

February 4, 2020

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: February 2020 Board Agenda

Enclosed please find materials in support of the February 11, 2020, Board meeting.

All meetings of the Board will be held at the College's Administrative Offices (AO), 501 West State Street, Jacksonville, FL 32202, with a tour being conducted at the Advanced Technology Center (ATC), 401 West State Street.

The Board Workshop will convene from 11 a.m. – 1 p.m., starting with a tour of three program areas in ATC, Rooms 201-A, T-111 and T-127. The workshop topic listed below will be presented in AO, Conference Room 403A.

- Tour of Program Areas at FSCJ Advanced Technology Center
- Demystifying Accreditation

The full Board meeting will begin at 1 p.m., AO, Board Room 405.

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
February 11, 2020 – 1 p.m.
Administrative Offices, Board Room 405

202000247

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COMMENTS BY THE PUBLIC

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

MINUTES OF THE DECEMBER 10, 2019, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 249-251)

MINUTES OF THE DECEMBER 10, 2019, DISTRICT BOARD OF TRUSTEES JOINT WORKSHOP (p. 252-255)

MINUTES OF THE DECEMBER 10, 2019, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 256-277)

MINUTES OF THE JANUARY 14, 2020, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP / PLANNING MEETING (p. 278-282)

MINUTES OF THE JANUARY 14, 2020, DISTRICT BOARD OF TRUSTEES BUSINESS DINNER MEETING (p. 283-285)

REPORT OF THE COLLEGE PRESIDENT

CONSENT AGENDA

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

1. Purchasing: Architectural Services – North Campus Dental Renovation (p. 286)
2. Purchasing: Property Insurance (p. 287)

ACTION ITEMS

1. Approval of Consent Agenda (p. 288)
2. Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services (p. 289-290)
3. Finance: Agreement for Operation of Student Housing and Retail Space (p. 291)
4. Finance: Fees and Charges (p. 292-293)
5. Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 2 (p. 294-295)
6. Academic Affairs: Academic Calendar, 2020-21 (p. 296-297)
7. Academic Affairs: Activation of Clinical Research Professional Associate in Science (p. 298)
8. Academic Affairs: Activation of Clinical Research Coordinator Technical Certificate in Clinical Research Professional Associate in Science (p. 299)
9. Academic Affairs: Activation of Surgical Technology Specialist Technical Certificate in Surgical Services Professional Associate in Science (p. 300)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 301-302)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 303)
- C. Finance: Annual Property Inventory Report (p. 304-307)

INTRODUCTION OF NEW EMPLOYEES (Group Recognition)

REPORT OF THE BOARD CHAIR

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

REPORTS OF TRUSTEES

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

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

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

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

NEXT MEETING

The next regular meeting of the Board is scheduled for Tuesday, April 14, 2020, at the College's Administrative Offices.

ADJOURNMENT

Florida State College at Jacksonville
District Board of Trustees
Finance & Audit Committee
Meeting Minutes of December 10, 2019, Quarterly Meeting
Betty P. Cook Nassau Center, Room T-106, 10:30 a.m.

PRESENT:

D. Hunt Hawkins, Committee Chair
 Laura M. DiBella
 O. Wayne Young
 John Avendano
 Anita A. Kovacs
 Albert P. Little
 Stephen A. Stanford

ABSENT:

None

CALL TO ORDER:

Vice President of Business Services Mr. Al Little called the Finance and Audit Committee meeting to order at 10:31 a.m. and welcomed those in attendance. Introductions were made for the benefit of new committee members and visitors.

INFORMATION /
DISCUSSION:A. Review of Interim Financial Statements

Through a distributed handout, summary of net position, revenues and expenditures were discussed. Projected revenue is on forecast. The College came in with 5% increase for summer enrollment, flat for fall, spring projection is up 2.2% from last year. Expenses are better by \$1.5 million. Adjuncts pay is down by \$0.5 million (more efficient in hiring practices and course load).

There were inquiries regarding the percentage of annual drops in enrollment, which are due to enrollment calculations changing slightly up and/or down around payment due dates and staggered course start dates.

Accounts Receivable is currently running slightly higher, but should change by drops of enrollment due to non-payment.

Fund Balance targeting 10%.

B. Early Discussion of Budget Outlook for 2020-21

Planning starts in January 2020. Early projections look for budget to be flat to slightly up. 40% from tuition revenue.

Tuition rates defined by state cannot increase until legislature approves. No increases in tuition since 2010.

Chair Hawkins discussed increases in expenses. 80% of expenses are in faculty and staff salaries.

Discussed potential fee increases to financial aid fee and capital improvement fee.

President Avendano and Director of Government Relations Ms. Virginia Haworth will be attending the 2020 AFC Trustees Commission Legislative Conference on Jan. 14, 2020 in Tallahassee, FL.

C. Update on 20 West Adams Street Housing and Restaurant Space

20West Cafe, college-run restaurant, has closed. Current student housing facility has 58 beds; 49 currently filled, 9 applications pending. New resident director on staff. Student Services created new Student Life Center.

New sublease signed for restaurant space with Jumpin' Jax. Space has been developed and built out with a January 2020 opening date. Currently catering to surrounding law firms and businesses. Menu is wide range of good foods with healthy options available.

Discussed Downtown Investment Authority loan term sheet from 2015. New term sheet will be presented to the District Board of Trustees.

Student housing leases run on a semester based system. Expenses for space have been lower than projected.

President Avendano discussed issues with parking available downtown.

D. House of Representatives Higher Education Appropriation Subcommittee Hearings

Initially House of Representatives Higher Education Appropriation Subcommittee wished to meet with all 28 Florida colleges in weekly meetings. Week 1 included testimony from five schools. Weekly meetings were then stopped. Chair of Subcommittee mentioned reallocation of appropriations between institutions during the hearing. Chancellor will be presenting new funding allocation process for possible approval.

COMMENTS BY THE PUBLIC:

Director of Government Relations Ms. Virginia Haworth spoke on reallocation of appropriations proposal stating no colleges would lose funding in the first year of the formula.

NEXT MEETING:

The next quarterly meeting of the Finance & Audit Committee is scheduled for February 11, 2020 at FSCJ's Administrative Offices. The Committee will meet at 10:45 a.m., Foundation Conference Room 104A.

ADJOURNMENT:

There being no further business, Vice President Little declared the meeting adjourned at 11:22 a.m.

APPROVAL OF
MINUTES:

Committee Chair, Finance and Audit Committee

Vice President of Business Services

Submitted by: Ms. Shannon Oliver, Project Coordinator

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the December 10, 2019, Board Workshop
Joint Meeting with Nassau County School District Superintendent of Schools
and Members of the School Board
Betty P. Cook Nassau Center, Room T-117, 11:30 a.m.**

PRESENT:

Thomas R. McGehee, Jr., Chair
Michael M. Bell, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Jennifer D. Brown
Laura M. DiBella
D. Hunt Hawkins
Thomas J. Majdanics
Roderick D. Odom

ABSENT:

Shantel N. Davis

CALL TO ORDER:

Chair McGehee called the meeting to order at 11:45 a.m. and welcomed those in attendance, to include Nassau County School District Superintendent of Schools and members of the School Board.

INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed those in attendance and extended his appreciation to the Nassau County School District Superintendent of Schools Dr. Kathy Burns and School Board members for allowing the two Boards to come together in conversation today. He asked attendees to take a moment to introduce themselves, and they did so accordingly.

INFORMATION/
DISCUSSION:

A. FSCJ & NCSD
Collaborative:

President Avendano and Superintendent Burns together provided Trustees and School Board members with an in-depth overview of FSCJ and Nassau County School District (NCSD): Dual Enrollment Partnership. The overview included information pertaining to the following:

- Betty P. Cook Nassau Center Enrollment
- Programs Completable at Betty P. Cook Nassau Center
- Nassau County Population and Workforce Data
- Nassau County Workforce Data
- Nassau County Workforce Needs Requiring Postsecondary Education
- Nassau County Dual Enrollment Student Headcount

- Nassau County High School Graduates Attending FSCJ Fall Semester after Graduation
- Former NCSD Dual Enrollment FSCJ GPA vs. Former NCSD Non-Dual Enrollment FSCJ GPA
- Former NCSD Dual Enrollment FSCJ Retention vs. Former NCSD Non-Dual Enrollment FSCJ Retention
- Nassau County School District Awards and Achievements

There was discussion by attendees regarding Nassau labor force, workforce needs, Florida Job Growth Grant, average student course load, Nassau dual enrollment student headcount, transitioning from dual enrollment to FSCJ, Nassau graduation yield rate, high school cohort counts for 18/19 and 19/20, state requirements/restrictions, preparing graduates for changing markets, workforce trends, anticipating population growth and future planning.

Superintendent Burns shared information relating to the development and growth around the Center, noting the area will be a hub of activity prompting additional awareness of the institution. Therefore, the community should be made aware that FSCJ Nassau Center is easily accessible and has the services available to meet their needs.

President Avendano shared that the topics of growth and preparing for the future led into the next discussion topic “Strategic Planning.”

B. Strategic Planning – Nassau-Centric

Associate Vice President for Strategic Priorities Dr. Deb Fontaine provided Trustees and School Board members with an overview of the 2020 Visionary Impact Plan (VIP): Strategic Planning at FSCJ. The overview included information pertaining to the following:

- Strategic Planning Process
- Information and Data Gathering
- Institutional Research
- Community Communication Points
- Stakeholder Forums
- Nassau County Community Needs

There was discussion by attendees regarding nationally marketing the programs, raising the profile of the Center, target meeting times for stakeholders, attend county or local business meetings to meet with stakeholders, include Camden and Charlton counties in VIP,

knowledge transportation barriers, requirements of first-generation students, set-up of student kiosk, continued need for face-time advising, potential position of “generalist” to be filled at Center, online application update, upcoming NCS D College Career Fair and the possibility of dual enrollment students to serve as ambassadors.

