


August 7, 2018

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: Mr. Kevin E. Hyde   
Interim College President

RE: August 2018 Board Agenda

Enclosed please find materials in support of the August 14, 2018 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 topic 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 2018-19 District Board of Trustees Governance Structure

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 14, 2018 – 1 p.m.  
Administrative Offices, Board Room 405**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**MINUTES OF THE JUNE 7, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE FORMATION MEETING (p. 4-6)**

**MINUTES OF THE JUNE 12, 2018, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 7-8)**

**MINUTES OF THE JUNE 12, 2018, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 9-30)**

**MINUTES OF THE JUNE 27, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE MEETING (p. 31-33)**

**MINUTES OF THE JULY 11, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE MEETING (p. 34-35)**

**MINUTES OF THE JULY 18, 2018, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 36-37)**

**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. 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. 38-40)
2. Finance: Fees and Charges (p. 41)
3. Academic and Student Affairs: Activation of Embedded Aviation Airframe Mechanics and Aviation Powerplant Mechanics Technical Certificate Programs in Aviation Maintenance Management Associate in Science Degree Program (p. 42)
4. Academic and Student Affairs: Inactivation of Automotive Collision Repair and Refinishing I Post-Secondary Adult Vocational Certificate Program (p. 43)
5. Academic and Student Affairs: Inactivation of Aircraft Coating and Corrosion Control Technology Post-Secondary Adult Vocational Certificate Program (p. 44)
6. Academic and Student Affairs: Inactivation of Aviation Operations Associate in Science Degree Program and Embedded Air Traffic Control Technical Certificate Program (p. 45)
7. Academic and Student Affairs: Inactivation of Digital Media/Multimedia Video Production and Digital Media/Multimedia Production (Motion Graphics 3-D) Technical Certificate Programs (p. 46)

Subject: Regular Meeting  
August 14, 2018 Board Agenda  
(Continued)

### **ACTION ITEMS**

1. Approval of Consent Agenda (p. 47)
2. Administrative Procedure Act – Board Rules, Section 8 – Facilities, Planning & Construction (p. 48-49)
3. Administrative Procedure Act – Board Rules, Section 13 – College Relations & Development (p. 50-51)
4. Administration: College President Search (p. 52)

### **INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 53-55)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 56)

### **INTRODUCTION OF NEW EMPLOYEES**

### **REPORT OF THE BOARD CHAIR**

### **REPORT OF THE AD HOC COMMITTEE CHAIR**

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

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

### **REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE CO-CHAIRS**

### **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 2018-19**

#### **C. 2018-19 LIAISON/COMMITTEE APPOINTMENTS**

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

Subject: Regular Meeting  
August 14, 2018 Board Agenda  
(Continued)

**REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE** (Written report provided by Dr. Jametoria Burton)

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

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

**REPORT OF THE STUDENT GOVERNMENT ASSOCIATION** (Report provided by Collegewide SGA President Ms. Ta’Nasha Parker)

**NEXT MEETING**

The next regular meeting of the Board is scheduled for Tuesday, September 11, 2018 at the College’s Administrative Offices.

**ADJOURNMENT**

**Florida State College at Jacksonville  
District Board of Trustees  
Ad Hoc Committee  
Minutes of the June 7, 2018, Formation Meeting  
Administrative Offices, Room 403A, 10:30 a.m.**

PRESENT:

Karen E. Bowling, Chair  
Michael M. Bell  
Randle P. DeFoor  
Laura M. DiBella (via remote attendance)  
D. Hunt Hawkins  
Thomas J. Majdanics  
O. Wayne Young

CALL TO ORDER:

Chair Bowling called the meeting to order at 10:30 a.m. and welcomed those in attendance. She acknowledged Trustee DiBella's presence via remote attendance.

INFORMATION/  
DISCUSSION:

A. Formation of DBOT  
Ad Hoc Committee –  
Enrollment:

Chair Bowling thanked everyone for attending today's Ad Hoc Committee Formation meeting, noting the committee's charge is to understand the institution's enrollment trends and make recommendations regarding strategy and resources required.

Appointment of  
Committee Chair:

Chair Bowling noted that at this time, a Committee Chair should be appointed to lead the committee and conduct the meetings.

Chair Bowling proceeded by appointing Trustee Majdanics to serve as the Ad Hoc Committee Chair due to his expertise with data-analytics, and he accepted the appointment. It was decided that the current meeting would progress under Committee Chair Majdanics' direction. Also, Committee Chair Majdanics was notified that by default, it would be his responsibility to present an update to the full Board of the Committee's dialogue.

Committee Chair Majdanics shared with Trustees the "5 P's of marketing" which are product, price, place, people and promotion. He added a sixth item – process, noting that understanding the marketing mix can be useful in growing the enrollment trends at FSCJ.

B. Enrollment (Trends and Analysis):

Executive Director of Academic Operations Mr. Rich Turner provided Trustees with an overview on FSCJ's enrollment trends and analysis. The overview included information pertaining to the following:

- College Credit Enrollment
- Year-Over-Year Enrollment Comparisons
- Summer and Fall 2018 Enrollment
- Enrollment Trends since Launching Campus Solutions

There was in-depth discussion by Trustees regarding student enrollment to completion, graduation and retention rates, ownership of student enrollment, FSCJ's enrollment history, enrollment barriers, tools utilized by academic leaders, budgeted goals, class offerings, enrollment projections, online enrollment growth, ways in which to utilize data and take action, market demand, employer partnerships, cost effective training, program analysis and the trends of top programs.

Committee Chair Majdanics requested that administration forward to Trustees every other week a snapshot of college credit enrollment with multi-year comparisons as seen in slide 10 of today's presentation. The bi-weekly snapshot will yield several stories, including future trends on enrollment.

Interim College President Mr. Kevin Hyde noted one of the three topics to be presented to Trustees at the Board workshop scheduled for June 12, 2018 was enrollment. However, due to the topic being heard today, suggested the topic be removed from the workshop agenda. The two remaining topics will be "Reorganization of Student Services" and "Enterprise Resource Planning (ERP) System." There was consensus among Trustees to move forward with the two topics for June 2018.

COMMENTS BY THE PUBLIC:

During the meeting, Chair Majdanics opened the floor to the public. FSCJ Professor of Business & Employment Law Harvey Slentz, J.D. introduced himself to Trustees and shared his thoughts and ideas on the process of projecting enrollment, class offerings, class capacity and utilization of the U.S. Bureau of Labor Statistics.

There were no additional comments made by members of the public present at the meeting.

Committee Chair Majdanics requested that Trustees view their schedules, and members who wish to serve on the committee advise DBOT Project Coordinator Ms. Kimberli Sodek. Nonetheless, the calendar invite will be sent to all Trustees so that any member may attend. There was an additional request to have a staff liaison attend each meeting.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 11:35 a.m.

APPROVAL OF MINUTES:

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Ad Hoc Committee Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

Submitted by: Ms. Kimberli Sodek, Secretary to the Ad Hoc Committee

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the June 12, 2018, 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 (via remote attendance)  
Randle P. DeFoor  
Laura M. DiBella  
D. Hunt Hawkins  
Thomas J. Majdanics  
O. Wayne Young

ABSENT:

None

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:06 p.m. and welcomed those in attendance. She acknowledged Trustee Bell's presence via remote attendance.

INTRODUCTIONS:

Chair Bowling introduced Vice President of Student Services Ms. Marianne Fingado and asked that she present Trustees with an overview of the reorganization of Student Services. Then later in the workshop, ERP Project Manager Mr. Bob Lawson would attend and provide an update on the implementation of the Enterprise Resource Planning (ERP) System.

INFORMATION/  
DISCUSSION:

A. Reorganization of  
Student Services:

Vice President Fingado provided the Board with an overview of the reorganization of Student Services. The overview included information pertaining to the following:

- Life Cycle of Student Services
- The Plan for Serving Students
- Priorities to Increase the Success of FSCJ Students
- Key Performance Indicators and their Definitions
- Infrastructure to Impact Student Success
- Investing in our Staff to Impact the Student Experience
- Tactical Improvements
- Decentralized Campus Operation

There was discussion by Trustees regarding recruiting tools, budgeting resources, decentralization of campus operations, student expectations, history of positions within Student Services, launching of PeopleSoft, implementation of best practices, proactive initiatives, Call Center hours and knowledge of sub-key performance indicators.



B. ERP System  
 (Update/Progress  
 towards  
 Implementation):

ERP Project Manager Lawson provided Trustees with an update on the progress towards implementation of the ERP System. The update included information pertaining to the following:

- ERP Stabilization and Optimization
- Project Successes
- Current Project Work
- Planned Project Work
- Project Milestones
- Technical Projects Required and Optional
- Current Service Metrics

There was discussion by Trustees regarding disbursement of financial aid awards, utilizing correct procedures, services of the Call Center, achieving projections, data conversation, service ticket volume, system testing prior to implementation and the quality and functionality of phases implemented within the ERP System.

