hillsborough Community College.

RATIONALE: The College currently offers a wide range of allied health Associate in Science degree programs which are included as part of the Florida Department of Education Health Sciences 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 -10.

Subject:	Academic Affairs: Activation of Health Navigator Specialist in Health Navigator Associate in Science
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Health Navigator Specialist (31 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Health Navigator effective Spring Term 2020.

BACKGROUND: The Health Navigator Specialist 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.

The new Health Navigator Specialist Technical Certificate program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework.

The state-approved Technical Certificate program provides graduates with the high-demand skills they can use to pursue entry-level employment as Health Navigator Specialists or provide supplemental training for persons previously or currently employed in the Health Sciences career cluster. The program curriculum provides students with the skills they need to assist individuals with limited health literacy as well as the elderly with accessing the maximum array of benefits from community services, clinical care, and health insurance. Students learn how to facilitate access to care and follow-up for sick and complicated patients with cancer, HIV, and a range of other complex health problem. Students also learn how to enroll patients in various health insurance plans including ACA Exchanges, Medicaid, Medicare, and disability services.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a state 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 through collaboration within the College community while contributing significantly to the ongoing economic development of the Northeast Florida region.

RATIONALE: The College currently offers the corresponding Associate in Science degree program in Health Navigator, which is included as part of the Florida Department of Education Health Sciences cluster. It is anticipated that the implementation of this Technical Certificate 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 Property Adjuster Estimating Post-Secondary Adult Vocational Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the reactivation of the Property Adjuster Estimating (30 contact hours) Post-Secondary Adult Vocational program effective Spring Term 2020.

BACKGROUND: The Property Adjuster Estimating 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 reactivated program will have new student enrollments beginning with the Spring Term 2020.

The Property Adjuster Estimating Post-Secondary Adult Vocational program curriculum consists of one course designed to provide students with occupation-specific skills along with the relevant technical knowledge and software instruction needed to obtain an Emergency Adjuster license. Successful students will also be prepared to obtain Xactimate Certification, levels one and two, which are advantageous when competing for state jobs in property adjusting. 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 in an online classroom setting with graduates contributing directly to the workforce and economic development of the Northeast Florida region.

RATIONALE: In response to a recommendation from the Financial Services Advisory Council, the ongoing demand for those individuals who currently hold a Resident All Lines Adjuster license to obtain an Emergency Adjusters license within the Northeast Florida region has significantly increased. Further, the College currently offers a variety of programs that are included as part of the Florida Department of Education Financial Services cluster. It is anticipated that the implementation of this Post-Secondary Adult Vocational 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 - 12.

Subject:	Academic Affairs: Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the reactivation of the Real Estate Sales Associate Post Licensing (45 contact hours) Post-Secondary Adult Vocational program effective Fall Term 2019.

BACKGROUND: The Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational program has been recommended for reactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The reactivated program will have new student enrollments beginning with the Fall Term 2019.

The Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational program curriculum consists of one 45-contact hour course designed to provide new licensed real-estate sales associates 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: In response to a recommendation from the Financial Services Advisory Council, the ongoing demand for new real estate sales associate licensees within the Northeast Florida region has significantly increased. Following the recommendation, the previously inactivated program was re-evaluated by the lead faculty member and Instructional Program Manager in conjunction with the Executive Director of Economic Development and Public Safety to ensure program content included legal issues, listing, selling and financing real property and analyzing/managing investment property. Further, since individuals who obtain their real estate sales associate license are required to complete a post-licensing course within 18-24 months of licensure issuance, an estimated 200 students will complete the reactivated Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational program on an annual basis.

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

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

AGENDA ITEM NO. A -13.

Subject:	Academic Affairs: Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Aviation Airframe Mechanics (1,350 clock hours) Post-Secondary Adult Vocational program effective end of Summer Term 2019.

BACKGROUND: The Aviation Airframe Mechanics Post-Secondary Adult Vocational program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2019.

In the fall of 2017, the Florida Department of Education added new college credit certificates as embedded options within the existing Associate in Science in Aviation Maintenance Management degree program and the College implemented these new college credit certificates accordingly. The new college credit certificate includes an option for Aviation Airframe Mechanics in which the same curricular content as the College's existing Post-Secondary Adult Vocational program is offered. Students interested in simultaneously pursuing the Associate in Science in Aviation Maintenance Management now have the option of earning an additional college credit credential that serves as a mile marker towards degree completion as a whole.