C. FSCJ & NCS D
Ongoing Meetings:

Provost and Vice President of Academic Affairs Dr. John Wall provided Trustees and School Board members with an overview of FSCJ & NCS D Ongoing Meetings. The overview included information pertaining to the following:

- Brainstorming Meeting on Dual Enrollment Space
- Career Academy Exploration
- Paras to Pros – A Partnership with NCS D to Upskill Incumbent Paraprofessionals to Become Teachers
- Program Connection – College & Career
- Growth Trajectory
- CTE Programs

There was discussion by Superintendent Burns and attendees regarding the priority listing for space and the program offerings of Commercial Vehicle Driving and Medical Assisting.

Chair McGehee shared this is an important joint relationship for FSCJ. The primary role of the College is to support the needs of the business communities of Nassau and Duval counties, noting it is very important for both the College and the School District to dialog with the business community and talk to each other to proactively make sure we (College and School District) meet those needs. He thanked everyone for coming together today to continue those very discussions.

Superintendent Burns expressed her appreciation for today’s dialog and good participation. She looks forward to the next meeting of the two Boards.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair McGehee declared the public meeting adjourned at 12:57 p.m.

District Board of Trustees
Minutes of the December 10, 2019, Board Workshop
Joint Meeting with Nassau County School District Superintendent of Schools
and Members of the School Board
Page 4

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

Florida State College at Jacksonville
District Board of Trustees
Minutes of the December 10, 2019, Regular Meeting
Betty P. Cook Nassau Center, Room T-126, 1 p.m.

PRESENT:

Thomas R. McGehee, Jr., Chair
Michael M. Bell, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Jennifer D. Brown
Laura M. DiBella
D. Hunt Hawkins
Thomas J. Majdanics
Roderick D. Odom

ABSENT:

Shantel N. Davis

CALL TO ORDER:

Chair McGehee called the meeting to order at 1:06 p.m. and welcomed those in attendance. He shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Roderick Odom, noting he succeeds Candy Holloway and his appointment is subject to confirmation by the Florida Senate. The Board welcomed Trustee Odom.

PLEDGE:

Chair McGehee led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair McGehee opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration. It was noted that under the Administrative Procedures Act, a public hearing would be considered as to Action Items 2 and 3 on the agenda, and any comments regarding the Rules would be stated at that time.

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

MINUTES:

(Ref. Board Agenda for
December 10, 2019; Pages
202000157 – 182)

Chair McGehee asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the September 10, 2019, FSCJ DBOT Finance & Audit Committee Quarterly Meeting, on agenda pages 157 – 158; September 10, 2019, Workshop, on agenda pages 159-161; September 10, 2019, Regular Meeting, on agenda pages 162-179; and October 8, 2019, Deep Dive Workshop, on agenda pages 180-182; and there were none.

MOTION: (Bell – Hawkins) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the September 10, 2019, Finance & Audit Committee Quarterly Meeting;

September 10, 2019, Workshop; September 10, 2019, Regular Meeting; and October 8, 2019, Deep Dive Workshop, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Appreciation to Nassau
Center:

College President John Avendano, Ph.D. noted with a service area as large as FSCJ's, it is critical that the College continually build and steward offerings and relationships in the adjacent neighborhoods to effectively deliver on the institution's mission. He expressed his gratitude for the Nassau Center and the access it provides for residents living in Nassau County, along with sincere appreciation to the staff and faculty that provide the services to the community.

President Avendano noted it was remarkable how quickly the county is growing and expanding, noting the steady increase in businesses and housing developments. He anticipates the increase will necessitate expansions in FSCJ's own services and offerings to meet the unique needs of Nassau residents. FSCJ is fortunate that the College currently has the facilities and staffing in place at Nassau and look forward to seeing what the future will bring about.

Welcome New Trustee
Roderick Odom:

President Avendano recognized and introduced the Board's newest Trustee, Mr. Roderick "Rod" Odom.

Trustee Odom is a retired CEO for AT&T Southeast. Previously, he served in various roles at Bellsouth, including director of new venture planning, executive vice president of network operations and president of network services.

Trustee Odom is a member of the University of Florida Dean's Leadership Council and a trustee emeritus of Oglethorpe University in Atlanta. He is also a graduate of the University of Florida, with a bachelor's degree in Psychology.

On behalf of the College, President Avendano welcomed Trustee Odom to the FSCJ District Board of Trustees.

Lifesaving Award
Presentation:

President Avendano noted as a College, we are privileged to have a security team with the courage, dedication and ability to respond to whatever issues may arise. He asked the College's

Director of Public Safety and Security Gordon Bass to join him in recognizing a few exemplary members of his Security Team. Together, President Avendano and Director Bass recognized Sergeant Jesse Gines who is a senior security officer at FSCJ Kent Campus.

Sergeant Gines was recently called to help an employee who began to choke in the cafeteria. He quickly responded and, due to his swift action in administering the Heimlich maneuver, Mr. Harvey Buchanan is alive and well today.

Sergeant Gines was presented with the Lifesaving Award and a bar for his uniform to signify and honor his heroism.

On behalf of the College, President Avendano thanked Sergeant Gines.

Special Commendation:

President Avendano and Director Bass recognized Sergeant Sam Bateh and Officer Sergio Faenza who both work at FSCJ Nassau Center and can be credited with preventing the possible loss of a life.

Sergeant Bateh was presented with a situation wherein a citizen had asked him to watch her 8-month-old baby while she was at FSCJ Nassau Center. Unable to do so, he advised her that she would need to find arrangements for the care of her child. A short time later, he witnessed her back in the building but without the child. Trusting his instinct, he dispatched Officer Faenza to conduct a search of the parking lot.

Going only on a description of the child, Officer Faenza checked each vehicle until he located the baby, strapped into its carrier inside an unlocked vehicle. He quickly removed the baby from the car and the Nassau County Sheriff's Office arrived to handle the case.

Sergeant Bateh and Officer Faenza were both presented with a certificate of commendation. Their attention to detail and quick action prevented a real tragedy from taking place.

On behalf of the College, President Avendano thanked Sergeant Bateh and Officer Faenza.

Data Dashboard Update:

President Avendano shared with the Board information relating to the December 2019 Data Dashboard, noting that each Trustee had a printed copy at their seat.

- Enrollment Dashboard: The 2019 Fall Credit Hour Enrollment report, which shows a positive variance of +0.3% credit hour increase for fall 2019 over fall 2018. The final enrollment number is up close to +15,000 credit hours over the fall 2017 enrollment report.

The Spring 2020 Report shows a positive variance of +4.9% credit hour increase for spring 2020 over spring 2019, which represents 64.5% of overall credit hours realized for that term.

Note this was true at the time of submitting materials for the DBOT. As of late last week we've been holding steady at about +1.7%.

- Spotlight Dashboard: The Spotlight is on the Integrated Postsecondary Education Data System which compares the IPEDS federal graduation rate to the American Association of Community College's [AACC] Voluntary Framework of Accountability.
- Finance Dashboard: Illustrates the actual revenues and expenditures compared to budget for October 2019 and October 2018.
- Grants Dashboard: A snapshot of grants that have been awarded to the College between September and November of this year, which total more than \$5 million. When comparing the same time frame in 2018, FSCJ has received \$1.3 million more this year and are on track to exceed our yearly total.

Nassau Center Advising:

President Avendano noted that prior to today's Board meeting the Trustees convened a joint workshop with the Nassau County School Board Superintendent of Schools and members of the School Board, wherein there was in-depth discussion regarding collaboration of the two Boards, dual enrollment, growth and development and the College's 2020 Visionary Impact Plan.

Vice President of Student Services Dr. Linda Herlocker provided the Board with an update of the advising services that are available at the Nassau Center now and for the future, noting the new electronic triage QLess Kiosk System and about a new "generalist" staff position to be filled at the Center.

Payroll Issue:

President Avendano shared with the Board information regarding the communication they received last week pertaining to a recent payroll matter, noting it was due to human error.

He provided his apologies to the College community who were negatively impacted by the issue, and expressed his appreciation to the staff who responded immediately and rectified the situation.

Holiday Message:

President Avendano shared as the end of the calendar year quickly approaches, he wanted to thank everyone for their continued support and commitment to the institution. He is especially grateful to each Trustee and staff member for their support during his first months as FSCJ's president. He noted it had been an incredible whirlwind of learning about the College and the breadth of services and resources the institution has to offer, meeting with community stakeholders and getting settled here in his new home. He is looking forward to the continued growth and momentum that is to come in the year ahead.

President Avendano shared his wishes for a joyful, healthy, peaceful and restful holiday season to all.

Chair McGehee asked if there were any questions or comments by the Board regarding the President's Report, and there were none.

CONSENT AGENDA:
(Ref. Board Agenda for December 10, 2019; Items 1 through 6, Pages 202000183 – 190)

Chair McGehee noted the Trustees had fully reviewed the Consent Agenda item prior to today's meeting and had the opportunity to discuss any questions and/or concerns with the College President through individual Trustee conference calls, should they so desire. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items, and they did not.

ACTION ITEMS:
(Ref. Board Agenda for December 10, 2019; Items 1 through 6, Pages 202000191 – 202)

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 5 – Purchasing, on agenda pages 192 – 195.

MOTION: (Bell – Young) The motion was made to approve revisions to Board Rule 6Hx7-5.1, Purchasing, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Administrative Procedure Act – Board Rules, Section 9 – Instruction, on agenda pages 196 – 197.

MOTION: (Hawkins – Young) The motion was made to approve revisions to Board Rule 6Hx7-9.9, Adjunct Instructor Work Load and Instructional Responsibilities, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3.A, Finance: Agreement for Operation of Student Housing and Retail Space, on agenda pages 197-A – 197-D.

Vice President of Business Services Al Little provided the Board with a chronological timeline of matters regarding the Term Sheet Agreement for 20 West Adams Street.

