


June 4, 2019

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: Mr. Kevin E. Hyde 
Interim College President

RE: June 2019 Board Agenda

Enclosed please find materials in support of the June 11, 2019, Board meeting.

All meetings of the Board will be held at the College's Administrative Offices, 501 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topic listed below will convene from noon – 1 p.m. in Room 403A. The full Board meeting will begin at 1 p.m., Board Room 405.

- Meeting the Needs of the Labor Market

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
June 11, 2019 – 1 p.m.
Administrative Offices, Board Room 405

201900372

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

MINUTES OF THE APRIL 3, 2019, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING – DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST (p. 374-376)

MINUTES OF THE APRIL 3, 2019, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING – DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST (p. 377-379)

MINUTES OF THE APRIL 3, 2019, DISTRICT BOARD OF TRUSTEES PRESIDENTIAL SEARCH INFORMATION GATHERING SESSION (p. 380-383)

MINUTES OF THE APRIL 3, 2019, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING – DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST (p. 384-386)

MINUTES OF THE APRIL 3, 2019, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING – DBOT REVIEW AND DELIBERATION OF THE COLLEGE PRESIDENTIAL FINALISTS (p. 387-391)

MINUTES OF THE APRIL 9, 2019, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 392-393)

MINUTES OF THE APRIL 9, 2019, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 394-395)

MINUTES OF THE APRIL 9, 2019, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 396-430)

REPORT OF THE COLLEGE PRESIDENT

COMMENTS BY THE PUBLIC

The District Board of Trustees welcomes comments before the Board relating to matters under the Board's consideration during today's meeting. Those who wish to address the Board are required to complete a Public Comment Request form prior to the meeting. Requestors will be called upon by the Board Chair, and should immediately come to the podium. Comments are limited to three minutes per person, and the Board is not required to respond.

CONSENT AGENDA

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

1. Administration: Board Rules – Non-Substantive Changes and Review (p. 431-432)
2. Administration: Comprehensive Safety Review for 2018-19 (p. 433)
3. Human Resources: Direct Support Organizational Personnel (p. 434)
4. Purchasing: Annual Contract Extensions (p. 435)
5. Purchasing: Construction Delivery Order/Job Contracting Services (p. 436)
6. Purchasing: Grounds Care Maintenance & Landscape Services (p. 437)
7. Finance: Delinquent Accounts (p. 438)
8. Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2018 (p. 439)

Subject: Regular Meeting
June 11, 2019, Board Agenda
(Continued)

ACTION ITEMS

1. Approval of Consent Agenda (p. 440)
2. Administration: Annual Salary Index (p. 441-442)
3. Human Resources: Collective Bargaining Agreement (Full-Time Faculty) (p. 443-470)
4. Human Resources: Florida College System Annual Equity Update Report (p. 471)
5. Finance: Direct Support Organization Checklist and Annual Audit for Fiscal Year Ended September 30, 2018 (p. 472-474)
6. Finance: Fees and Charges (p. 475-478)
7. Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 3 (p. 479-480)
8. Finance: Fiscal Year 2019-20 College Budget (p. 481)
9. Finance: Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 2 (p. 482-484)
10. Finance: Fiscal Year 2019-20 Capital Outlay (p. 485-487)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 488-491)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 492)
- C. Finance: Investment Reports for Quarter Ended March 31, 2019 (p. 493-532)

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 provided by Ms. Lori Cimino)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Report provided by Mr. Robbie Peeples)

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, August 13, 2019, at the College's Administrative Offices.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the April 3, 2019, Special Meeting
DBOT Interview of College Presidential Finalist
Administrative Offices, Board Room 405, 8:30 a.m.**

- PRESENT:** Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
J. Palmer Clarkson
Laura M. DiBella
D. Hunt Hawkins
Thomas J. Majdanics
O. Wayne Young
- ABSENT:** None
- CALL TO ORDER:** Chair Bowling called the meeting to order at 8:34 a.m.
- PLEDGE:** Chair Bowling led those present in the Pledge of Allegiance.
- WELCOME:** Chair Bowling welcomed those in attendance at today's Special meeting.
- STATEMENT OF THE CHAIR:** Chair Bowling stated that the Special meeting had been called for the purpose of conducting a public interview with Dr. John Avendano for the position of College President, noting Dr. Avendano is one of the three finalists recommended by the search committee. She advised that each member of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) would have the opportunity to ask the candidate questions and participate in the discussion.
- DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST:** Chair Bowling welcomed and introduced Dr. Avendano. She advised Dr. Avendano that he would be given the opportunity to make opening remarks to the Board which would be followed by Trustee initiated questions and discussion. At the conclusion of that discussion, Dr. Avendano would have the opportunity to ask questions of the Board as well as make any closing comments.
- Opening Remarks by Finalist:** Dr. Avendano addressed the Board and stated that it was his honor to be here today. He expressed his gratitude for having the opportunity to interact with faculty, staff and students over the last few days, noting the warm welcome received at each campus. Dr. Avendano was extremely impressed with the students of FSCJ, their visions for the future and excitement to one day be graduates and champions of the institution.