Therefore, it has been determined to be in the best interest of students to inactivate the existing clock-hour program and continue to offer the replacement credit-hour program as identified by the Florida Department of Education and previously approved by the College.

RATIONALE: There are no students currently enrolled in the program. Students previously enrolled in the program being inactivated have been notified by letter and email correspondence. Because the College offers the replacement credit hour program, students are able to complete their coursework without disruption. No full-time faculty or other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A - 14.

Subject:	Academic Affairs: Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Aviation Powerplant Mechanics (1,350 clock hours) Post-Secondary Adult Vocational program effective end of Summer Term 2019.

BACKGROUND: The Aviation Powerplant Mechanics Post-Secondary Adult Vocational program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2019.

In the fall of 2017, the Florida Department of Education added new college credit certificates as embedded options within the existing Associate in Science in Aviation Maintenance Management degree program and the College implemented these new college credit certificates accordingly. The new college credit certificate includes an option for Aviation Powerplant Mechanics in which the same curricular content as the College's existing Post-Secondary Adult Vocational program is offered. Students interested in simultaneously pursuing the Associate in Science in Aviation Maintenance Management now have the option of earning an additional college credit credential that serves as a mile marker towards degree completion as a whole.

Therefore, it has been determined to be in the best interest of students to inactivate the existing clock-hour program and continue to offer the replacement credit-hour program as identified by the Florida Department of Education and previously approved by the College.

RATIONALE: There are no students currently enrolled in the program. Students previously enrolled in the program being inactivated have been notified by letter and email correspondence. Because the College offers the replacement credit hour program, students are able to complete their coursework without disruption. No full-time faculty or other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A - 15.

Subject:	Academic Affairs: Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Commercial Foods and Culinary Arts (600 clock hours) Post-Secondary Adult Vocational program effective end of Summer Term 2019.

BACKGROUND: The Commercial Foods and Culinary Arts Post-Secondary Adult Vocational program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2019.

Originally created as a local workforce program, the Commercial Foods and Culinary Arts Post-Secondary Adult Vocational program is "local" to the College only and does not provide students with a state-approved credential. The program is not eligible for financial aid and students are not eligible to be reported as program completers. Further, upon faculty review, the program has experienced little to no enrollment.

Therefore, it has been determined to be in the best interest of students to inactivate the existing clock-hour program as it does not align with any Florida Department of Education framework.

RATIONALE: There are no students currently enrolled in the program. Students previously enrolled in the program being inactivated have been notified by letter and email correspondence. Students interested in furthering their educational studies within the Culinary Arts discipline have been provided with information regarding the College's existing credit hour program in Culinary Management. No full-time faculty or other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A - 16.

Subject:	Academic Affairs: Inactivation of Citizenship Adult Education Program
Meeting Date:	August 13, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Citizenship (288 clock hours) Adult Education program effective end of Summer Term 2019.

BACKGROUND: The Citizenship Adult Education program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2019.

Beginning with the 2019-20 academic year frameworks, the Florida Department of Education removed the Citizenship Adult Education program from its current offerings within the English for Speakers of Other Languages (ESOL) program. Students interested in a Citizenship program are encouraged to contact their local Jacksonville Public Library branch for class meeting dates and times.

RATIONALE: There are no students currently enrolled in the program. Students previously enrolled in the program being inactivated have been notified by letter and email correspondence. No full-time faculty or other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	August 13, 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 August 13, 2019**

Faculty Full-Time Appointments

Beamish	Kevin
Bodway	Lenora
Jinkner	John
Legler	Stacey
Richardson	Jameria
Shapard	Thomas
Zijing	Teng

Job Title

Professor of Advanced Manufacturing
Professor of Nursing (ASN)
Temporary Professor of Logistics
Professor of Business - HR Management
Professor of Practical Nursing
Professor of Music
Professor of Economics

A&P Full-Time Appointments

Dartiguenave	Maggy
Fontaine	Deborah
Golden	Schevell
Kelley	Karen
Lowery	David
Maddox	Robert
Marshall	Paula
McConnell	Patricia
Mythen	Susan
Nifong	Michelle
Nunez	Mayra
Olaogun	Adeyemi
Powell	Emily
Rosario	Jason
Sellers	Zoe
Tharp	Tina
Wright	Dana

Job Title

Interim Associate Director of Student Engagement
Associate Vice President for Strategic Priorities
Program Manager for Instruction
Interim Instructional Program Manager
Coach
Functional Analyst of Student Services
Interim Associate Dean of Nursing
Interim Associate Director of the Center for International Education
Director of Campus Library Services: Library and Learning Commons
Engineer IV - Software
Program Coordinator - EPI
Assistant Director of Student Financial Operations
Functional Analyst - Student Financial Systems
Engineer V - Network
Student Housing Coordinator
Engineer III - Network
Functional Analyst - HCM Payroll