Chair Bowling shared with Trustees the importance of their queries to administration and likewise administration's responses. In moving forward, it is imperative to be proactive and transparent.

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 1:06 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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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 12, 2018, 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 (via remote attendance)  
Randle P. DeFoor  
Laura M. DiBella  
D. Hunt Hawkins  
Thomas J. Majdanics  
O. Wayne Young

**ABSENT:**

None

**CALL TO ORDER:**

Chair Bowling called the meeting to order at 1:18 p.m. and welcomed those in attendance. She acknowledged Trustee Bell's presence via remote attendance.

**MOMENT IN MISSION:**

Interim President Mr. Kevin Hyde shared with the Board that today's "Moment in Mission" segment of the meeting was to provide highlights of the College's Service Learning and Civic Engagement opportunities at FSCJ.

Associate Provost of Curriculum and Instruction Dr. Kathleen Ciez-Volz provided the Board with an overview of the program. The overview included the following:

- Socioeconomic Area – Fast Facts about FSCJ's Service Area
- What is Service Learning?
- Focus on FSCJ's Strategic Priorities
- Service Learning in Action at FSCJ
- The Center for Civic Engagement Team Members
- Year-in-Review Highlights
- Service Learning Data at a Glance
- Reflections on Service Learning
- Next Steps and New Directions

MINUTES:

(Ref. Board Agenda for  
 June 12, 2018; Pages  
 201800313 – 358)

Chair Bowling asked the Board if there were any comments or recommended revisions to the FSCJ District Board of Trustees (DBOT) minutes – as a slate – of the February 13, 2018, Workshop, on agenda pages 313 – 319; February 13, 2018, Regular Meeting, on agenda pages 320 – 341; March 1, 2018, Joint Workshop, on agenda pages 342 – 345; March 8, 2018, Finance & Audit Committee Quarterly Meeting, on agenda pages 346 – 348; April 10, 2018, Finance & Audit Committee Meeting, on agenda pages 349 – 350; April 10, 2018, Deep Dive Workshop, on agenda pages 351 – 355; and May 22, 2018, Budget Workshop, on agenda pages 356 – 358; and there were none.

MOTION: (McGehee – DeFoor) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the February 13, 2018, Workshop; February 13, 2018, Regular Meeting; March 1, 2018, Joint Workshop; March 8, 2018, Finance & Audit Committee Quarterly Meeting; April 10, 2018, Finance & Audit Committee Meeting; April 10, 2018, Deep Dive Workshop; and May 22, 2018, Budget Workshop, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE

PRESIDENT:

Employer Meetings:

President Hyde announced that he recently had two occasions in which he met with large employers within the Duval and Nassau service areas. The meetings were to discuss FSCJ's potential role as a career choice provider at Amazon.com, Inc. and Rayonier, Inc. wherein the College would provide instruction directly at their facilities. Both are exciting opportunities for the students and communities FSCJ serves.

SACSCOC Update:

President Hyde invited Interim Associate Vice President for Institutional Effectiveness & Accreditation Dr. Jerrett Dumouchel to approach the podium. Dr. Dumouchel addressed the Board and provided an update on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*, noting changes to the standards, as well as key dates for FSCJ's SACSCOC accreditation cycle.

Data Dashboard Schedule:

President Hyde asked Associate Vice President Dumouchel to remain at the podium. Dr. Dumouchel provided Trustees with an overview of the latest data dashboard, spotlighting demographic grade analytics and college credit enrollment data.

Forums – Conversations with  
 Kevin:

President Hyde shared with the Board that during the month of May 2018 forums were held at various FSCJ locations. The purpose of the forums was to conduct an open employee conversation to allow employees the opportunity to learn more about the interim president and ask questions about the College, current initiatives and priorities moving forward. As a result, suggestion boxes have been placed at campuses/centers.

Additionally, an Innovation Team has been created to bring together a group of employees to vet and recommend ideas to the President and Executive Cabinet members for consideration. The team will be led by Associate Vice President of Workforce Development and Entrepreneurship Dr. Cedrick Gibson.

Florida Job Growth Grant:

President Hyde announced that FSCJ was awarded the Florida Job Growth Grant from the Florida Department of Economic Opportunity and Enterprise Florida to support the Northeast Florida Advanced Manufacturing and Logistics Job Growth Program. Due to the \$710,352 grant, 75 participants from rural, urban and high need communities, will receive support in the form of tuition and test fee scholarships, equipment and educational materials, program staffing and promotion and paid internships. Program participants will include individuals who are low-income, unemployed, underemployed, incumbent workers, military Veterans and spouses, disadvantaged and underrepresented populations, displaced workers and those who have a significant workforce training need.

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

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  
 12, 2018; Items 1 through 15,  
 Pages 201800359 – 380)

Chair Bowling noted the Trustees had fully reviewed all Consent Agenda items prior to today's meeting and had the opportunity to discuss questions and/or concerns with the College President and members of the Executive Cabinet through individual Trustee conference calls. As a result, questions and concerns regarding agenda items were addressed

and resolved in advance of Board meetings. She then asked if there were any items the Trustees would like to remove from the Consent Agenda for individual consideration and discussion as Action Items.

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

CA-5. Purchasing: Annual Contract Extensions, on agenda pages 369 – 370.

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

ACTION ITEMS:  
(Ref. Board Agenda for  
June 12, 2018; Items 1 through  
10, Pages 201800381 – 403)

MOTION: (McGehee – Holloway) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 5, which was moved to Action Items.

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, Administrative Procedure Act – Board Rules, Section 8 – Facilities, Planning & Construction, on agenda pages 382 – 383.

MOTION: (Holloway – Hawkins) The motion was made to approve revisions to Board Rule 6Hx7-8.7, Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection, 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, Administration: Annual Salary Index, on agenda pages 384 – 385.

MOTION: (Hawkins – Young) 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 4, Administration: Florida College System Annual Equity Update Report, on agenda page 386.

MOTION: (Holloway – DeFoor) 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 30, 2017, on agenda pages 387 – 389.

MOTION: (DeFoor – Young) The motion was made to approve the Direct Support Organization Checklist and Annual Audit for Fiscal Year Ended September 30, 2017, 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 6, Finance: Fees and Charges, on agenda pages 390 – 393.

MOTION: (McGehee – Hawkins) The motion was made to approve the Fees and Charges, 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 presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2017-18 Operating Budget Amendment No. 3, on agenda pages 394 – 395.

MOTION: (Young – Holloway) The motion was made to approve the Fiscal Year 2017-18 Operating Budget Amendment No. 3, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was in-depth discussion by the Board regarding tuition revenue, operating expenditures, designated reserves vs. unrestricted Board reserves, year-end reserves, parameters of fund balance and the Board's authority in relation to budget and amendment processes.

There was a consensus among Trustees to task the DBOT Finance & Audit Committee with the review of the College's budget amendment process, noting the committee would report back to the full Board with any recommendations to policy and/or procedures.

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 8, Finance: Fiscal Year 2018-19 College Budget, on agenda page 396.

MOTION: (Hawkins – DeFoor) The motion was made to approve the Fiscal Year 2018-19 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, on agenda pages 397 – 399.

MOTION: (McGehee – Holloway) The motion was made to approve the Fiscal Year 2018-19 Capital Outlay 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 announced that before presenting the next item, he wished to recognized and commended Executive Director of Facilities Management and Construction Mr. Chuck Stratmann for his many years of service to the College, noting today was his last meeting prior to retirement.

President Hyde presented the administration's recommendation on Action Item 10, Facilities: Capital Improvement Plan Fiscal Years 2019-20 through 2023-24, and Five-Year Educational Plant Survey, Fiscal Years 2018-23, on agenda pages 400 – 403.

MOTION: (McGehee – Young) The motion was made to approve the Capital Improvement Plan Fiscal Years 2019-20 through 2023-24, and Five-Year Educational Plant Survey, Fiscal Years 2018-23, as recommended. (Appendix B)

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 Consent Agenda Item 5, Purchasing: Annual Contract Extensions, on agenda pages 369 – 370.

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

Chair Bowling asked if there were any questions or comments by the Board. Trustee McGehee declared a conflict of interest on Consent Agenda Item CA-5 and recused himself from voting on the item. He stated he has family members who are associated with the supplier, W.W. Gay Fire Protection, Inc. (Appendix C)

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

Motion carried unanimously.

INFORMATION ITEMS:  
(Ref. Board Agenda for  
June 12, 2018; Items  
A – C, Pages 201800404 –  
435)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 404 – 435, 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 reported she recently had the privilege to attend the 2018 Adult Education Graduation Ceremony held at the Nathan H. Wilson Center for the Arts, South Campus. She was delighted to share in such an exciting time and thanked everyone involved with the event.