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

Chair McGehee asked if there were any questions. There was in-depth discussion by the Board regarding the 2015 agreement with the City of Jacksonville Downtown Investment Authority (DIA), new 2019 agreement and DIA's execution deadline date of December 15, 2019. In addition, Trustees shared their concerns with administration of DIA's removal of the "forgiveness" term within the agreement.

Motion failed.

SECOND MOTION: (Hawkins – Bell) The motion was made to approve the Agreement for Operation of Student Housing and Retail Space with the reinstatement of the original language for forgiveness at the discretion of the City of Jacksonville Downtown Investment Authority Board or an Addendum stating as such, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Finance: Fees and Charges, on agenda pages 198 – 200.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Academic Affairs: Inactivation of Biomedical Engineering Technology Associate in Science, on agenda page 201.

MOTION: (Bell – Young) The motion was made to approve the Inactivation of Biomedical Engineering Technology Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Academic Affairs: Inactivation of Paramedic Post-Secondary Adult Vocational Certification Program, on agenda page 202.

MOTION: (Young – Hawkins) The motion was made to approve the Inactivation of Paramedic Post-Secondary Adult Vocational Certification Program, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for
December 10, 2019; Items
A through C, Pages
202000203 –
246)

Chair McGehee asked the Board if there were any questions or comments related to Information Items A through C, on agenda pages 203 – 246, and there were none.

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

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

REPORT OF THE BOARD
CHAIR:

Chair McGehee reported that he recently had a conversation with President Avendano on the occasion of his fifth month anniversary regarding impressions from his FSCJ campus/center tours. Chair McGehee stated those talks reminded him that we all work together for one thing. He shared that for more than 50 years, the institution's focus has been on educating the Jacksonville community, and FSCJ's focus will always remain on the community in which we serve enhancing the skills of a diverse population in order to impact the economic prosperity where we all live.

Chair McGehee added that many of us, him included, tend to focus on the interaction between the faculty and the students, which is an important aspect of what we do. However, in listening to Dr. Avendano share his impressions from the tours, Chair McGehee was reminded of an aircraft carrier, noting Jacksonville is a Navy town after all. A lot of focus is on the pilots and their mission but we need to remember who else plays a part in getting the aircraft in the air – 6,000 men and women working together on many diverse yet critical jobs throughout that great big carrier. At FSCJ, there is a crew of more than 2,500 employees working many critical jobs to ensure that the students have a positive learning experience so they can be the ones that “enhance the intellectual, social, cultural and economic development of our diverse community” as FSCJ's current Mission Statement says. Therefore, may we never forget that as we perform the roles that we are responsible for.

REPORT OF THE BOARD
FINANCE & AUDIT
COMMITTEE CHAIR:

Finance & Audit Committee Chair Hawkins provided the Board with a summary of the December 2019 quarterly meeting, which included information regarding the review of interim financial statements projecting revenue is on forecast, early discussions on budget outlook for 2020-21 with planning starting in January 2020, an update on 20 West Adams Street relating to the housing/retail space and information on House of Representatives Higher Education Appropriation Subcommittee Hearings.

The next quarterly meeting of the Committee is scheduled for February 11, 2020 at the College's AO-104A, 10:45 a.m.

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

FSCJ Foundation Board Liaison Brown provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors September 2020 quarterly meeting along with other committee meetings and activities. (Appendix B)

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Youlanda Henry addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
EMPLOYEES COUNCIL
(CEC):

Career Employees' Council Vice Chair Camilla Collins provided the Board with a written report relating to current CEC initiatives and activities. (Appendix D)

REPORT OF THE FACULTY
SENATE (Senate):

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

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

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

NEXT REGULAR BOARD
MEETING:

Chair McGehee announced the Board will meet on Tuesday, January 14, 2020, at the College's Administrative Offices for a Deep Dive Workshop / Planning Meeting.

ADJOURNMENT:

There being no further business, Chair McGehee declared the meeting adjourned at 1:22 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

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

AGENDA ITEM NO. A – 3.A.

Subject:	Finance: Agreement for Operation of Student Housing and Retail Space
Meeting Date:	December 10, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College entering into a Term Sheet agreement with the City of Jacksonville Downtown Investment Authority for the operation of a 60-unit student housing and retail space.

BACKGROUND: The College negotiated terms of an Agreement whereby the Developer renovated vacant property on the Historic Register into 60 housing units and retail space on the first floor.

The administration is confident the units can be leased at an initial rate of \$750 per month, utilities included, and the cash flow analysis anticipates a 3% escalation in rent to offset the 3% annual increase in the Master Lease. Allowing for a 90% occupancy rate and College-incurred operating costs, the total anticipated College net revenue came up significantly short of the funding needed by the Developer for a successful project with a minimal return on investment.

Since the project will be a significant asset in the redevelopment of the downtown district, the City of Jacksonville Downtown Investment Authority (DIA) has agreed to provide financial assistance to close the gap between funding needed by the developer and anticipated revenue from the College. The financial assistance will be in the form of two successive \$300,000 lines of credit with 5-year terms for the College. The line of credit would be available to the College for draw when the combination of net housing revenue and net retail space revenue do not match the annual Master Lease payment. The College anticipates drawing \$60,000 annually in the initial years of the project. Future years should rely less on the line of credit when operations generate a net profit at the retail space and/or occupancy in the student housing exceeds 90%.

RATIONALE: The Agreement allows the College to realize its goal of providing student housing in the Downtown area as well as providing retail space for operation of a restaurant and food service. The College would also be supporting the City of Jacksonville's revitalization effort. The administration believes demand for these housing units will be very good, and the market is also very strong for a restaurant in the Adams Street area.

FISCAL NOTES: The anticipated fiscal impact to the College is \$6,199,056 over a 10-year period with anticipated net revenues (exclusive of the Master Lease) of \$5,611,046 and a draw of \$588,010 on the line of credit. It is possible some or all of the line of credit will not be needed if a combination of student housing revenues and retail space revenues exceed estimates.

2019 TERM SHEET (B)

Project Name: 20 West Adams Street

Developer/Applicant: The District Board of Trustees of Florida State College at Jacksonville

City Funding: No more than **\$600,000** (through the City of Jacksonville Downtown Investment Authority)

Breakdown:

Infrastructure: No city of Jacksonville infrastructure improvements are contemplated.

Land: No City of Jacksonville land is committed to the project.

REV Grant: No REV Grant is contemplated for this project.

Grants: A previous HPTF grant, in the amount of \$600,000, was awarded pursuant to DIA Resolution 2015-11-02.

Loan: Loan documents (originally authorized by DIA Resolution 2015-11-02) were never executed and the 2015 term sheet for the same has since expired.

First Note (Note 1)

- 0% interest rate
- Five year term (January 1, 2019 – December 31, 2023)
- No annual draw shall exceed \$60,000
- Maximum outstanding balance shall not exceed \$300,000
- Outstanding balance due by June 30, 2024

Second Note (Note 2)

- 0% interest rate
- Minimum term (January 1, 2024 – July 31, 2027) ⁽¹⁾
- Maximum term (January 1, 2024 – December 31, 2028) ⁽²⁾
- No annual draw shall exceed \$60,000
- Maximum outstanding balance shall not exceed \$300,000
- Outstanding balance due by January 31, 2028 ⁽¹⁾ or June 30, 2029 ⁽²⁾

1, 2 FSCJ's current master lease for student housing expires on July 31, 2027. Minimum term for Note 2 shall apply if the lease is not renewed. Maximum term for Note 2 shall apply if the lease is renewed through at least December 31, 2028.

Both Notes will provide a drawdown facility to Florida State College of Jacksonville (FSCJ) to offset costs associated with the operation of the project

space as student housing. Each Note will be taken down in annual loan amounts not to exceed \$60,000 with a maximum outstanding balance of no more than \$300,000 during the term of each Note. The annual loan amount shall be based upon any shortfall (for the same year) resulting from the difference of;

- a. the sum of all revenues received by FSCJ in conjunction with the operation of the student housing, including room/dorm rentals, housing grants or subsidies, incidental revenue or net revenues, less the sum of the student housing lease rate FSCJ paid to the building owner and the operating expenses of the building, and
- b. the sum of net revenues (before taxes, insurance, interest and depreciation) received from the operation or rental of the retail space (an approximate 5,000 sq. ft. restaurant), less the sum of the retail space lease rate paid to the building owner.

To qualify for an annual loan amount in the second year of the term for the First Note, FSCJ shall have achieved a student housing occupancy rate of at least eighty five percent (85%) by the end of that year and the retail space shall have been open at least forty (40) hours each week during that year.

To qualify for an annual loan amount after the second year of the term of the First Note, or for any year during the term of a Second Note, FSCJ shall have maintained a student housing occupancy rate of at least eighty five percent (85%) and the retail space shall have been open at least forty (40) hours each week during that year.

If, for any year after the second year of the term of the First Note, it is determined that the student housing occupancy rate fell below eighty five percent (85%) or the retail space was not open for at least forty (40) hours each week, no further loan amounts will be available and any outstanding balance will be immediately due and payable.

Any request for an annual drawdown shall be submitted by FSCJ to DIA by no later than 30 days following the end of each calendar year and shall be accompanied with a detailed summary of all revenues received and expenses incurred. The annual drawdown amount shall be subject to review and verification by the DIA or their authorized agent, and FSCJ shall provide, upon request by DIA, evidence of such revenues and expenses. The drawdown facility will be provided to FSCJ solely for the use on this project and for the building's use as student housing.

The First Note must be paid in its entirety prior to execution of the Second Note.

Conditions: This term sheet is limited by the following conditions;

These proposed financial terms are subject to the approval of the Downtown Investment Authority/City of Jacksonville.

Any additional terms, conditions, rights, responsibilities, warranties and obligations for both parties shall be determined in a later negotiated mutually agreeable loan document (or multiple loan documents) as is deemed necessary. Failure to agree upon and execute a written loan document (or documents) for these proposed loan terms, and any additional terms which may have been agreed upon, by the expiration of this Term Sheet will result in the nullification of all obligations of the parties.