Discussion Portion of
Meeting:

Chair Bowling thanked Dr. Avendano for his remarks and advised that the discussion portion of the meeting was now open. She advised that each Trustee would be provided the opportunity to ask any question of the candidate, and all Board members may participate in any follow-up of the response.

Presidential Search Committee Co-Chair McGehee provided the Board with a brief statement prior to beginning the discussion portion of the meeting. He stated that there were four Trustees who served on the search committee and had comprehensive panel discussions with the candidates. Therefore, he asked during today's meetings that those Trustees yield their time to the other five Trustees – affording them the opportunity to ask a broad range of questions.

Trustee Holloway suggested that the four Trustees prompt questions of the candidates that they found to be strengths within the individuals that could be shared with the full Board.

There was in-depth discussion by the Board and Dr. Avendano relating to the following topics:

- Fulfilling Community Workforce Needs
- Student Sponsorship Programs
- What Will You Accomplish in Your First 30 Days as President?
- Organizational Culture
- Employee Retention Rate
- Greatest Accomplishments as College President
- Personal Assets/Strengths You Leverage as Most Important
- Toughest Administrative Challenges
- Communication Style
- Legislative Involvement
- State Funding
- Leadership Style/Team Building
- Community Education
- What Attracts You to Jacksonville?
- Establishing Business/Corporate Partnerships
- What Makes You Interesting?
- If Offered the Position as College President – Will You Accept? When Can You Start?
- Define Student Success
- Shared Governance Model
- Reaction to Feedback
- Biggest Area of Personal Growth as a Leader

Finalist Closing Comments: Chair Bowling asked Dr. Avendano to address the Board with any questions and make any closing comments. There was discussion relating to what the College was looking for in the next president, serving students, bridge building inside the College and in the community and the culture of the institution. Dr. Avendano closed with thanking Trustees for their time, noting the serious responsibility of hiring the next leader of FSCJ.

NEXT BOARD MEETING: Chair Bowling announced that the next Special meeting of the Board for College Presidential Finalists' interviews is scheduled for Wednesday, April 3, 2019, at the College's Administrative Offices, Board Room 405 at 10:30 a.m.

Additionally, the Board will meet for the review and deliberation of the College Presidential Finalists during a Special meeting beginning at 3:30 p.m., which follows today's final interview. The meeting convenes in Board Room 405.

The Special meeting is open to the public, and members of the public will be invited to make comments related to the selection of the new College President prior to the Board taking action at the meeting.

ADJOURNMENT: There being no further business, Chair Bowling declared the meeting adjourned at 10:10 a.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 April 3, 2019, Special Meeting
DBOT Interview of College Presidential Finalist
Administrative Offices, Board Room 405, 10:30 a.m.**

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

ABSENT: None

CALL TO ORDER: Chair Bowling called the meeting to order at 10:30 a.m.

PLEDGE: Chair Bowling led those present in the Pledge of Allegiance.

WELCOME: Chair Bowling welcomed those in attendance at today's Special meeting.

STATEMENT OF THE CHAIR: Chair Bowling stated that the Special meeting had been called for the purpose of conducting a public interview with Dr. Natalie Harder for the position of College President, noting Dr. Harder is one of the three finalists recommended by the search committee. She advised that each member of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) would have the opportunity to ask the candidate questions and participate in the discussion.

DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST: Chair Bowling welcomed and introduced Dr. Harder. She advised Dr. Harder that she would be given the opportunity to make opening remarks to the Board which would be followed by Trustee initiated questions and discussion. At the conclusion of that discussion, Dr. Harder would have the opportunity to ask questions of the Board as well as make any closing comments.

Opening Remarks by Finalist: Dr. Harder addressed the Board and expressed her appreciation for the opportunity to come before the Board as a finalist, noting her interest in being a part of FSCJ. She provided Trustees with a brief summary of her education, background and experience as a CEO of a college.