REPORT OF THE AD HOC  
 COMMITTEE CHAIR:

Ad Hoc Committee Chair Majdanics provided the Board with an overview of the Ad Hoc Committee Formation meeting held on June 7, 2018, noting the committee's charge is to explore the reasons why FSCJ enrollment is down and to propose recommendations to catch enrollment to a level comparative to the institution's peer colleges. The committee plans to complete their work by September 2018 while reporting their findings to the full Board.

REPORT OF THE BOARD  
 FINANCE & AUDIT  
 COMMITTEE CHAIR:

Finance & Audit Committee Chair Majdanics provided the Board with a summary of the Finance & Audit Committee March 2018 & April 2018 meetings, which included information regarding the College's financial statements, budget development process and enrollment assumption, noting the Board as a whole met in May 2018 to discuss the proposed 2018-19 Operating Budget.

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

FSCJ Foundation Board Liaison Holloway reported she attended the FSCJ Foundation Board of Directors (FBOD) March 2018 meeting. She provided the Board with a summary of the meeting to include the following:

- Foundation's 2016-17 Annual Audit
- Foundation's Investment Policy Statement
- Financial Commitments to the FSCJ Works Campaign
- Donor Cultivation Events
- Artist Series 2018-19 Production Season

Trustee Holloway announced that FBOD First Vice Chair Ms. Velma Monteiro-Tribble was appointed to serve as chairperson of an Ad Hoc Nominating Committee. The committee is charged with the responsibility of vetting prospective members to the Board, expectant to restore the Board to 15-25 active members.

The next meeting of the FBOD is scheduled for Wednesday, June 13, 2018, at the College's Kent Campus.

REPORT OF TRUSTEES:

Trustee DeFoor thanked those present at today's meeting, noting their attendance was valued as Board meetings are all about transparency. She stated that there may have been a past time in which staff members were hesitant to attend; however, she encouraged all to continue attending and to spread the word to others.

Chair Bowling announced that later today both she and Trustee Holloway would individually meet with Florida Governor Rick Scott in order to convene their reappointment interviews pertaining to FSCJ's Board of Trustees. She commended Governor Scott for his sincerity and dedication to appoint qualified representatives to more than 1000 leadership roles throughout the state.

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Dr. Jametoria Burton addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix D)

REPORT OF THE CAREER  
 EMPLOYEES COUNCIL  
 (CEC):

Career Employees Council Chair Mr. Robbie Peoples provided the Board with a written report relating to current CEC initiatives and activities. (Appendix E)

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 F)

REPORT OF THE STUDENT  
 GOVERNMENT  
 ASSOCIATION (SGA):

Collegewide SGA President Ms. Ta'Nasha Parker provided the Board with a written report relating to current SGA initiatives and activities. (Appendix G)

NEXT REGULAR BOARD  
 MEETING:

Chair Bowling announced the next meeting of the Board is scheduled for Tuesday, August 14, 2018, at the College's Administrative Offices.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 2:17 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

4. RECOMMENDATION: It is recommended that the District Board of Trustees approve the following Full Cost of Instruction Fees for students taking certain repeat course enrollments at Florida State College at Jacksonville per Florida Statute 1009.285 to be effective Fall Term 2018-19.

Fees by Course Level	Current Non-Resident Fee	Proposed Full Cost of Instruction Fee
Bachelor's Courses	\$ 239.32	\$ 216.00
Associate's (Credit) Courses	248.33	203.00
Certificate and Applied Technology Diploma	<del>219.60</del>	<del>325.00</del>

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. Historically, the nonresident rate has been considered to be the full cost of instruction whereas this statute points to the use of prior year system data. Therefore, the effect of this change will be to replace the nonresident fee with the Full Cost of Instruction Fee. The fees being presented for the Full Cost of Instruction are taken from the 2017 Florida College System Fact book, which is the most recent system information that is available.

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

FISCAL NOTES: These fees are minimal and the increases and decreases are expected to offset each other.

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

**AGENDA ITEM NO. A – 10.**

<b>Subject:</b>	Facilities: Capital Improvement Plan Fiscal Years 2019-20 through 2023-24, and Five-Year Educational Plant Survey, Fiscal Years 2018-23
<b>Meeting Date:</b>	June 12, 2018

**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 June 12, 2018 DBOT 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 2018 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's 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 college 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. Collegewide 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.

<b>CIP Funding Request</b>		
	<b>2019-20 Request</b>	<b>5-Year Request</b>
<b>Remodeling</b>	\$19,496,055	\$40,365,718 <u>\$39,391,989</u>
<b>Renovation</b>	\$3,402,000	\$43,286,486
<b>Total</b>	\$22,898,055	<u>\$83,652,204</u> <u>\$82,678,475</u>

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

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr., Thomas R.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees	
MAILING ADDRESS 501 West State Street, Suite 408		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED June 12, 2018		NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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

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

**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Thomas R. McGehee, Jr., hereby disclose that on June 12, 2018:

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


- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

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

Consent Agenda Item CA-5  
Purchasing: Annual Contract Extensions  
Pages 201800369-370

I have family members who are associated with the supplier, W.W. Gay Fire Protection, Inc.

06/12/18  
Date Filed

  
Signature

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



June 12, 2018

To: Florida State College at Jacksonville District Board of Trustees

From: Dr. Jametoria L. Burton  
Chair, Administrative and Professional Collaborative 2017-2018

Re: June 2018 Administrative and Professional Collaborative Report

Chair Bowling and Trustees:

Greetings from the APC! As we move closer toward the end of academic year 2017-2018, we take pause to reflect on the purpose of the Administrative and Professional Collaborative on behalf of the more than 230 members it represents collegewide. The APC is designed to serve as a representative voice for administrative and professional employees to provide leadership, counsel, and advice to the College community as appropriate. Relatedly, the Collaborative is dedicated to promoting a collegial community focused on teaching and learning, programmatic leadership, departments and units, spanning both academic affairs and student affairs. Finally, we participate of the shared governance model in collaboration with Career Employees Council and the Faculty Senate as well as active participation on the Collegewide Leadership Council.

In actuality, **Administrative and Professional employees include** all senior executive cabinet, academic and student success deans, instructional program managers (course management and enrollment); student affairs deans, directors and other departmental leaders who lead student recruitment, student registration, financial aid, advising, engagement); and other essential leaders who manage critical area such as information technology, enterprise resource platform (ERP), human resources, security, business and finance services, institutional advancement/ foundation, institutional effectiveness, strategic planning, accreditation, data analytics, and general counsel, including both district-based and campus-based leadership. Thus, our employee group collectively comprises one-third or roughly 240 of the college employee population. Together, with our faculty and career employee colleagues, we manage and represent the inner operational aspects of the organization, all of which fortify the collaborative spirit and holistic engagement needed for the college community to effectively operate in unified manner.

With that mind, the theme espoused over the past year was centered on various aspects of authentic and practical leadership which focused on the idea of striving to do the right things, at the right time for the right reason for the benefit of the students and the organization. This emphasis was especially true in leading our organization in times of success as well as challenge. It was important for us to lead by example and for leaders to recognize that their actions, words and disposition hold influence because the organization looks to us to lead the way, while striving to inspire hope, confidence and stability in our professional roles.

Stressing the importance and significance of how our unique leadership styles contribute to the health of our institution, our Brown Bag Lunch programs and Networking events were aimed to collectively contribute to the college's ongoing efforts in providing the best educational experience for our students and the best working environment for our colleagues.

***Practical Leadership was demonstrated in the embodiment of four key initiatives.***

Collaboration with the FSCJ Foundation with Giving Tuesday collegewide community service part of a national imitative of service and giving.

**Demonstrating Practical Leadership Through Community Service**

Collaboration with Human Resources and Professional Development in enhancing employee recognition of the degrees earned; Highlighted various information sharing mechanisms both new and existing communication channels utilized to keep the collegewide community informed.

**Demonstrating Practical Leadership Through Constructive Communication**

Collaboration with Campus Operations, Campus Security, and Academic Operations to update evening duty procedures for academic deans to better reflect this aspect of campus operations.

**Demonstrating Practical Leadership Through Organizational Collaboration**

Collaboration with the Career Employee Council and Faculty Senate regarding the search process for an Interim College President.