This Term Sheet shall expire and become void unless executed by both parties prior to December 15, 2019.

Offered on behalf of the City of Jacksonville Downtown Investment authority by:

Lori N. Boyer, CEO Date

Accepted on behalf of The District Board of Trustees of Florida State College Jacksonville by:

Date

Print Name

Print Title



REPORT OF THE BOARD LIAISON, TRUSTEE JENNIFER BROWN
DECEMBER 10, 2019

1. On Tuesday, September 24th, Trustee Holloway was kind enough to join President Avendano and me for an orientation to Foundation operations by Mr. Cleve Warren, Executive Director-Foundation.
2. The Foundation Board last met on September 25th. The meeting was highlighted by the College Financial Aid Office's review and discussion of its efforts to maximize the use of Foundation dollars available for scholarships, programs and institutional support to the College. The Foundation Board's next meeting is tomorrow (December 11th) at 11:30 a.m. in the ATC.
3. The September 25th Board meeting was followed by an early October meeting of the Foundation's Investment Advisory Committee for a quarterly review of the Foundation's investment portfolio by its Investment Advisor, the Commonfund, where it was reported that the portfolio had grown from \$51,839,833 to \$54,965,588 for the 12 month period ending June 30, 2019, on total returns of approximately 13%. The next meeting of the Advisory Committee is on Tuesday January 14, 2020, where the Board "as a whole" will attend an annual brief on the private equity component of the portfolio.
4. The Board's Investment Advisory Committee is comprised largely of investment, accounting and financial professionals from the private sector. The Committee's latest addition is Mr. David Berry, a Senior Vice President and Relationship manager for the Northeast Florida market in Commercial Banking at Bank of America Merrill Lynch.
5. The Foundation Board and staff is working collaboratively with President Avendano and College leadership to develop a proforma list of premier projects, programs and events as part of the College's FSCJ Works campaign. Donations and pledges for the first two months of the Foundation's fiscal year are already at \$1,455,437.11 on an aggressive \$3-\$5 million revenue projection for the year.
6. The Power of Possible Scholarship Fund; a general scholarship fund for First Generation students, or underserved students with a pre-determined financial need, will be the beneficiary of net proceeds from the presidential gala planned for early February. The event is being largely underwritten by a local donor.
7. In partnership with the College's Office of Civic Engagement, and its Marketing and Communications Department, the 3rd year format for Giving Tuesday lead to a successful fund raising effort, matched 1:1 by the Foundation, for the benefit of the College Food Pantry, and placed nearly 100 FSCJ volunteers at seven non-profit agencies.
8. And finally, the Foundation is reviewing the results of a recently completed survey of alumni perceptions of the College to inform its growing outreach to FSCJ alum. The Foundation currently has contact with more than 74,000 of the Colleges roughly 150,000 graduates. The survey was constructed and performed by Hannover Research.



Date: December 10, 2019

To: Florida State College at Jacksonville District Board of Trustees

From: Youlanda Henry

Chair, Administrative and Professional Collaborative, 2019-2020

Re: December 2019 Administrative and Professional Collaborative Report

Chair McGehee and Trustees:

I bring you greetings on behalf of the Administrative and Professional Collaborative (APC). As we near the end of another calendar year, I am inspired to pause and reflect upon all of the things for which I am grateful. I am thankful to be celebrating my fifteenth year as an employee of Florida State College at Jacksonville. It has been my pleasure to work with so many talented and committed faculty and staff during my tenure at the College. I have grown personally and professionally as a result of my opportunity to work with all of them. I also count it a great privilege to work in an institution that takes its role as the community's college seriously and that continually seeks opportunities to make positive contributions to the lives of our students and the citizens in our surrounding community. I thank President Avendano for the positive vision for FSCJ's future and the renewed optimism that he has helped to usher in as he has joined our College, and I thank each of you on our District Board of Trustees for your service to FSCJ and its mission.

I would also like to extend my gratitude to all of the members of the APC. The College's A&Ps serve in diverse capacities across the College and are part of the engine that keeps FSCJ running smoothly and that powers the work of teaching and learning. I would also like to acknowledge the outstanding contributions that are made by the A&Ps who serve on the committee as officers and representatives. I appreciate their enthusiasm, thoughtful insights, and willingness to go the extra mile to advocate for our A&P colleagues and to offer logistical support for APC events.

At the start of this academic year, the APC committee members collaborated to establish the following goals for the 2019-2020 academic year:

1. ADVOCACY

- a. Increase advocacy for A&P employees, giving voice to their concerns and creating comprehensive mechanisms for responding to concerns in a timely fashion.

2. COMMUNITY BUILDING

- a. Increase collaboration among A&P employees and other staff collegewide to rebuild a sense of College community and instill a sense of organizational stability after a period of significant change.
- b. Create opportunities for A&P networking and information-sharing at the campus level to support efforts to rebuild campus community and collaboration.

3. OUTREACH

- a. Continue outreach and event planning efforts that familiarize stakeholders with the APC's mission and that engage A&Ps in meaningful networking, professional development, and service activities.

4. COMMUNICATION

- b. Communicate consistently with stakeholders to keep them apprised of the latest developments and initiatives at the College and issues affecting A&Ps.

The APC has already done a number of things that are aligned with the accomplishment of these goals. Below are some of the highlights of APC activities during the Fall 2019 term:

- September 19: Brown Bag Lunch series, featuring Dr. Jacqueline Thompson, AVP of Enrollment Management
- November 21: Happy Hour networking event at Cowford Chophouse
- December 3: Participation in Giving Tuesday volunteer activities at sites across the city
- December 6: APC Holiday networking event

In addition to hosting or participating in these signature events, APC members have contributed to the life of the college in many other ways this term. APC members participated in post-hurricane support efforts, served on various college committees, and were integral to the successful transition to the Canvas LMS and the execution of an annual Science Symposium, which engaged not only FSCJ faculty and staff, but faculty from the area public school districts.

In the spirit of advocacy, the APC gathered feedback from A&Ps about the College's ongoing CARE Project and shared this feedback with Human Resources, and HR included responses to these questions in a publicly shared CARE Project FAQ document. The APC also had an opportunity to visit with Dr. Avendano recently and to share feedback about issues impacting both A&P and Career employees.

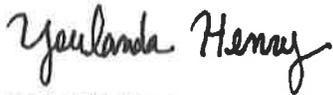
The APC has continued some of its established communication practices, which includes sending out e-mails to each campus to introduce local APC representatives, sending welcome letters to newly hired A&Ps, introducing A&Ps to the college community via the monthly APC spotlights, and maintaining an informative APC blog.

To support the goals of increased advocacy, communication, and community building, we look forward to hosting a series of campus-based APC meetings in the upcoming term so that campus constituents have an opportunity to meet with their representatives and share localized feedback and concerns. We also look forward to opportunities to collaborate with our Faculty and Career colleagues in the pursuit of our shared institutional mission.

Not only is this time of year an opportunity for reflection on past experiences, but it also means that we are on the verge of starting a new year, one that presents opportunities to embrace new challenges and to pursue our goals for the future with renewed vigor. The theme for last year's TEDxFSCJ was "Reimagine the (Im)possible." It encouraged dreaming big dreams and considering what is possible, what we can do make a positive change in our own lives in and in our communities. As an FSCJ

community, I hope that we enter 2020 with a determination to embrace the possible and to expand our reach and impact. I am reminded of a quotation from Henry David Thoreau that I have always found inspiring: "If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them." I approach this new year with the optimism that whatever dreams FSCJ has chosen to pursue, my A&P colleagues stand at the ready to begin building the foundations to support them.

Respectfully,

A handwritten signature in black ink that reads "Youlanda Henry". The signature is written in a cursive, flowing style.

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



Date: December 10, 2019
To: Florida State College at Jacksonville District Board of Trustees
From: Camilla Collins, Career Employees' Council Interim Chair
Re: December 2019 CEC Report

Chair McGehee and Trustees:

On behalf of the Career Employees' Council, we would like to thank you for your service and support to our College, Community and Career Employees. With an unexpected change in leadership within the Council our current focus is on rebuilding the Council and amending our bylaws. We have successfully wrapped up our Annual Poinsettia Sale which benefits our Career Employee Book scholarship fund. This year we generated approximately \$350. We are in the process of building relations with community partners with hopes of conducting a spring Service Learning Project. I am encouraged by the work being done by President Avendano in combination with his transparency, that the career employees' morale and their will to serve on the Council will be increased. We appreciate your continued support emphasizing the importance of communication, sound direction from leadership and supporting our future leaders.

Respectfully,

Camilla Collins

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

December 10, 2019

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

Chair McGehee and Fellow Trustees:

With the writing of this letter, we are winding down the Fall semester and the first semester under the guidance of our new president Dr. Avendano. Senate has engaged in quite a bit of important work regarding rigor, academic honesty, and professionalism. Faculty and administrators have worked hard to stand up the Center for International Education and study abroad opportunities for our students, as well as the new requirement for our first year experience courses.

I reported in August that Senate had established a rigor committee and a committee on academic honesty. Both committees have made strides: the academic honesty committee by looking at how to integrate our systems for reporting dishonesty, and the rigor committee by producing a statement on rigor at the institution. Our rigor statement is as follows:

We the faculty of FSCJ support a rigorous and professional learning environment in all courses and in all academic experiences at the College. In order to create an equitable environment for our students, we require the setting of high academic standards for students. Academic standards and experiences must promote understanding a complex world, ethical thought and research, and continual intellectual growth; must challenge students to integrate learning both within and across disciplines; and must prepare them to succeed in an increasingly complex world. We also expect that deans, program managers, and other relevant academic administrators will adhere to the academic expectations of the faculty in the discipline and support and communicate those expectations.