Discussion Portion of
Meeting:

Chair Bowling thanked Dr. Harder for her remarks and advised that the discussion portion of the meeting was now open. She advised that each Trustee would be provided the opportunity to ask any question of the candidate, and all Board members may participate in any follow-up of the response.

There was in-depth discussion by the Board and Dr. Harder relating to the following topics:

- Greatest Accomplishments as College President
- Personal Assets/Strengths You Leverage as Most Important
- Toughest Administrative Challenges
- Most Critical Decisions as College President
- What is the Differences between FSCJ and Current Institution?
- Define Student Success
- Fulfilling Community Workforce Needs
- Open Access for Higher Education
- Understanding Community Needs
- What is Your Support System?
- Organizational Culture
- Establishing Business/Corporate Partnerships
- Legislative Involvement
- State Funding
- What Attracts You to Jacksonville?
- What Will You Accomplish in Your First 30 Days as President?
- Communication Style
- Shared Governance Model
- Leadership Style/Team Building
- Dealing with Detractors
- Understanding Academic Freedom
- Reaction to Feedback
- Biggest Area of Personal Growth as a Leader
- What Makes You Interesting?
- Early Impressions of FSCJ
- Ideal Relationship with a Governing Board
- If Offered the Position as College President – Will You Accept? When Can You Start?
- What Makes You the Best Candidate for the Position of College President of FSCJ?

Finalist Closing Comments: Chair Bowling asked Dr. Harder to address the Board with any questions and make any closing comments. Dr. Harder noted that she had asked extensive questions over the last few days; therefore, she had no further questions at this time. She closed with thanking the search committee for identifying her as a finalist, and expressed her hope for being selected as the next College President.

NEXT BOARD MEETING: Chair Bowling announced that the next Special meeting of the Board for College Presidential Finalists' interviews is scheduled for Wednesday, April 3, 2019, at the College's Administrative Offices, Board Room 405 at 1:30 p.m.

Additionally, the Board will meet for the review and deliberation of the College Presidential Finalists during a Special meeting beginning at 3:30 p.m., which follows today's final interview. The meeting convenes in Board Room 405.

The Special meeting is open to the public, and members of the public will be invited to make comments related to the selection of the new College President prior to the Board taking action at the meeting.

ADJOURNMENT: There being no further business, Chair Bowling declared the meeting adjourned at 11:45 a.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 April 3, 2019, Presidential Search
Informational Gathering Session
Administrative Offices, Room 403A, 12:45 p.m.**

PRESENT:

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

ABSENT:

None

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:45 p.m. and welcomed those in attendance. She acknowledged Trustee Hawkins' presence via remote attendance.

INTRODUCTIONS:

Chair Bowling announced that today's session was called so that Florida State College at Jacksonville (FSCJ) Governance Group Leaders and the President of the United Faculty of Florida – FSCJ may share their viewpoints on any of the Presidential Finalists and/or provide feedback obtained from fellow employees/students who attended: 1) Leadership Meetings and/or 2) Open Forums with the Presidential Finalists.

Administrative and Professional Collaborative (APC): Ms. Lori Cimino, Chair

Career Employees' Council (CEC): Mr. Robbie Peebles, Chair

Faculty Senate (Senate): Dr. John Woodward, President

Student Government Association (SGA): Ms. Ta'Nasha Parker, Collegewide Executive President

United Faculty of Florida – FSCJ (UFF-FSCJ): Dr. Jason Gibson, President

Prior to the presentations, FSCJ District Board of Trustees (DBOT) Presidential Search Committee Co-Chair Trustee McGehee provided attendees with a comprehensive overview of the Presidential Search process. He stated that the search process had been fair to all candidates and to trust the process.

INFORMATION/
 DISCUSSION:

A. Presidential Search Information Gathering Session with FSCJ Governance Group Leaders and the President of the United Faculty of Florida-FSCJ:

The Governance Group Leaders and the President of the United Faculty of Florida – FSCJ provided the Board with their viewpoints on the Presidential Finalists and provided feedback obtained from fellow employees and students who attended the leadership meetings as well as the open forums with the Presidential Finalists.

Senate President Dr. Woodward recognized the stellar work completed by Presidential Search Committee Co-Chairs Trustees Bell and McGehee, noting he agreed the process was very open, honest and all members felt comfortable expressing their viewpoints. However, after deliberations he had obtained information from a colleague from another institution regarding Presidential Finalist Dr. Natalie Harder. Due to the information received, he removed his personal support from Dr. Harder. Being aware that the Committee's intent was to bring forward three finalists to the Board for review, he suggested the Board reconsider the timeline and push back the deadline for the offer of employment.