A&P Position Reclassifications

Arlington	Karen
Kanjanapongpaisal	Piti
Kyne	Kelsey
Legler	Stacey
Lewis	Frederick
Mixson	Sabrina
Robbins	Judy
Turner	Rich
Walker	Pamela
Watson	Jonita
Winkler	Tyler

Job Title

Director of Systems Implementation, Online & Workforce Education
Director, Center for E-Learning
Director of Outcomes Assessment and Strategic Planning
Employee Relations and Equity Coordinator
Director Public Safety Training
Executive Director of Compliance & Operations, Workforce Education
Director of Compensation and Benefits
Associate Vice President of Academic Operations
Associate Vice President of Student Support
Resource Development Officer II
Resource Development Officer II

Career Full-Time Appointments

Amorio	Paolo
Ball	Eric
Barlaan	Reynaldo
Blake	Melissa
Bradley	Melissa
Bradshaw	LeeAnn
Cahill	Tyler
Carmack	Shaun
Colee	Jacob
Cox	Jamie
Crigger	Diana
Daley	Olivia
Elder	Duke
Gaston	Regina

Job Title

Senior Security Officer
Armed Security Officer
Plant Service Worker
Assessment Coordinator
Bachelor Program Advisor
Campus Security Officer In Charge
Senior Security Officer
Security Officer I
Vocational Evaluator II
Accounts Payable Specialist
Benefits Coordinator
Multimedia Specialist
Armed Security Officer
Student Records Specialist

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of August 13, 2019**

Career Full-Time Appointments (cont.)

Greene	Laurence	Case Manager/Career Specialist
Jackson	Jessica	Student Records Analyst I
Johnson	Keith	Maintenance Site Manager
Jones	Tasha	Student Success Advisor I
Kille	David	Senior Plant Service Worker
Krdzalic	Damir	Senior Security Officer
Kuhn	Darlyn	Administrative Assistant I
Martin	Ruthann	Academic and Career Coordinator
Maynard	Claude	Armed Security Officer
Mike	Johnny	Senior Security Officer
Motzny	Cynthia	Laboratory Manager
Murphy	Christina	Case Manager/Career Specialist
Nicolini	Patrece	Academic Department Coordinator
Norris	Kye	Library Assistant I
Oliver	John	Campus HVAC Facilities Manager
Orr	Neil	Campus Dual Enrollment Coordinator
Parrish	Glenda	Compensation and Classification Analyst
Patrick	Addison	Administrative Assistant II
Pauling	Gregory	Armed Security Officer
Russ	Randall	Security Officer I
Santiago	Luz	Plant Service Worker
Smoak	Sapphira	Student Records Specialist
Sturgill	Mark	Armed Security Officer
Teano	Rachel	Student Engagement Advisor I
Thompson	Kassandra	Business Office Specialist II
Washington	Tonya	Financial Aid Advisor II
Wimes	Jasmine	Student Records Specialist
Wright	Cleveland	Senior Plant Service Worker

Job Title**Career Position Reclassifications**

Walker	Delia	Human Resources Coordinator
--------	-------	-----------------------------

Job Title**Career Part-Time Appointments**

Aidinejad	Soraya	Library Assistant I
Benigno	Dante	Business Office Specialist II
Ebadi	Sadaf	Test Proctor
Kebede	Meron	Test Proctor
Maldonado	Joseph	Academic Tutor
Nuccio	Paul	Microcomputer Support Technician I
Smith	Missoura	Library Assistant I
Stomps	Emily	Laboratory Manager

Job Title

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	August 13, 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
PO00008202	\$199,945	Presidio Corporation	Cisco network infrastructure equipment for the College.	2017-08 Cooperative Agreement WSCA Consortium Pricing
PO00008386	\$474,684	Dell Financial Services, LLC	Five-year maintenance agreement for VMware Software maintenance. Five annual payments of an estimated cost of \$94,937.	TRP#53AFD – Valencia College
PO00008388	\$814,000	SHI International Corp.	Five-year software license agreement for OneLogin software. Five annual payments of an estimated cost of \$172,800.	SBE 6A-14.0734, Board Rule 6Hx7-5.1 and FL SC #432-300-00-14-01

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 \$1,488,629.