The committee continues work towards defining and implementing rigor in all of the disciplines at the institution, as we are aware that each discipline will have different approaches and definitions for rigor and rigorous learning. The committee stressed that a rigorous learning environment is not necessarily about failing more students, or creating more punitive standards, but is about helping our students achieve their goals and helping them to be successful in our own Bachelors programs, at other universities, or in the workforce.

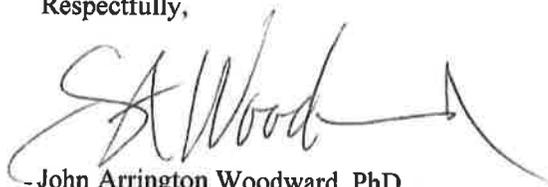
As an extension of the discussion of rigor, the committee also recommended that Senate support the AAUP Statement on Professional Ethics, which Senate unanimously approved. I would be happy to send a copy of the statement to the board or individual board members upon request. The AAUP statement on professional ethics speaks broadly about the ethical responsibility faculty have to the truth and the advancement of knowledge; it requires us to encourage the free pursuit of learning in our students as well as to foster rigorous and honest academic conduct; and it reminds us of our connection to the discipline as a whole and to our colleagues within the discipline.

Senate has also taken up an effort to promote our own Bachelors programs to our AA and AS students, as well as to students in the community. Due to various communication gaps, or institutional disorganization, the administration has struggled in developing a coherent advertising strategy for these programs and we are beginning to see the effects of that lack of attention. As a recent report in a Tampa paper reminded us, since 2013 we are down around 30% in enrollment even while enrollment nationally is ticking upwards. Part of our own issue is, Senate feels, a lack of focus and attention paid to the new programs and to the established programs. Dr. Avendano has already expressed the desire to focus our efforts in marketing the programs and we look forward to developing some strategies in the coming year to help close some of the gaps and actively and regularly promote our own programs to our students and to the community. There is also the reality, however, that we tend to be understaffed in academics—especially after the unreasonable approach taken in the last round of budget cuts which saw far too much of a reduction in academics relative to the income stream produced by academics. It is, after all, a simple statement of fact that academics produces all revenue for the institution. Those cuts to academics have meant that over the past ten years we have reduced from around 406 full-time faculty to our current approximate 365. Some programs have been severely affected by those reductions. And students have been severely affected as well. Senate hopes that part of our strategy will be to increase the number of full-time faculty in these programs to help them grow to where they once were.

Finally, Senate looks forward to supporting and promoting our Center for International Education and our first year experience course. We will be asking for data from each of these initiatives in the future to track their effect and to make sure they are properly supported and that they also continue to focus on student success. Senate has established a committee that is looking into orientation and developing a properly academic orientation to college. The first year experience course will be very helpful in doubling up some of the messaging we hope to produce.

That concludes my report to the board.

Respectfully,



John Arrington Woodward, PhD

Professor of Humanities and Film Studies

Faculty Senate President

C2326B, DWC

Florida State College at Jacksonville

997-2703

john.a.woodward@fscj.edu

Date: December 10, 2019
 To: Florida State College at Jacksonville District Board of Trustees
 From: Florida State College at Jacksonville Student Government Association Executive Board
 Re: September 2019 to December 2019 Student Government Association Report

Chair McGehee and Trustees,

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

Since the last report, the students of FSCJ have been involved in many co-curricular activities including, but not limited to the following:

- The SGA collaborated with the FSCJ Criminal Justice Program to host District Judge Timothy J. Corrigan as the FSCJ Constitution Day Speaker in the Kent Campus Auditorium on Sept. 17. In addition, each campus SGA sponsored Constitution Day Trivia on the same date.
- The SGA sent seven members to the Florida College System Student Government Association (FCSSGA) Region 1 Conference at Northwest Florida State College on Oct. 4-5. The students received leadership training and updates on legislative issues prior to traveling to Tallahassee.
- Officers from Phi Theta Kappa (PTK) attended a PTK Leadership Conference in Orlando on Oct. 4-5.
- The Anime and Cosplay Club sent 17 members to Wasabicon in Jacksonville on Oct. 19-20.
- The SGA and FSCJ Student Conduct partnered for National Alcohol Awareness Week on Oct. 21-24.
- The Student Occupational Therapy Association sent five students to the Florida Occupational Therapy Association Conference in Orlando on Oct. 16-17. The students attended professional development sessions and participated in a poster competition.
- The Student Nursing Association sent 16 students to the Florida Student Nursing Association Conference in Daytona Beach on Oct. 24-26 in order to participate in professional development training.
- The 53rd Annual FSCJ Talent & Variety Show took place at the South Campus Oct. 26. Sixteen student finalists were selected from the students that auditioned. Those students sung, played piano, played guitar, beatboxed, demonstrated acrobatic dancing and even performed a short theatrical play.
- The International Education Club sponsored a Salsa Night on Nov. 6 as part of International Education Week. Instructors provided students free lessons on how to salsa.
- On Nov. 6-8, members of the SGA surveyed approximately 368 students for their opinions on legislative issues that affect Florida college students.
- On Nov. 13-14, six SGA officers traveled to Tallahassee for the FCSSGA Legislative Advocacy Conference. The SGA met with legislators and their aids to advocate on behalf of the students of FSCJ. The students also attended educational sessions at the conference.
- Nine students completed the FSCJ Leadership Certificate Program on Nov. 22. Those students attended a leadership retreat, four workshops and leadership symposium that featured a keynote address by FSCJ President Dr. John Avendano.
- Finally, the Early Childhood Education Club is currently accepting children's books for the Lending Library outside of the Downtown Campus Child Care Center. The donation box is in the A Lobby of the Downtown Campus.

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

Sincerely,
 SeQoya Williams
 FSCJ Collegewide Student Government Association President

Florida State College at Jacksonville
District Board of Trustees
Minutes of the January 14, 2020, Deep Dive Workshop / Planning Meeting
Administrative Offices, Room 403A, 11:00 a.m.

PRESENT:

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

ABSENT:

Jennifer D. Brown

CALL TO ORDER:

Chair McGehee called the meeting to order at 11:09 a.m. and welcomed those in attendance. He acknowledged Trustee DiBella's presence via remote attendance.

WELCOME:

College President John Avendano, Ph.D. welcomed all those in attendance, noting his appreciation for the Trustees' prior review of the materials in preparation of today's meeting and the staff's valuable time in preparing the data. He shared that the presentations would reflect where the College has been with regard to enrollment, student success and programmatic standpoints, and where the College intends on focusing in the future.

President Avendano invited Trustees to engage in today's conversation as a focus group, who also represents the community, education and is aware of the College's roll within the service area. He asked that Trustees share their thoughts and feedback regarding how to shape the College going forward.

President Avendano apologized in advance for tabling the topic "Proposed Funding Model" due to timeframe constraints. In addition, the topic "Legislative Session Preview" was to be presented by Director of Government Relations Ms. Virginia Haworth later this evening at the FSCJ DBOT Business Dinner Meeting being held in Tallahassee in conjunction with the Association of Florida Colleges (AFC) Trustees Commission Legislative Conference, Tallahassee, FL. For those Trustees unable to attend the business meeting, presentation materials will be provided as a follow-up after the conference.

President Avendano shared that today's Deep Dive Workshop / Planning Meeting is a first attempt at a quasi-Board Retreat / Planning Meeting, going forward times and topics will be adjusted.

INFORMATION/
 DISCUSSION:

A. Topics & Reports

1. Enrollment Review &
 Forecasting

Vice President of Online and Workforce Education Ms. Jana Kooi provided the Board with an overview of Enrollment Review & Forecasting – Online & Workforce Education at FSCJ. The overview included information pertaining to the following:

- FSCJ Online Enrollment (2018/19 Academic Year)
- Online Student Success Predictors
- Online Student Success Strategies
- Online Enrollment Trends
- Online Enrollment Strategies
- Workforce Enrollment (2018/19 Academic Year)
- Workforce Trends
- Workforce Strategies
- Adult Education Enrollment (2018/19 Academic Year)
- Adult Education Trends
- Adult Education Strategies

There was discussion by Trustees regarding online enrollment trends, online growth rates, workforce reaching new demographics, readiness, hybrid completion schedules and marketing of online courses.

Vice President of Student Services Dr. Linda Herlocker provided the Board with an overview of Reframing Strategic Enrollment Management at FSCJ. The overview included information pertaining to the following:

- Strategic Enrollment Management: Organizational Structure
- Strategic Enrollment Management: Collegewide Engagement
- Complete Architecture for Student Success
- Enrollment Funnel – by the numbers (2018/19)
- High Impact Points & KPIs
- Student Lifecycle: Connecting & Getting Started
- Student Lifecycle: Ramping Up & Moving Forward
- Student Lifecycle: Graduating & Transitioning
- Improvement Targets
- Lead Generation
- On the Horizon

There was discussion by Trustees regarding student requirements to see advisors, tracking enrollment, target markets, benchmarks to review, graduate rates, accountability and the 2020 Visionary Impact Plan.

2. Student Success

Provost and Vice President of Academic Affairs Dr. John Wall provided the Board with an overview of Student Success: Emerging Collaborations on Student Progression at FSCJ. The overview included information pertaining to the following:

- Student Success: What Do We Want?
- The Big Picture
- A Rough Progression Model
- Impacting Ongoing Enrollment and Progression
- Student Success: Capacities, Action Examples and Culture Horizon
- Term-to-Term (Fall 2019 – Spring 2020) Re-Enrollment Report Sample 12-09-2019

There was discussion by Trustees regarding market and achievement goals, high school yield rates, stackable credentials, resuming and persisting students, first year student experience, retention, micro-cultures, and quality education.