**Demonstrating Practical Leadership Through Change**

***Our Brown Bag Lunch provided collegewide professional development with speakers and topics featuring A & P Leaders including:***

Marc Boese – Collegewide Professional Development

Dr. Erin Richman – Academic Advising and VISTA Program for Advising Appointment System



Dr. Angela Browning – Strategic Priorities and the Achieving the Dream  
Wanda Willis – Role of Foundation in the Changing Times of Philanthropy  
Allen Case – Targeted Recruitment Strategies  
Veleashia Byrd – Can You Hear Me? Breaking Down Terminology with Diverse Communities  
Gordon Bass – Safety and Security in Ever-changing World

Terri Hollingshead was the recipient of the APC Exception Service Award! We also had 10 colleagues featured in the APC Spotlight Section of the Blue Wave News this year.

To culminate this year's operations, the APC is currently in the midst of conducting the annual voting and election process. Lori Cimino will serve as the new APC Chair for 2018-2019.

**Final upcoming events include:**

**What:** APC Networking Event

**When:** Thursday, June 14, 2017, 5:30 – 7:30pm

**Where:** Location: River City Brewery, 835 Museum Cir, Jacksonville, FL 32207

**Who:** All Administrators and Professionals are invited.

We are excited and anticipate a special appearance from President Hyde at this event!

**What:** Brown Bag Lunch (bring your own lunch)

**When:** Tuesday, June 19, 2018, 12:00 – 1:00pm

**Where:** Downtown Campus, Room A-1170

**Who:** Speaker: Gordon Bass, Exec. Dir. of Public Safety and Security

**Topic:** *Safety and Security in an Ever-Changing World*

And last but not least, we invite you and your families to join us for a Summer Family Outing.

**What:** Jacksonville Jumbo Shrimp Game – Ace Ventura Night!

**When:** Saturday, July 14, 2018, 6:30 Game Time

**Where:** Baseball Grounds of Jacksonville (more information forthcoming)

Leading the APC has undoubtedly epitomized a team effort in every area of our professional work. Therefore, I would like to take this opportunity to publicly thank APC for their interest, energy, creativity, professionalism and team support exhibited throughout this entire year. It has both an honor and a pleasure to have served with you as the Chair over the past academic year. Thank you.

*Respectfully Submitted,*

Dr. Jametoria Burton, Associate Director of Program Development  
Chair, Administrative and Professional Collaborative, 2017-2018

June 12, 2018

To: Florida State College at Jacksonville District Board of Trustees  
From: Robbie Peeples, Career Employees' Council Chair  
Re: June 2018 CEC Report

Chair Bowling and Trustees:

I would be remiss if I didn't report to you that as we face necessary adjustments for budget year 2018-19, career employees are dealing with an environment of uncertainty. Just this week, we hear of more reorganization which usually translates into a reduced number of positions therefore people losing their jobs. The numbers tell the story and I do not believe it is a complete surprise to anyone. However, no one can expect President Hyde to come in and in a matter of weeks, assess a new environment and make difficult decisions needing to be made that are not painful. It's unfortunate that he didn't have months to make those assessments.

I am encouraged that President Hyde is changing the culture of communication by making himself available to all employees through campus meetings, comment boxes and email with frequent encouragement for all to participate in those channels. His openness to communication and the value he places on it is encouraging. One example is Bob Lawson, our PeopleSoft project manager. He is establishing communication processes that will help ensure future modifications, transitions and training will all be interconnected which seems to have eluded us up to this point. All of this is critical to smooth processes which translates into better service to our students and more productive and positive work environments for career employees.

These times are difficult, but the mission remains. One thing we do that reminds us is the career employees have a fundraiser we do at commencement, and this past commencement was our second year. We sell roses for the guests to purchase for their graduates. Many career employees are involved in duties for commencement. However, those who do not have a role, the fundraiser event provides them an opportunity to participate in the celebration. The small amount of funds we raise is not the greatest benefit. Being there and seeing the joy in the faces of family and friends as they come in to witness their graduate receive their degree is. It reminds us of the mission we have and the privilege it is to be a part.

Thank you for your service to our College.

Sincerely,



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



June 4, 2018

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

From: John A. Woodward, PhD

Re: June Report

Trustees:

I would like to welcome Interim President Hyde to the College. I know he has spent some time getting to know the faculty, and we do very much appreciate his efforts and his openness. I have met with him briefly and I feel he has a deep and abiding respect for the College and the impact the College has on students and the community as a whole. I think there are many positive changes that have come about through collaboration between faculty and administrators. Unfortunately, very bad business practices and an abiding disrespect for the position of faculty continue to haunt the institution.

I have just recently been made aware of a horrible action taken against a tenured member of the faculty. This faculty member, a Counselor (part of the faculty bargaining unit), received a letter of termination which implied that the faculty member was on annual contract and was not being renewed. The lack of careful consideration, respect, and competence involved in such an event is truly mindboggling. I fail to see how an administration that can be so discombobulated as to not know which faculty have tenure as per our CBA and which do not, or does not have solid and regulated processes for making decisions about employment, can be taken seriously. It is outrageous. And I also wish to point out that the faculty cannot have a high level of confidence in an administration that continues to underperform at such fundamental tasks.

Faculty recognize the important and difficult decisions that must be made when the budget contracts to the extent it has under the steerage of our current administration. When decisions are made even against the warnings of some members of cabinet and the general outcry of the faculty, those decisions will be horrible decisions. There is, after all, a reason why one speaks of 'stakeholders' in the organizational setting. They are essential. And good organizations do not just check in with them now and again but seek guidance from them. When that does not happen, students and faculty suffer. When bad business practices reign and are tolerated over several years, budgets contract. And the subsequent decisions will be painful ones. We can blame the technological disruptions that plagued our new ERP and alienated our students for some loss in revenue. However, it has become increasingly clear that there are deeper problems in the administration, which include not having well-designed, established, integrated, and informed business practices to help avoid disruptions and, at a minimum, letters of termination for tenured faculty.



We are all well aware now, I believe, of the many poor business processes at the institution that were designed at the exclusion of major stakeholders and, therefore, set a very bad foundation for the implementation of the ERP. The ERP is a tool whose efficacy depends on the quality of the processes that employ it. The ERP does not break things. People and processes break things. Members of the administration still regularly engage in designing business processes which affect faculty significantly with either vague lip-service given to faculty concerns or interests, or stamps of approval sought for pre-designed processes, or at worst no consultation with faculty whatsoever. This is not universally true, of course, and events such as the data summit offer glimmers of hope for inclusive decision making. However, I feel that the impulse to seek guidance from one of the major stakeholders at the institution, viz. faculty, in developing processes and procedures or determining benchmarks or desired outcomes is still rare.

I paint a rather bleak picture with this letter. I do feel, however, that we may have reached the nadir. Good, communication-oriented and honest events such as the data summit, such as our committee approach to Convocation, such as our respectful approach to seating at Commencement, such as possibly integrating our equity committee and our ERP steering committee and our Achieving the Dream core team in decision making, such as our new Outcomes Assessment process, and other small movements towards reasonable distributive decision-making processes will help us stabilize and develop better, more flexible processes with much better outcomes. I do not wish to cast too many aspersions or too much blame on any one person or any specific outcomes or processes, because I do think most decisions have been made in a desire to improve College outcomes. I also recognize that many administrators and staff are frustrated. Perhaps this is the time to reevaluate how decisions are made and move those decision-making processes out of vacuums. That will involve evaluating the reach of decisions, prioritizing needs, seeking proper collaboration from stakeholders, and recognizing the significant importance of faculty interests.

Moreover, just as the field of psychology is currently dealing with a “replication crisis,” where they are having to come to terms with hasty and/or lax experimentation design that has led to 50% of psychology studies over the past several decades having unreproducible results, education will also have to come to terms with the reliability of studies (such as the now seriously questioned ‘learning styles’ theory) and practices throughout institutions of higher education. As we grow out of our own difficulties, I hope that we will develop a ‘slow and steady’ outlook that focuses on tried and true administrative practices and avoids needless innovation outside of the classroom while supporting it inside the classroom and supporting the need for faculty to develop themselves as intellectuals through travel, conference attendance, and even publications.

I hope in the coming year we can reinvigorate faculty conference attendance by encouraging and prioritizing faculty travel over administrative travel; continue to support those respectful decision-making processes that we have developed and that heavily weigh the interests of the faculty where those decisions affect instruction, proctoring, online course development, LMS implementation, and other academic interests; continue to support and celebrate faculty who develop new methodologies or insights into education; continue to support faculty exchanges about the philosophy and

methodologies of all modalities of instruction; continue to focus on achieving equity in student outcomes; and also work on retaining students, transferring students to our own programs and other programs, and improving the student experience at the institution.

The faculty are ready to help lift the burdens and improve outcomes when we are engaged by the administration. We hope that engagement will be persistent and invigorating.

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



June 12, 2018

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February to May 2018 SGA 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 February to May 2018.

During this time period we have accomplished the following:

- In February, Kent Campus hosted the Florida College System Student Government Association (FCSSGA) Annual Leadership Conference. During this two-day conference, SGA leaders were able to network and attend workshops with approximately 240 students from multiple Florida College System intuitions. Many of the education sessions were presented by FSCJ faculty and staff.
- For Black History Month, we hosted Dine & Learn: Health Crises in the Black Community. We partnered with community agencies such as Quest Diagnostics, PositivelyU, and The Sickle Cell Foundation to provide information and resources about diabetes, HIV, and Sickle Cell Anemia.
- Spring elections were held online via Blackboard this year on April 10<sup>th</sup> and 11<sup>th</sup>. Over 1,000 students voted to elect collegewide and campus based officers as well as approve revisions to the SGA Constitution.
- In April, we attended the Year End FCSSGA Conference at Indian River State College where four SGA members obtained their FCSSGA Leadership Training (FLT) certificates. South Campus Chair, Rosario Rodriguez, also received the FCSSGA District 4 Leadership Award.
- In April, we partnered with the Duval County Supervisor of Elections Office to hold voter registration drives. During the drives, the SGA provided snacks and helped encourage students to register.

- SGA members continue to serve on the Activity & Service (A&S) Fee Proposal Committee. The A&S Fee Proposal Committee provides a mechanism for our student organizations to receive funding. In addition, SGA members are actively involved in other committees such as the Curriculum Committee, Student Publication Board, Advanced Technology, and History & Heritage.
- Many of our members received various accolades this year at the five Celebration of Student Success ceremonies. We were also recognized as the Student Organization Volunteer of the Year by FSCJ Volunteers.

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

Sincerely,  
Ta'Nasha Parker  
Collegewide Executive President  
FSCJ Student Government Association

**Florida State College at Jacksonville  
District Board of Trustees  
Ad Hoc Committee  
Minutes of the June 27, 2018, Meeting  
Administrative Offices, Room 406, Noon**

PRESENT:

Thomas J. Majdanics, Ad Hoc Committee Chair  
Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Thomas R. McGehee, Jr., Vice Chair Duval County  
Michael M. Bell  
Randle P. DeFoor  
Laura M. DiBella (via remote attendance)

CALL TO ORDER:

Ad Hoc Committee Chair (Committee Chair) Thomas Majdanics called the meeting to order at noon and welcomed those in attendance. He acknowledged Trustee DiBella's presence via remote attendance.

INFORMATION/  
DISCUSSION:

A. Intent of Committee  
on FSCJ Student  
Enrollment:

Committee Chair Majdanics provided Trustees with enrollment trends for the past 10 years comparing FSCJ vs. Florida College System. Additionally, he provided a letter outlining the intent of the committee as follows:

Committee Chair Majdanics divided the committee into two groups to review the two strands of inquiry to be covered by the committee.

Chair Bowling led the first strand, covering the process-centered on the student experience, with an emphasis on marketing and the student enrollment process. Broadly speaking, how effective are the processes to convert a prospective FSCJ student into a fully enrolled student sitting in one of our classrooms? Among the topics to be researched include:

- What is the marketing outreach plan for prospective students, including HS seniors and adult learners?
- What do our relationships look like at high schools and employers for recruiting purposes?
- What is our advertising budget and how does that compare to peers?
- After a student applies, what does the communication process look like to inform them of an admission decision? What does post-acceptance marketing" look like to convert accepted students in an enrolled student?



- After a student commits to FSCJ what are the processes for determining/awarding financial aid? How about for initial advising and enrollment? Are we losing students in any stage in this process due to errors/mishandlings on the part of FSCJ?
- What systems does FSCJ have in place to track the effectiveness of our actions? What systems should it have in place?

The second strand, led by Committee Chair Majdanics, is program-centered, with an emphasis on what FSCJ is offering. Is FSCJ offering the right programs at the right locations in the right modalities (in-person vs. online)? FSCJ could have the tightest of marketing and post-acceptance processes, but if FSCJ is not offering what students and the community want from the institution, then enrollment will continue to decline. Among the topics to be researched include:

- What are enrollment trends by FSCJ program and sub-program?
- What are FSCJ enrollment trends for new high school graduates? And adult learners?
- Are there programs where demand is exceeding supply, at the college or campus-level?
- What are trends for demand of online courses? Are students demanding online courses or are they being steered online?
- Where are the biggest programmatic gaps between community skill demand and FSCJ program offerings?
- Again, is FSCJ offering the right programs at the right locations and in the right modalities? What systems are in place to answer that question and make shifts based on changes in student or community needs?

B. Next Steps:

Further discussion with both strand teams led to the need of identifying the responsible person for each segment of enrollment. It was offered that Associate Vice President for Institutional Effectiveness & Accreditation Dr. Jerrett Dumouchel and Executive Director of Academic Operations Mr. Rich Turner would be key in identifying those persons as well as insight on processes. Additionally, discussion led to the possibility of having Jacksonville Chamber of Commerce members Mr. Jerry Mallot and Ms. Tina Wirth available for conversation of the needs of the community.

COMMENTS BY THE  
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 1:32 p.m.

APPROVAL OF MINUTES:

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Ad Hoc Committee Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

Submitted by: Mr. Calvin Leavell, on behalf of the Secretary to the Ad Hoc Committee

**Florida State College at Jacksonville  
District Board of Trustees  
Ad Hoc Committee  
Minutes of the July 11, 2018, Meeting  
Administrative Offices, Room 403A, Noon**

**PRESENT:**

Thomas J. Majdanics, Ad Hoc Committee Chair  
Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Thomas R. McGehee, Jr., Vice Chair Duval County  
Michael M. Bell  
Randle P. DeFoor  
Laura M. DiBella (via remote attendance)  
O. Wayne Young

**CALL TO ORDER:**

Ad Hoc Committee Chair (Committee Chair) Thomas Majdanics called the meeting to order at 12:10 p.m. and welcomed those in attendance. He acknowledged Trustee DiBella's presence via remote attendance.

**INFORMATION/  
DISCUSSION:**

A. Summary of  
Committee Meeting,  
June 27, 2018:

Committee Chair Majdanics provided Trustees with a summary of the committee meeting held on Wednesday, June 27, 2018, noting the intent of the committee, enrollment trends over the last 10 years and enrollment challenges facing the institution.

B. Marketing Fact Base  
Data Overview:

Director of Marketing and Communications Ms. Jill Johnson provided Trustees with a marketing fact base data overview. The overview included the following information:

- Organizational Charts – Departments of Marketing and Communications / Student Recruitment
- Marketing and Communications Plan
- Marketing Budget with Trends in Spending
- Marketing Impact on Enrollment
- Marketing Weekly Report
- Marketing Intelligence and Planning

There was discussion by Trustees regarding the flow of the org charts, rolls of various positions, cross-training of staff members, transition of FSCJ logo, Wayfinding Signage Project, advertising budget average, market trends, best marketing practices, building awareness of FSCJ offerings, application trends and the process of student admissions.

C. Program Fact Base  
Data Overview:

Associate Vice President of Strategic Priorities Dr. Angela Browning and Interim Associate Vice President of Institutional Effectiveness & Accreditation Dr. Jerrett Dumouchel provided Trustees with a program fact base data overview. The overview included the following information:

- Program Enrollment Trends
- Enrollment Dashboard 2011-12 through 2016-17
- Program Completion Trends
- Completion Dashboard 2011-12 through 2016-17
- Service Area High School Graduation and Matriculation Data

There was discussion by Trustees regarding unduplicated head count, specific trends by programs and sub-programs, completion counts and percentages, graduation gap, matriculation process, program offerings, resources available at the Nassau Center, understanding technical certificates within programs, enrollment projections and accountability within the student enrollment process.

Committee Chair Majdanics noted that during today's meeting Trustees received a wealth of information with regards to marketing and program fact base data. He thanked Director Johnson and Associate Vice Presidents Browning and Dumouchel for their presentations.

Additional discussion commenced pertaining to workforce development and collaborative efforts towards building partnerships with local businesses to establish grants to support scholarships.

D. Next Steps:

Committee Chair Majdanics shared that the next meeting would yield information surrounding the College's student recruitment strategy and student enrollment process.

COMMENTS BY THE  
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 1:57 p.m.

APPROVAL OF MINUTES:

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Ad Hoc Committee Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Minutes of the July 18, 2018, 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  
 Laura M. DiBella  
 Thomas J. Majdanics  
 O. Wayne Young

ABSENT:

D. Hunt Hawkins

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:05 p.m. and welcomed those in attendance.

Interim College President Mr. Kevin Hyde announced that Board Chair Karen Bowling and Vice Chair for Nassau County Candace Holloway were reappointed by Florida Governor Rick Scott to the FSCJ District Board of Trustees (DBOT). The reappointments are for the term beginning July 17, 2018, and ending May 31, 2022, and are subject to confirmation by the Florida Senate. He thanked Trustees Bowling and Holloway for their continued service to FSCJ.