3. Institutional Scorecard & Goals

Vice President of Institutional Effectiveness and Advancement Dr. Marie Gnage and Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel provided the Board with an overview of the Institutional Scorecard & Goals at FSCJ. The overview included information pertaining to the following:

- Current Institutional Measures
- Strategic Plan KPIs
- SACSCOC Student Achievement Measures
- Other Measures
- Data Dissemination
- Possible Populations to Focus On
- Scans to Consider
- Data and the Next Strategic Plan
- National Center for Education Statistics Integrated Postsecondary Educational Data System (IPEDS) Data Feedback Report 2019
- Voluntary Framework of Accountability (VFA) Report

There was discussion by Trustees regarding job placement rates, state requirements, challenges and historical data, availability of market share data for Duval County, student demographics, scans of workforce trends, business industries/organizations with technical training requirements, military population and apprenticeships.

President Avendano called for a recess at 1:03 p.m. He stated that the last hour of the workshop would be dedicated to open discussion of the process utilized for strategic planning and the Board's role within the process.

Chair McGehee reconvened the meeting at 1:10 p.m. and thanked everyone for their participation and input in today's meeting. He shared that the Board is a versed group setting the College's goals and focus.

4. Strategic Planning

Associate Vice President for Strategic Priorities Dr. Deb Fontaine provided the Board with an overview of the 2020 Visionary Impact Plan: Strategic Planning at FSCJ. The overview included information pertaining to the following:

- VIP 2020 Guiding Principles
- VIP 2020 Guidelines and Goals
- VIP 2020 Overview
- VIP 2020 Kick-off
- Information and Data Gathering
- Information and Data Communication Plan
- Strategic Priorities Complete
- Develop Measurable Objectives Collegewide
- Continuous Assessment

There was in-depth discussion by Trustees regarding internal stakeholders, strategies, growing populations, internal stakeholders, accountability, crafting the journey of the first-generation student, student success and retention, surveying students, build the funnel, reaching community and more students, marketing - community visibility, obtain FSCJ app or hashtag, enrollment strategy, partner with companies to beautify campuses/centers and utilization of facilities.

President Avendano thanked Trustees for their thoughts and responses during today's planning meeting, noting the conversation flow was dynamic. He shared with the Board that going forward within the next few months the College will hire two positions: 1) Marketing Director position and 2) Process Management standpoint position. Both position will aid in the matters discussed here today.

President Avendano shared with the Board the top priorities of the institution, which were mentioned today as well as within the last six months. He stated that going forward if there are other areas Trustees wish to add to the priorities, to please let him know. The top priorities are:

- Enrollment
- Visability in Community
- Processes
- Culture

President Avendano once again thanked the Trustees for their valuable time assisting with shaping the future of the College. He stated as a follow-up to the planning meeting a brief questionnaire would be sent out within the next week.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, President Avendano declared the meeting adjourned at 2:12 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

Florida State College at Jacksonville
District Board of Trustees
Minutes of the January 14, 2020, Business Dinner Meeting
Table 23, Tallahassee, FL, 7 p.m.

PRESENT:

Thomas R. McGehee, Jr., Chair, District Board of Trustees (DBOT)
Michael M. Bell, Vice Chair, Nassau County, DBOT
O. Wayne Young, Vice Chair, Duval County, DBOT
Shantel N. Davis, DBOT
Laura M. DiBella, DBOT
Roderick D. Odom, DBOT
John Avendano, College President, FSCJ
Virginia Haworth, Director of Government Relations, FSCJ
Kimberli Sodek, Administration Support Manager-OCP, FSCJ
Matt Brockelman, Partner, The Southern Group

ABSENT:

Jennifer D. Brown, DBOT
D. Hunt Hawkins, DBOT
Thomas J. Majdanics, DBOT

CALL TO ORDER:

College President John Avendano, Ph.D. called the meeting to order at 7 p.m. and welcomed those in attendance.

WELCOME:

President Avendano thanked the Trustees for taking the time from their busy schedules to travel to Tallahassee for the various trustee events surrounding the Association of Florida Colleges (AFC) Trustees Commission Legislative Conference.

INFORMATION/
DISCUSSION:

A. Topics & Reports

1. President's Report

Prior to beginning the workshop conversation, President Avendano apprised the Board on the following subject matters:

- Florida Prepaid – Florida Governor Ron DeSantis announced refunds and a price drop for the Florida Prepaid College program on Monday, January 13 during a press conference at the College's Administrative Offices, Board Room.
- January 2020 DBOT Deep Dive Workshop / Planning Meeting – Thankful for Trustees participation at the in-depth planning meeting, which convened earlier in the day, and the robust discussion.
- 2020 AFC Trustees Commission Legislative Conference – Full agenda planned for two-day conference, to include presentations, understanding of 2020 Legislative Priorities and Substantive Bill Review and legislative visits at the Capitol.

2. Legislative Session
Preview

Director of Government Relations Ms. Virginia Haworth provided the Board with a legislative session preview. The preview included information pertaining to the following:

- Understanding of How a Bill Becomes a Law
- Importance of the Process
- Working Together
- Governor's Higher Education Priorities
- General 2020 Session Outlook
- Commissioner's Funding Formula
- One-Pager Overview – "Legislative Visit Sheet"
- Helpful Statistics – System
- Helpful Statistics – FSCJ
- Facts of FSCJ
- Senate Confirmation Status of FSCJ DBOT Members

There was discussion by Trustees regarding roles of FSCJ's Director of Government Relations and The Southern Group, fostering community relations, FSCJ Promise, proposed funding formula, PECO funding, utilization of classroom space, online enrollment, strategic partnerships, dual enrollment and articulation agreements and the request for a one-page priority card specific to FSCJ/Florida College System to share with legislators.

3. 2020 AFC Trustees
Commission
Legislative Conference

Director Haworth provided the Board with an overview of the 2020 AFC Trustees Commission Legislative Conference schedule. The overview included detailed information of the legislatives visits scheduled at the Capitol during the two-day Tallahassee visit.

COMMENTS BY THE
PUBLIC:

There were no individuals from the public present.

NEXT BOARD MEETING:

Chair McGehee announced that the next regular monthly meeting of the Board is scheduled for Tuesday, February 11, 2020, at the College's Administrative Offices.

ADJOURNMENT:

There being no further business, Chair McGehee declared the meeting adjourned at 9:30 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

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

AGENDA ITEM NO. CA – 1.

Subject:	Purchasing: Architectural Services - North Campus Dental Renovation
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a contract agreement for architectural and engineering services for the North Campus Dental Renovation project not to exceed the amount of \$520,154 with the top-ranked firm PQH Group Design, Inc. It is further recommended that College administration be authorized to formally terminate negotiations with the top-ranked proposer if a satisfactory contract cannot be negotiated and to begin negotiations with the next highest ranking proposer until a satisfactory contract can be negotiated and entered into.

BACKGROUND: The goal of the Dental Clinic Renovation and Relocation Project is to modernize and update the facilities at FSCJ's North Campus in order to align with clinical facilities students will find in the workplace upon graduation from the current FSCJ Dental Hygiene and Dental Assisting Programs. The project will enhance students' education, improve care offered to members of the community and expand opportunities to collaborate with local dental community on community events.

The Board authorized a project in the 2019-2020 Capital Outlay Budget to renovate space for an updated Dental laboratory. Solicitations for architectural services were publically advertised with three firms submitting proposals. The selection committee followed a two phase process in accordance with the Florida Consultants Competitive Negotiation Act (CCNA), Section #287.055 FL Statutes where the three proposals were considered responsive and evaluated and then interviewed the three highest ranking architectural firms.

RATIONALE: Award of the architectural and engineering design services will enable the College to prepare and proceed with the development of the project.

FISCAL NOTES: The total amount of expected use is comprehended in the College's Capital Outlay and Debt Service budget.

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

AGENDA ITEM NO. CA – 2.

Subject:	Purchasing: Property Insurance
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a satisfactory contract with Arthur J. Gallagher Risk Management Services, Inc., in an amount of \$489,560 for the period of April 1, 2020 through April 1, 2021 for property insurance.

BACKGROUND: The College issued an RFP for Property and Casualty Insurance Broker Services on May 3, 2018. The committee, after evaluation of all proposals, recommended the contract be awarded to Arthur J. Gallagher Risk Management Services, Inc., with an initial term of three years.

RATIONALE: This purchase renewal conforms to State Board of Education Rule 6A-14.0734 and insures the College against catastrophic property losses.

FISCAL NOTES: The renewal one-year term purchase will be \$489,560 in total, which is comprehended in the College's operating or capital budgets.

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

AGENDA ITEM NO. A – 1.

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

with the exception of:

Item ____, Title _____, page(s) _____

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 10 – Educational Support Services
Meeting Date:	February 11, 2020

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

6Hx7-10.3 – Student Registration

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 6Hx7-10.3 – 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
	6Hx7-10.3	Student Registration
		PAGE
		10-3

- (1) All registration processes, including dates to register, add/drop courses, withdrawal, and any other policies associated with registration (advanced registration, late registration) will be outlined in the current official College Catalog/~~Student Handbook~~, published in the official College Calendar and on the official College website.

(General Authority: F.S. 1001.64, 1001.65, ~~SBE Rule 6A-14.076~~)

(Adopted 04/14/15, Revised 02/11/20)

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

AGENDA ITEM NO. A – 3.

Subject:	Finance: Agreement for Operation of Student Housing and Retail Space
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College entering into a Term Sheet agreement with the City of Jacksonville Downtown Investment Authority for the operation of a 60-unit student housing and retail space.

BACKGROUND: The College negotiated terms of an Agreement whereby the Developer renovated vacant property on the Historic Register into 60 housing units and retail space on the first floor. During the pre-deal negotiations for this project, the City of Jacksonville Downtown Investment Authority (DIA) offered a 10-year offset of losses up to \$60,000 per year in the form of two consecutive 5-year loans. The intent of the loans was for the College to request forgiveness at the end of each five-year period, and the DIA CEO had verbally indicated this approval was likely.