INTRODUCTIONS:

President Hyde noted that today's meeting was a result of conversations following the adoption of the Fiscal Year 2018-19 College Budget on June 12, 2018, and in order to respond to various queries made by Trustees. He introduced Vice President of Business Services Mr. Al Little and asked that he present Trustees with an overview of the College's budget as well as items relating to Human Resources.

INFORMATION/  
DISCUSSION:

A. Fiscal Year 2018-19  
 Budget:

Vice President Little provided the Board with an overview of the Fiscal Year 2018-19 College Budget and other finance related items. The overview included information pertaining to the following:

- Interim Financial Statement
- Full Cost of Instruction
- Retirement Contribution Percentages Paid by College
- Historical Fund Balance 2013-14 through 2017-18
- ERP Implementation and Post-Production Expenditures
- 2018-19 Travel Budgets
- Terminated Positions
- 2017-18 Financial Update
- The Ebb and Flow of Fund Balance
- Planned Financial Communications to the Board

There was in-depth discussion by Trustees regarding revenue projections, Board reserves, full cost of instruction, analysis of programs, program fees, efficiency of classes, performance funding model, base funding vs. prorated share of state investment dollars, admission application process, application fee process, guidelines to submit travel requests, lifelong learning, reporting of professional development, fund balance, expenditure savings, net financial position, financial statements and timely communications to Trustees.

There was consensus among Trustees to hold one of the topics for the September 2018 Board Workshop as a conversation on the College's application fee process.

**B. Human Resource Matters:**

Vice President Little provided the Board with an update on items relating to Human Resources. The update included information pertaining to the following:

- Letter Format for Termination Notice
- Review of Operational Audit Findings
  - #2 – Terminal Sick Leave Pay
  - #3 – Employee Evaluations
  - #4 – Background Checks

There was discussion by the Board regarding continuing contract vs. annual contract, terminal leave payments, policy on background checks and procedures for summer camps.

In addition to today's scheduled topics, President Hyde provided the Board with a status update of the Student Housing Project, noting the College is in the process of finding a resolution to the matter.

There was discussion by the Board regarding project completion date, marketing window for student housing, intended occupancy, project funding and legal options available to the College. President Hyde stated he would keep the Board apprised of the status.

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 1:33 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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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 NO. CA – 1.**

<b>Subject:</b>	<b>Purchasing: Annual Contract Extensions</b>
<b>Meeting Date:</b>	<b>August 14, 2018</b>

**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 Annual Value	Annual Change in Price
				From:	To:			
1.	2010-63	Custodial Day-Porter Services	4M Building Solutions, Inc.	10/01/2018	09/30/2020	9-10 of 10	\$1,000,000	0%
2.	2013C-53	HVAC Delivery Order Contracting Services	Johnson Controls, Inc.	09/01/2018	08/31/2019	6 of 6	\$1,000,000	0%
3.	2013C-53		Siemens Industry, Inc.	09/01/2018	08/31/2019	6 of 6	\$1,000,000	0%
4.	2013C-53		Trane US, Inc.	09/01/2018	08/31/2019	6 of 6	\$1,000,000	0%
5.	2013C-53		W.W. Gay Mechanical Contractor, Inc.	09/01/2018	08/31/2019	6 of 6	\$1,000,000	0%
6.	2013C-60		Professional Audio / Visual Engineering Annual Consultant Services	OCI Associates, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000
7.	2013C-60	Professional Bldg. Envelope / Moisture Engineering Annual Consultant Services	Gale / Associates / South / Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
8.	2013C-60		REI Engineers, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
9.	2013C-60	Professional Bldg. Envelope / Moisture and Environmental Engineering Annual Consultant Services	GLE Associates, Inc.	10/01/2018	09/31/2019	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 Annual Value	Annual Change in Price
10.	2013C-60	Professional Civil Engineering Annual Consultant Services	Hanson Professional Services, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
11.	2013C-60		GAI Consultants, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
12.	2013C-60	Professional Energy / Commissioning Engineering Annual Consultant Services	Affiliated Engineers SE, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
13.	2013C-60	Professional Energy / Commissioning and Mechanical Engineering Annual Consultant Services	Matern Professional Engineering, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
14.	2013C-60	Professional Electrical and Mechanical Engineering Annual Consultant Services	Haddad Engineering, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
15.	2013C-60		M.V. Cummings Engineers, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
16.	2013C-60	Professional Environmental Engineering Annual Consultant Services	Ellis & Associates, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
17.	2013C-60	Professional Fire Protection Engineering Annual Consultant Services	Systech Fire Protection, LLC	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
18.	2013C-60		GHD Inc.	10/01/2018	09/31/2019	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 Annual Value	Annual Change in Price
19.	2013C-60	Professional Geo-Technical Engineering Annual Consultant Services	Universal Engineering Sciences, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
20.	2013C-60	Professional Structural Engineering Annual Consultant Services	G. M. Hill Engineering, Inc.	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
21.	2013C-60		Powell & Hinkle Engineering, PA	10/01/2018	09/31/2019	6 of 6	\$750,000	0%
22.	2013C-82	Professional Architectural Annual Consultant Services	Akel, Logan & Shafer, PA	11/01/2018	10/31/2019	6 of 6	\$750,000	0%
23.	2013C-82		Gresham, Smith and Partners	11/01/2018	10/31/2019	6 of 6	\$750,000	0%
24.	2013C-82		KBJ – L&B Architect LLC	11/01/2018	10/31/2019	6 of 6	\$750,000	0%
25.	2013C-82		Pond & Company Corp.	11/01/2018	10/31/2019	6 of 6	\$750,000	0%
26.	2013C-82		RS&H, Inc.	11/01/2018	10/31/2019	6 of 6	\$750,000	0.3%
27.	2013C-82		Smith-McCrory Architects, Inc.	11/01/2018	10/31/2019	6 of 6	\$750,000	0%
28.	2013C-82		TTV Architects, Inc.	11/01/2018	10/31/2019	6 of 6	\$750,000	0%

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

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

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

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

**AGENDA ITEM NO. CA – 2.**

Subject:	Finance: Fees and Charges
Meeting Date:	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the removal of fees for the following courses to be effective Fall Term 2018-2019, pursuant to Board Rule 6Hx7-4.19.

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
NUR1020C	Nursing Concepts: Health and Wellness Across the Lifespan	\$473.00	\$0.00
NUR1460C	Health Illness Concepts Across the Lifespan I	\$464.00	\$0.00
NUR1025C	Health Illness Concepts Across the Lifespan II	\$308.00	\$0.00
NUR2243C	Nursing Concepts: Family Crisis Complex Health Problems I	\$309.00	\$0.00

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

Currently, there is a fee charged to students in the Nursing program associated with the courses listed above for the costs of electronic textbook content, digital learning products (self-learning quizzes and simulation products consistent with course outlines) and assignment creation service fees through Elsevier. The department will no longer purchase these products. Instead, the students will start purchasing these products from the bookstore. Therefore, the current user fees should be removed from the courses listed above.

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

**FISCAL NOTES:** This will have no net fiscal impact on the College.

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

**AGENDA ITEM NO. CA – 3.**

<b>Subject:</b>	Academic and Student Affairs: Activation of Embedded Aviation Airframe Mechanics and Aviation Powerplant Mechanics Technical Certificate Programs in Aviation Maintenance Management Associate in Science Degree Program
<b>Meeting Date:</b>	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve a new Aviation Airframe Mechanics technical certificate and a new Aviation Powerplant Mechanics technical certificate, both embedded within the Aviation Maintenance Management associate in science degree program, effective Fall Term 2018.

**BACKGROUND:** Beginning with the 2017-18 academic year, the Florida Department of Education implemented new technical certificate programs within the Transportation, Distribution and Logistics career cluster. The new technical certificates are embedded within the College's existing associate in science in Aviation Maintenance Management program and offer a sequence of courses that provide students with coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. Both technical certificates are specifically designed to prepare students for Federal Aviation Administration license examinations for Airframe and Powerplant ratings.

Topics in both programs include communication training, management and leadership, human relations, supervisory and employability skills, and safe, efficient work practices. Students are provided with competency-based, applied learning as well as higher-order reasoning and occupation-specific skills that allow employers to hire successful graduates who have hands-on training and direct Aviation Maintenance experience.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of state-approved technical certificates also provides transferability of credits. The faculty and staff view these technical certificates as a further method of preparing students for distinctive success with their academic, career and personal goals. Additionally, student attainment of the technical certificates will lead to job opportunities that contribute significantly to the ongoing economic development of the Northeast Florida region and the field of aviation.

**RATIONALE:** It is anticipated that the implementation of these technical certificates will include a broad range of technical skill proficiencies as well as contribute to the ongoing academic knowledge, problem-solving abilities, work attitudes and general employability skills of graduates.