The FSCJ Board previously approved a term sheet which was signed and submitted to DIA, but was never executed on their end. When FSCJ requested the first \$60,000 following our first year of operation, we were informed by the entirely new DIA staff that the term sheet was never finalized, and the credit facility must again be approved by the DIA. In November, 2019, the DIA Board approved a new agreement, with the following changes:

- Reimbursement requires an 85% occupancy in student housing
- Reimbursement requires the restaurant to be open 40 hours per week
- The wording “which may be forgivable” was removed from the new approval. This does not prevent the DIA Board from forgiving the loan in the future, but it removed documentation of the underlying intent.

Based on comments from the FSCJ Board, the administration has worked with the DIA staff to find language that is suitable to both Boards. The College does not expect either the 85% occupancy or 40 hour per week requirements to be a problem in general, but we are negotiating the finer points of how those metrics are calculated. We have also sought out written verification that the loan can indeed be forgiven by the DIA. If the loan is not forgiven by DIA, the College would repay the funds. The new term sheet submitted with this agenda item is a culmination of these discussions.

RATIONALE: The Term Sheet gives the College access to funds that may offset losses over the next ten years. Since the loan carries no interest, there is no cost to the College.

FISCAL NOTES: The fiscal impact varies between \$0 (if no losses are experienced, or if the loan is not forgiven) to a positive \$600,000 if the full value of the loan is drawn down over the ten year period and the two five-year loans are forgiven.

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

AGENDA ITEM NO. A - 4.

Subject:	Finance: Fees and Charges
Meeting Date:	February 11, 2020

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

Course Number	Course	Current Fee	Recommended Fee
CJK 0001	Introduction to Law Enforcement	\$0.00	\$55.00
CJK 0300	Introduction to Corrections	\$0.00	\$55.00

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.

This fee will cover the cost of a test bank for students in the Law Enforcement and Corrections Officer programs to help them prepare for the state exams. Other police academies that have used this vendor to supply questions and have reported they have seen a positive impact on their student's pass rates. The Jacksonville Sheriff's Office sees the value of a professionally written assessment tests and agrees to pay the fee for their students.

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

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

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

Course Number	Course	Current Fee	Recommended Fee
ATF 2201	Commercial Flight 1	\$7,082.00	\$6,924.00
ATF 2202	Commercial Flight 2	\$8,024.00	\$8,324.00
ATF 2305	Instrument Flight	\$8,176.00	\$8,012.00
ATF 2400	Multi-engine Flight	\$4,615.00	\$4,470.00
ATF 2500	Certified Flight Instructor	\$5,845.00	\$5,730.00

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.

Federal Aviation Administration changes to pilot training have resulted in changes to the Colleges' contracted flight training cost. The recommended fee adjustment reflect current training costs in addition to the removal of fees for books and training materials as students are using other avenues to purchase these items.

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

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

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

AGENDA ITEM NO. A – 5.

Subject:	Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 2
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 2 to the Fiscal Year 2019-20 Operating Budget.

<u>Budget Amendment #2, FY 2019-20</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2019</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,795,974	\$	12,795,974
Total Reserves	\$ 16,625,974	\$ 0	\$ 16,625,974
Tuition and Fees	\$ 53,250,573		\$ 53,250,573
State Appropriations	78,816,797		78,816,797
Other Revenue	3,934,832		3,934,832
Total Revenue	\$ 136,002,202	\$ 0	\$ 136,002,202
Total Available Funds	\$ 152,628,176	\$ 0	\$ 152,628,176
Personnel	\$ 108,047,228		\$ 108,047,228
Current Expense	26,045,579	\$ -200,000	25,845,579
Transfers	1,304,104		1,304,104
Equipment	1,772,910	200,000	1,972,910
Total Expenses	\$ 137,169,821	\$ 0	\$ 137,169,821
<u>Year-end Reserves, June 30, 2020</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	11,628,355	\$ 0	11,628,355
Total Reserves	\$ 15,458,355	\$ 0	\$ 15,458,355
Total Expenses and Reserves	\$ 152,628,176	\$ 0	\$ 152,628,176

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 11, 2019, and approved Budget Amendment No. 1 on September 10, 2019. This budget amendment transfers \$200,000 from Current Expense to Capital Expense.

Subject: Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 2
(Continued)

This budget amendment transferring \$200,000 to the Capital Expense budget allows PSAV Commercial Vehicle Driving to purchase four additional trucks to expand their program enrollment. The College anticipated a one-year payback on the investment and the trucks will be used for several years.

RATIONALE: State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

FISCAL NOTES: There is no effect to the total Fiscal Year 2019-20 Operating Expenditure Budget.

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

AGENDA ITEM NO. A – 6.

Subject:	Academic Affairs: Academic Calendar, 2020-21
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Academic Calendar for 2020–21 as attached.

BACKGROUND: Each year the District Board of Trustees must approve the Academic Calendar for transmittal to the State Department of Education, Division of Florida Colleges. The 2020–21 Academic Calendar coincides with Duval County Public School District spring break.

The Calendar represents the best possible arrangement of term lengths, starting dates and ending dates to accommodate enrollment, efficient operations, and program length requirements.

RATIONALE: The Academic Calendar is established within the rules for credit and non-credit courses in State Board of Education Rule 6A-10.019.

FISCAL NOTES: There is no fiscal impact associated with this action.

Florida State College at Jacksonville
2020-2021 ACADEMIC CALENDAR

FALL (15 Weeks)

2020

August 27	(Th)	College Convocation
August 31	(M)	Classes begin
September 7	(M)	Labor Day Holiday (College Closed)
November 11	(W)	Veteran's Day Holiday (College Closed)
November 25	(W)	College designated holiday (College Closed)
November 26-29	(Th-Su)	Thanksgiving Holiday and Break (College Closed)
December 14-15	(M-T)	Finals for A15 classes
December 24-31	(Th-Th)	Winter Break (College Closed)

SPRING (15 Weeks)

2021

January 1-3	(F-Su)	New Year's Day Holiday and Break (College Closed)
January 4	(M)	College reopens
January 11	(M)	Classes begin
January 18	(M)	Martin Luther King, Jr. Holiday (College Closed)
February 15	(M)	Presidents' Day Holiday (College Closed)
March 8-14	(M-Su)	Spring Break (College Closed)
May 3-4	(M-T)	Finals for A15 classes
May 13	(Th)	Commencement

SUMMER (15 Weeks)

2021

May 10	(M)	Classes begin
May 31	(M)	Memorial Day Holiday (College Closed)
June 3	(Th)	Adult High School Graduation
July 5	(M)	Independence Day Holiday Observed (College Closed)
August 23-24	(M-T)	Finals for A15 classes

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

AGENDA ITEM NO. A – 7.

Subject:	Academic Affairs: Activation of Clinical Research Professional Associate in Science
Meeting Date:	February 11, 2020

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

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

The new Clinical Research Professional Associate in Science degree program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. Program graduates acquire high-demand skills that they can use to pursue employment as research study assistants or associate coordinators; employers are able to hire successful individuals who have hands-on training and direct clinical research experience. The program also provides supplemental training and industry certification preparation for students previously or currently employed within the Health Science career clusters.

The program curriculum includes coursework in the fundamentals of clinical research and provides students with training and hands-on instruction in research applications, methods and regulatory affairs. The curriculum also includes topics such as health insurance billing and health data analysis.

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

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

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

AGENDA ITEM NO. A – 8.

Subject:	Academic Affairs: Activation of Clinical Research Coordinator Technical Certificate in Clinical Research Professional Associate in Science
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Clinical Research Coordinator (30 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Clinical Research Professional effective Summer Term 2020.

BACKGROUND: The Clinical Research Coordinator Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Summer Term 2020.

The new Clinical Research Coordinator Technical Certificate program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. Program graduates acquire high-demand skills that they can use to pursue employment as research study assistants or associate coordinators; employers are able to hire successful individuals who have hands-on training and direct clinical research experience. The program also provides supplemental training and industry certification preparation for students previously or currently employed within the Health Science career clusters.

The program curriculum provides students with the basic skills and knowledge required to work as an entry-level clinical research coordinators by analyzing health care data using a variety of research methods while simultaneously learning valuable research skills in health information management.

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

RATIONALE: The College currently offers the corresponding Associate in Science degree program in Clinical Research Professional, which is included as part of the Florida Department of Education Health Science career cluster. It is anticipated that the implementation of this Technical Certificate program will provide graduates with occupation-specific skill proficiencies and contribute to their ongoing academic knowledge, higher-order reasoning and problem-solving abilities, work attitudes and general employability skills.

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

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

AGENDA ITEM NO. A – 9.

Subject:	Academic Affairs: Activation of Surgical Technology Specialist Technical Certificate in Surgical Services Professional Associate in Science
Meeting Date:	February 11, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Surgical Technology Specialist (49 credit hours) Technical Certificate program embedded within the Associate in Science degree program in Surgical Services effective Spring Term 2020.

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

The new Surgical Technology Specialist Technical Certificate program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education curriculum framework. The program curriculum is designed for students to become employed as entry-level Surgical Technologists or to serve as members of the surgical team in an operating room setting under the direct supervision of professional nurses and surgeons. The program meets the educational standards set forth in the current Association of Surgical Technologists' *Core Curriculum for Surgical Technology*, sixth edition, and adheres to CAAHEP's standards and guidelines for accreditation of educational programs in surgical technology.

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

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

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

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	February 11, 2020

INFORMATION: The Personnel Actions since the previous Board Meeting are presented to the District Board of Trustees for information.

BACKGROUND: This listing provides the District Board of Trustees a timely notification of all recently hired personnel.

FISCAL NOTES: The costs of all personnel actions are covered by the College's annual salary budget or from grant or auxiliary funding.