**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. CA – 4.**

<b>Subject:</b>	Academic and Student Affairs: Inactivation of Automotive Collision Repair and Refinishing I Post-Secondary Adult Vocational Certificate Program
<b>Meeting Date:</b>	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the inactivation of the Automotive Collision Repair and Refinishing I post-secondary adult vocational certificate program effective at the end of Summer Term 2018.

**BACKGROUND:** The Automotive Collision Repair and Refinishing I post-secondary adult vocational certificate program has been inactivated by the Florida Department of Education (FLDOE) with no new student enrollments beginning with the Fall Term 2018 per SACSCOC guidelines. The FLDOE 2018-19 curriculum frameworks conclude that a replacement program titled “Automotive Collision Technology Technician” has been identified for student transferability.

Therefore, it has been determined to be in the best interest of students to provide the replacement program identified by the FLDOE as an option for transfer with the College so that students may successfully complete coursework with minimal disruption and/or negative impact.

Beginning in the Fall Term 2018, the Automotive Collision Technology Technician post-secondary adult vocational certificate program will serve as the official replacement program for the inactivated Automotive Collision Repair and Refinishing I post-secondary adult vocational certificate program. The College’s Curriculum Committee has recommended this action and the Provost/Vice President of Academic Affairs has provided signatory support of the same.

**RATIONALE:** Students currently enrolled in the programs being inactivated have been notified by letter and email correspondence. As part of the College’s curricular inventory, all courses will remain in an active status; therefore, 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. CA – 5.**

<b>Subject:</b>	Academic and Student Affairs: Inactivation of Aircraft Coating and Corrosion Control Technology Post-Secondary Adult Vocational Certificate Program
<b>Meeting Date:</b>	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the inactivation of the Aircraft Coating and Corrosion Control Technology post-secondary adult vocational certificate program effective at the end of Summer Term 2018.

**BACKGROUND:** The Aircraft Coating and Corrosion Control Technology post-secondary adult vocational certificate program has been recommended by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs for inactivation. The inactivated program will have no new student enrollments beginning with the Fall Term 2018 per SACSCOC guidelines.

Upon faculty review of curriculum content during the 2017-18 academic year, it was determined to be economically disadvantageous to the College to continue to offer a program that generates minimal student interest. Since its inception, the Aircraft Coating and Corrosion Control Technology post-secondary adult vocational certificate program has remained in a deficit status with student enrollment and has been unable to support a full-time faculty member.

**RATIONALE:** There are no students currently enrolled in the program being inactivated. All previous students have been notified by letter and email correspondence. All courses within the program will be discontinued from the College's curriculum inventory as part of the program inactivation. 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. CA – 6.**

Subject:	Academic and Student Affairs: Inactivation of Aviation Operations Associate in Science Degree Program and Embedded Air Traffic Control Technical Certificate Program
Meeting Date:	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the inactivation of the Aviation Operations associate in science degree program and embedded Air Traffic Control technical certificate program effective at the end of Summer Term 2018.

**BACKGROUND:** The Aviation Operations associate in science program and embedded Air Traffic Control technical certificate program have been recommended by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs for inactivation. The inactivated program will have no new student enrollments beginning with the Fall Term 2018 per SACSCOC guidelines

The College previously approved the new Aviation Administration (Air Traffic Control) associate in science program effective Fall Term 2017, which was designed to serve as the replacement to the existing Aviation Operations associate in science program and embedded Air Traffic Control technical certificate program. As a direct result of the approval status for financial aid funding for the new Aviation Administration (Air Traffic Control) associate in science program, it was determined to be in the best interest of students to discontinue the existing Aviation Operations associate in science program and embedded Air Traffic Control technical certificate program.

**RATIONALE:** Students currently enrolled in the programs being inactivated have been notified by letter and email correspondence. As part of the College's curricular inventory, two courses have been identified for teach-out until Fall Term 2018 while all other courses will remain in an active status; therefore, 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. CA – 7.**

<b>Subject:</b>	Academic and Student Affairs: Inactivation of Digital Media/Multimedia Video Production and Digital Media/Multimedia Production (Motion Graphics 3-D) Technical Certificate Programs
<b>Meeting Date:</b>	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the inactivation of the Digital Media/Multimedia Video Production and Digital Media/Multimedia Production (Motion Graphics 3-D) technical certificate programs effective at the end of Summer Term 2019.

**BACKGROUND:** The Digital Media/Multimedia Video Production and Digital Media/Multimedia Production (Motion Graphics 3-D) technical certificate programs are embedded within the current Digital Media/Multimedia Technology associate in science degree and have been recommended by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs for inactivation. The inactivated program will have no new student enrollments beginning with the Fall Term 2019 per SACSCOC guidelines.

Upon faculty review of curriculum content during the 2016-17 and 2017-18 academic years, it was determined to be in the best interest of students to discontinue the embedded Digital Media/Multimedia Video Production and Digital Media/Multimedia Production (Motion Graphics 3-D) technical certificate programs and to provide students with an updated selection of relevant course options designed to complement existing educational pathways and career goals.

**RATIONALE:** Students currently enrolled in the programs being inactivated have been notified by letter and email correspondence. As part of the College's curricular inventory, four courses have been identified for teach-out until Fall Term 2022 while all other courses will remain in an active status; therefore, 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 – 1.**

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

with the exception of:

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

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

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

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

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

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

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 8 – Facilities, Planning & Construction
Meeting Date:	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 8 – Facilities, Planning & Construction, effective with this action.

**6Hx7-8.3 – Naming of College Facilities and Facility Dedication Plaques**

**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 6Hx7-8.3 – 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
6Hx7-8.3	Naming of College Facilities and Facility Dedication Plaques	8-3

- (1) Upon the recommendation of the College President, the District Board of Trustees (**DBOT**) shall have the authority to approve the naming of any College facility. It is the priority of the ~~Board~~ **DBOT** to observe the following guidelines when naming College facilities:
- A. College facilities may be named for the purpose of honoring individuals or groups for their significant service to the College or to the community.
  - B. Existing buildings, parts of buildings, and defined exterior areas may be named in recognition of a significant donation to the Florida State College Foundation and/or the College. The College President may develop practices and guidelines regarding donations in connection with the naming of facilities.
  - C. New buildings, parts of a new building, and newly-developed exterior areas may be named in recognition of an individual or organizational donor who makes a substantial financial contribution to the construction, renovation or equipping of a facility. The College President may develop practices and guidelines regarding donations in connection with the naming of facilities.
  - D. As specified by Section 1011.32(12), Florida Statutes, a facility may not be named after a living person without prior approval by the State Board of Education if such facility was constructed under the Florida College System Institution Facility Enhancement Challenge Grant Program.
  - E. In approving the naming of a facility the ~~Board~~ **DBOT** may establish the number of years for which the naming approval shall apply. Otherwise, the approved name shall apply for the life of the facility. In the event that a donor organization for which a facility is named is acquired by or merged with another organization the ~~Board~~ **DBOT** may, at its discretion, discontinue the approval of the original name or approve a change to the new organizational name.
  - F. The ~~Board~~ **DBOT** shall reserve the right to revoke the naming of a facility in the event that such name should become publicly associated with an offense or incident of disrepute which, in the judgment of the ~~Board~~ **DBOT**, disqualifies the name from association with the College.
- (2) Each named space will have a recognition plaque honoring the donor.
- (3) Facility Dedication Plaques shall include the names of the College President ~~and Campus President~~, the members of the ~~District Board of Trustees~~ **DBOT**, and the Governor of the State of Florida who hold the respective offices as of the date of the building's dedication ceremony, together with the names of the prime architect(s), engineer(s), and general contractor or construction manager.

(General Authority: F.S. 267.062, 1001.64(5), 1001.65, 1011.32(12), ~~SBE Rule 6A-14.0261~~)

(Adopted: 05/30/79, Revised 06/23/80, 07/01/81, 11/20/85, 5/27/93, 08/01/06, 12/02/14, 08/14/18, Formerly 3.12)

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

**AGENDA ITEM NO. A – 3.**

<b>Subject:</b>	Administrative Procedure Act – Board Rules, Section 13 – College Relations & Development
<b>Meeting Date:</b>	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 13 – College Relations & Development, effective with this action.


6Hx7-13.3 – Florida State College at Jacksonville Foundation, Inc.

**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 6Hx7-13.3 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

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

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

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-13.3	Florida State College at Jacksonville Foundation, Inc.	13-3

- (1) ~~Pursuant to Florida Statutes, the Florida State College at Jacksonville District Board of Trustees officially certifies the Florida State College at Jacksonville Foundation, Inc., a non-profit Florida Corporation, as a direct support organization.~~
- (2) ~~The Foundation shall submit an annual audit by an independent Certified Public Accountant to the college controller for inclusion into the annual financial report and review by the District Board of Trustees. A copy of this audit shall also be submitted to the Auditor General of the State of Florida as required by Law.~~
- (1) Pursuant to 1004.70(1)(a)(3), Florida Statutes (F.S.) the Florida State College at Jacksonville District Board of Trustees (DBOT) certifies the Florida State College at Jacksonville Foundation, Inc. (Foundation), as a Florida College System Direct-Support Organization (DSO).
- (2) Pursuant to Section 1004.70(3)(a) F.S., the DBOT may permit the Foundation to use property, facilities and personal services.
- (3) The DBOT and the Foundation shall enter into a “Relationship Agreement” (the Agreement) which authorizes the Foundation’s use of College property, facilities and personal services.
- (4) The Agreement by and between the DBOT and the Foundation is incorporated herein by reference only.

(General Authority: F.S. 1004.70, 1001.64, 1001.65 ~~SBE Rule 6A-14.0261~~)

(Adopted 07/14/79, Revised 06/23/80, 02/18/81, 04/07/11, 09/09/14, 10/14/14, 08/14/18 Formerly 7-7.8)

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

**AGENDA ITEM NO. A – 4.**

Subject:	Administration: College President Search
Meeting Date:	August 14, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees (“Board”) authorize College administration to negotiate and enter into a satisfactory agreement with an executive search firm for the selection of the College President.

It is further recommended that a search committee identified and lead by Board Trustees Thomas McGehee and Michael Bell be authorized to develop the search and selection process for the College President working in conjunction with the selected executive search firm.

**BACKGROUND:** At its April 10, 2018 meeting, the Board approved the interim appointment of Mr. Kevin Hyde to the position of College President until such time as the position can be filled on a regular basis. A mutually agreeable employment contract was subsequently entered into.

**RATIONALE:** The College President search process is designed to include broad representation of the College community and external stakeholders in a legally defensible selection process under the guidance of the Board. The work of the search committee is advisory to the Board and, while the identification of top candidates will be the result of the work of the committee and search firm, the selection of the next Florida State College at Jacksonville President is the responsibility of the Board.

**FISCAL NOTES:** The fiscal impact is comprehended within the current budget.



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

**INFORMATION ITEM I – A.**

Subject:	Human Resources: Personnel Actions
Meeting Date:	August 14, 2018

**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 funding.

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of August 14, 2018**

**Faculty Full-Time Appointments**

Ion	Alexandra
Reid	Anthony

**Job Title**

Professor of Building Construction  
Temporary Professor of HVAC

**Change in Pay Level**

Coram	Shawna
Santiago	Jery

**New Level**

Level III  
Level III

**A&P Full-Time Appointments**

Boyd	Joan
Brandon	Alicia
Brauer	Douglas
Burnell	Frank
Carpenter	Michael
Foxworthy	Ryan
Foyt	John
Hicks	Alison
Janota	Edmund
Jinkner	John
Kanjanapongpaisal	Piti
Lafond	Whitney
Learn	Shirley
Lewis	Thomas
Mandal	Gaurav
McNulty	Martha
Miller	Steven
Minton	Robert
Moyer	Barbara
Ray	Danielle
Reese	Robyn
Sikes	Janis
Sterling	Doreen
Stringer	Eddy
Torres	Talani
Webster	Nancy Kaye

**Job Title**

Associate Dean of Nursing  
Associate Director of Financial Aid  
Dean of Engineering Technology & Industry  
Coach - Men's Basketball  
Assistant Director, Fire Academy of the South  
Functional Analyst, Financial Aid Systems  
Building and HVAC Controls Manager  
Program Manager  
Instructional Program Manager  
Program Manager  
Director of Creative Learning Services  
Department Chair  
Instructional Program Manager  
Educational Technology Specialist  
Engineer V - Software  
Director of Online Academic Strategy  
Instructional Program Manager  
Associate Director of Student Engagement  
Training and Development Coordinator  
Director of Campus Operations  
Engineer II - Multimedia  
Coach - Women's Softball  
Department Chair  
Interim Department Chair  
Interim Dean of Arts & Science  
Executive Director of Articulations

**Career Full-Time Appointments**

Bateh	Sam
Bell	Samuel
Brown	Kyle
Buford	Jalaine
Clark	Kumari
Crigger	Diana
Cutler	Benjamin
Dealmeida	Jean
Deer	Kim
Duff	Cheryl
Ehlers	Blake

**Job Title**

Senior Security Officer  
Maintenance Site Manager  
Plant Service Worker  
Administrative Assistant II  
Project Coordinator  
Compensation, Classification and Benefits Analyst  
Vision Rehabilitation Case Manager/Career Specialist  
Project Coordinator  
Digital Communications Specialist  
Interim Program Coordinator  
Student Success Advisor I

201900055

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of August 14, 2018**

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

		<b><u>Job Title</u></b>
Fair	Kimberley	Vision Rehabilitation Training Specialist III
Fairbairn	David	Tradesworker III
Gardner	Carissa	Case Manager/Career Specialist
Hardwick	Harry	Lead Integrated Systems Specialist
Hart	Clair	Laboratory Manager
Im	Lynna	Student Records Analyst I
James	Tracy	Financial Services Specialist
Johnson	Amy	Vision Rehabilitation Training Specialist III
Kelly	Rohelia	Security Officer II
Lampley	Brandon	Security Officer II
Michael	Carol	Vision Rehabilitation Training Specialist III
Newton	Sally	Vision Rehabilitation Case Manager/Career Specialist
Paliy	Polina	Veteran Affairs Enrollment Services Processor
Porter	Wanda	Administrative Assistant II
Reed	Terrence	Senior Security Officer
Reinertson	Lisa	Construction Electrical and Mechanical Inspector II
Rivera	Antonio	Assistant Supervisor of Plant Service Workers
Robinson	Michael	Student Recruiter
Solomon	Candace	Vision Rehabilitation Training Specialist III
Solomon	George	Senior Security Officer
Spates	Stephens	Security Supervisor in Charge
Standard	Lisa	Administrative Assistant II
Story	Godfrey	Case Manager/Career Specialist
Thomas	Mary	Security Officer II
Thompson	Kendra	Vision Rehabilitation Training Specialist III
Tomlinson	Nicole	Vision Rehabilitation Case Manager/Career Specialist
Vanzwoll	Lisa	Academic Tutor
Webster	Wendell	Interim Case Manager/Career Specialist
Weiss	James	Academic Tutor
Wiltse	Carolyn	Vision Rehabilitation Training Specialist III
Youssef	Leila	Student Records Analyst I

**Career Part-Time Appointments**

		<b><u>Job Title</u></b>
Bristow	David	Academic Tutor
Campbell	Heather	Vision Rehabilitation Case Manager/Career Specialist
Hoxha	Algerta	Test Proctor
Johnson	Adrianna	Academic Tutor
Lewis	Takira	Cook I
Mason	Shelia	Test Proctor
McGlone	Daniel	Test Proctor
Neighbors	Jawaan	Academic Tutor
Power	Linda	Patron Services Agent
William	Wil	Test Proctor
Wilson	Dylan	Academic Tutor



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

**INFORMATION ITEM I – B.**

<b>Subject:</b>	Purchasing: Purchases Over \$195,000
<b>Meeting Date:</b>	August 14, 2018

**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. These purchases were issued during the period of May 1, 2018 through June 30, 2018.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00006390	\$217,350	Campus Works, Inc.	Provide the interim VP of Student Services for the period of May 1, 2018 – October 31, 2018, which also includes actual expenses for May and June 2018.	SBE 6A-14.0734, Board Rule 6Hx7-5.1 and Business Management Consultant Exemption
PO00006575	\$986,822	Dell Marketing LP	1,050 OptiPlex 7460 all-in-one computers.	SBE 6A-14.0734, Board Rule 6Hx7-5.1 and TRP #53AFD – Valencia College
PO00006576	\$305,445	Dell Marketing LP	325 OptiPlex 7460 all-in-one computers.	SBE 6A-14.0734, Board Rule 6Hx7-5.1 and TRP #53AFD – Valencia College
PO00006596	\$254,366	Grey Heller, LLC	Software License to provide an additional layer of security PeopleSoft FSCM, HCM, ELM, and Enterprise Portals.	SBE 6A-14.0734, Board Rule 6Hx7-5.1 Sole Source Acquisition

**BACKGROUND:** Board Rule 6Hx7-5.1 requires submittal of an information item listing purchase orders greater than \$195,000 that were purchased in accordance with State Board of Education (SBE) and College Board Rules.

**RATIONALE:** This listing provides the District Board of Trustees an opportunity to review all College purchases \$195,000 or greater. These purchases were made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

**FISCAL NOTES:** These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$1,763,983.