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of February 11, 2020**

Faculty Full-Time Appointments

Pactor	Julie	Librarian
Taylor	Laurie	Temporary Professor of Interior Design
Thomas	Terry	Professor of Medical Assisting

Change in Pay Level

Council	Cynthia	Level III
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New Level**A&P Full-Time Appointments**

Anga Curran	Erica	Associate Director of Admissions
Archer	Ashli	Department Chair
Bellick	Morris	Interim Associate Vice President for Facilities
Chakraborty	Ujjwal	Dean of Arts & Sciences
Dartiguenave	Maggy	Interim Director of Program Development
Deekonda	Suman	System Analyst - PeopleSoft Security
Durham	Jane	Associate Dean of Nursing
Dwyer	Grainne	Interim Program Manager
Kloin	Jacqueline	Associate Director of Student Recruitment
Lewis	Alexandria	E-Learning Multimedia/Web Developer
Puig	Jorge	Engineer IV - Software
Thomas	Billy	Dean of Social & Behavioral Sciences
Williams	Deborah	Library and Learning Commons Manager

Job Title**Career Full-Time Appointments**

Brown	Mac Howard	Journeyman
Davis	Ronnie	Security Officer I
Emejuru	Okey	Student Success Advisor II
Franey	Carin	Financial Aid Advisor I
Grant	Christel	Call Center Representative I
Harris	Latesha	Enrollment Coach
Hernandez	Shania	Financial Aid Advisor I
Knight	Christopher	Plant Service Worker
Maddox	Ashley	Academic and Career Advisor
Malishan	Donald	Armed Security Officer
Manuel-McKenney	Davion	Academic and Career Advisor
Mehrlust	Ethan	Security Officer I
Moody	Jillian	Financial Aid Advisor I
Oliver	Megan	Project Coordinator
Phillips	Rennie	Vision Rehabilitation Training Specialist I
Sachse	Andrew	Front-End Developer Designer
Smith	Missoura	Interim Library Assistant I
Stomps	Emily	Laboratory Manager
Swain	Shamonda	Payroll Technical Support Specialist
Vigo	Javier	Senior Security Officer
Williams	Marcus	Security Officer I

Job Title**Career Part-Time Appointments**

Bates	Jennifer	Academic Tutor
Cramer	Nathan	Academic Tutor
deForest	Roxanne	Call Center Representative I
Dobson	Alyssa	Academic Tutor
Garic	Ivana	Admin Assistant I
Guest	Chiffon	Student Success Advisor I
Hayes	Bryan	Test Proctor
Richardson	Bernice	Test Proctor
Yantin	Yamileska	Interim Assistant Coach

Job Title

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	February 11, 2020

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-5.1 for purchases greater than \$195,000.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00009545	\$200,000	Rush Trucking Centers of Florida, Inc.	Four Peterbilt Tractors for the Commercial Vehicle Driving Program at Cecil Center.	Purchase Authority 19: SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Instructional Equipment and Sole Source Exemption

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

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

FISCAL NOTES: This purchase order utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$200,000.

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

INFORMATION ITEM I – C.

Subject:	Finance: Annual Property Inventory Report
Meeting Date:	February 11, 2020

INFORMATION: The College's annual property inventory report for the period ending June 30, 2019 is presented to the District Board of Trustees for information.

BACKGROUND: The District Board of Trustees is authorized to adopt rules, procedures and policies regarding College property by Florida Statute 1001.64(4) (b) and is charged with the responsibility for control of College owned tangible personal property by Section 1001.64(5) Florida Statutes. Tangible personal property is defined as assets that are moveable with a useful life greater than one year and non-consumable. A physical inventory of all College owned tangible personal property is conducted annually.

Board Rule 6Hx 7-4.15(2), Safeguarding and Disposition of Property, indicates that property on the College inventory with a net book value of five thousand dollars (\$5,000.00) shall first be declared surplus to the needs of the College or declared cannibalized, lost, stolen, damaged or missing-at-inventory by the Vice President of Business Services or Associate Vice President of Finance. During Fiscal Year 2018-19, none of the assets surveyed for disposal had a net book value of \$5,000 or more. Board Rule 6Hx 7-4.15(2) requires the College to submit to the Board an annual property report information agenda item including deletion of property with a net book value of less than five thousand dollars (\$5,000) in accordance with Sections 274.05 and 274.06 of the Florida Statutes.

FSCJ raised the general threshold for tracking property from \$1,000 to \$5,000 during the year due to following factors:

1. The change brings the property inventory to the same threshold as capitalized inventory.
2. The College has experienced outstanding results tracking inventory less than \$5,000.
3. The change saves hundreds of hours of staff time annually.

This is the cause for the large number of deletions in the current fiscal year. Items below \$5,000 are still tracked if they are firearms or if the custodian of the item requests it for any reason. Items below \$5,000 are immediately expensed as the threshold for recognizing assets in the financial statements is \$5,000, so this change has no impact in reported asset values. The majority of items in this category are computers and their existence as well as utilization will be tracked by the Information Technology Department.

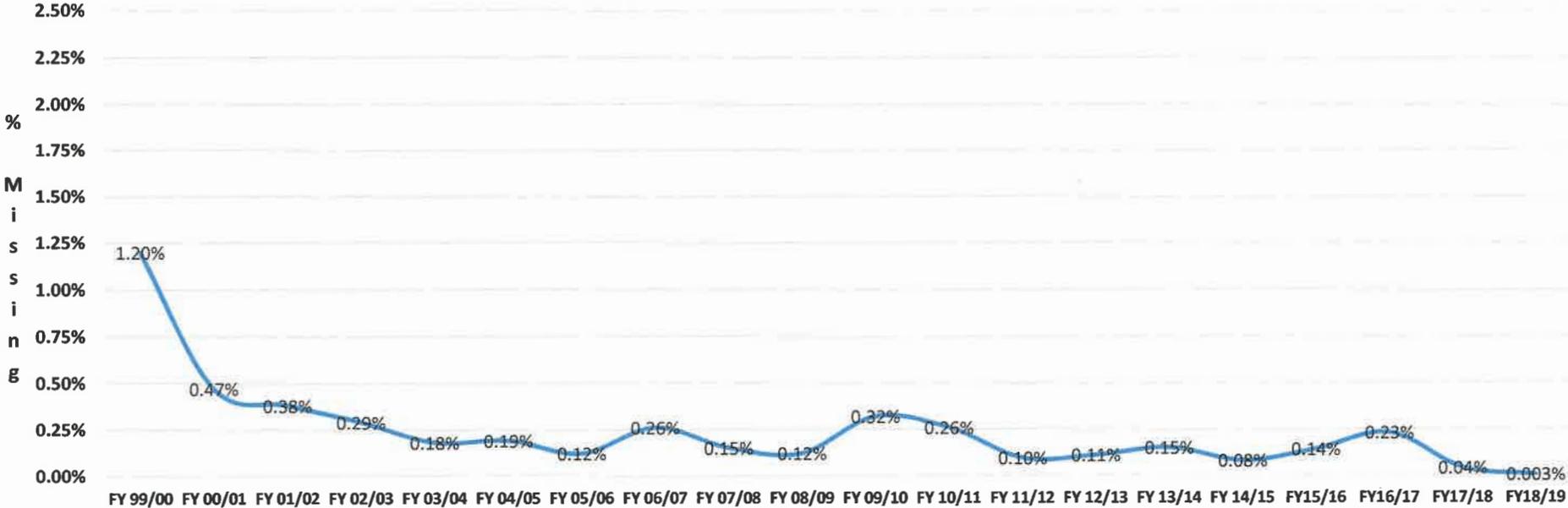
RATIONALE: The results of the College's physical inventory of tangible personal property for the period ending June 30, 2019 are shown in the attached chart. The College has \$35,163,057.76 (at original acquisition cost) in total assets with \$1,020.03 (0.003 percent) reported as unable to be located, lost, or stolen. For the period ending June 30, 2019, none of the capitalized assets reported as unable to locate or stolen had a net book value of \$5,000 or more.

Subject: Finance: Annual Property Inventory Report
(Continued)

The attached chart of missing property from 2000 to 2019 indicates the College inventory process is stable and demonstrates excellent control with eighteen consecutive years with better than 99.5% accuracy. The fiscal year 2019 was at 99.9% accuracy.

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

Overall College Physical Inventory Analysis of Tangible Personal Property by Year (% of Acquisition Value of Unable to Locate or Stolen)



Subject: Finance: Annual Property Inventory Report
(Continued)

Beginning Inventory 6/30/18					A1	18,758	A	\$ 55,788,534.65
	Items Valued Less Than \$5,000		Items Valued More Than \$5,000		Total			
	# of Assets	Acquisition \$ Value	# of Assets	Acquisition \$ Value	# of Assets	Acquisition \$ Value		
Lost/Unable to locate	1	1,020.03	1	15,087.25	2	16,107.28		
Stolen	0	-	0	-	0	-		
Subtotal/Deletions	1	\$ 1,020.03	1	\$ 15,087.25	2	\$ 16,107.28		
Damaged/Destroyed/ Obsolete/Worn Out	15	27,500.06	1	7,544.69	16	35,044.75		
Returned to Agency	0	-	0	-	0	-		
Cannibalized	55	81,684.81	11	111,922.40	66	193,607.21		
Subtotal/Deletions	70	\$ 109,184.87	12	\$ 119,467.09	82	\$ 228,651.96		
Trade in	0	-	0	-	0	-		
Recycled	1641	1,936,037.62	136	2,593,021.85	1777	4,529,059.47		
Donated	12	27,270.47	4	33,428.36	16	60,698.83		
Sold	24	45,999.32	17	680,141.33	41	726,140.65		
Other	12209	18,489,998.55	0	-	12209	18,489,998.55		
Subtotal/Deletions	13886	\$ 20,499,305.96	157	\$ 3,306,591.54	14043	\$ 23,805,897.50		
Total Deletions	13957	\$ 20,609,510.86	170	\$ 3,441,145.88	B1	14127	B	\$ 24,050,656.74
Reinstated	0	-	0	-	0	-		
Total Reinstatements	0	-	0	-	C1	0	C	-
Acquisitions FY19	273	\$ 620,746.45	137	\$ 2,804,433.40	D1	410	D	\$ 3,425,179.85
Ending Inventory 6/30/19					E1	5,041	E	\$ 35,163,057.76

E1=A1-B1+C1+D1

E=A-B+C+D