There was discussion by Trustees regarding the explanation of information, request to postpone vote and consideration of cultural challenges.

UFF-FSCJ President Dr. Gibson thanked Trustees for being willing to have labor join today's discussions. He advised that the UFF-FSCJ had independently received the same information on Dr. Harder as well. Dr. Gibson stated that he expressed his concerns of Dr. Harder at the table during committee deliberations. Nonetheless, all three candidates are clearly qualified to hold the position of FSCJ President, noting it comes down to the candidate being hired as president must interact and fit with multiple constituents – it is all about fit. Therefore, by way of information received from Dr. Gibson's peers and of his own experiences the candidate best fit for this institution's needs is Dr. John Avendano. Dr. Avendano brings a level of ease, a willingness to listen and immediately goes to the interest-based approach. In today's interview he spoke of interaction with legislators, building relationships and accountability through excellences. In closing, Dr. Gibson stated that one of the items that appealed most to him was that he believes Dr. Avendano will build bridges within the College that have been lost through the years.

SGA Collegewide Executive President Ms. Ta’Nasha Parker began by stating she was not privy to the information received by the Faculty Senate and UFF-FSCJ. She then offered the students’ perspectives of the three candidates: 1) Dr. Harder was an inspiration, back to the basics and engaging candidate. However, there were areas of concern politically speaking if she could bring the culture together in this part of Florida; 2) Dr. David Sam: The students loved the idea of his opportunity of minimizing the achievement gap and achieving at the highest level possible. Their concern was he seemed more of a friend than a leader; and 3) Dr. Avendano set the bar high because of his consistency of being in the college system for over 30 years. He has a mission for the college and community, is relatable, and had story for every student in the room. There were no concerns regarding Dr. Avendano. The students championed Dr. Avendano.

CEC Chair Mr. Robbie Peeples shared that he took the opportunity to speak to as many career employees as he could to gain their viewpoints. He then offered the employees’ perspectives of the three candidates: 1) Dr. Sam – ditto to students’ comments and was found to be enthusiastic; 2) Dr. Harder is very detailed; and 3) Dr. Avendano – ditto to students’ comments and was found to be a quiet polished professional who listens and answers in detail. Generally, with the information and comments provided by the career employees, all candidates received favorable remarks. However, he ask that the Trustees consider Dr. Woodward’s proposal. In closing, Mr. Peeples thanked the Board for being part of the process as it has been a privilege.

APC Chair Ms. Lori Cimino expressed her appreciation for the honest communication of today’s meeting and her hope that it continued through the remainder of the day. She noted that although this is the time in which she is to share her viewpoints and those of her peers she was deferring that opportunity. In closing, Ms. Cimino shared trust the process. If you believe in a candidate; move forward. If you feel more time is required for review; then take the time.

There was discussion by Trustees regarding Dr. Woodward’s timeline proposal, postponing today’s vote and the deliberation process.

COMMENTS BY THE
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bowling declared the public meeting adjourned at 1:23 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 April 3, 2019, Special Meeting
DBOT Interview of College Presidential Finalist
Administrative Offices, Board Room 405, 1:30 p.m.**

- PRESENT:** Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
J. Palmer Clarkson
Laura M. DiBella
D. Hunt Hawkins (via remote attendance)
Thomas J. Majdanics
O. Wayne Young
- ABSENT:** None
- CALL TO ORDER:** Chair Bowling called the meeting to order at 1:35 p.m.
- PLEDGE:** Chair Bowling led those present in the Pledge of Allegiance.
- WELCOME:** Chair Bowling welcomed those in attendance at today's Special meeting, and acknowledged Trustee Hawkins' presence via remote attendance.
- STATEMENT OF THE CHAIR:** Chair Bowling stated that the Special meeting had been called for the purpose of conducting a public interview with Dr. David Sam for the position of College President, noting Dr. Sam is one of the three finalists recommended by the search committee. She advised that each member of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) would have the opportunity to ask the candidate questions and participate in the discussion.
- DBOT INTERVIEW OF COLLEGE PRESIDENTIAL FINALIST:** Chair Bowling welcomed and introduced Dr. Sam. She advised Dr. Sam that he would be given the opportunity to make opening remarks to the Board which would be followed by Trustee initiated questions and discussion. At the conclusion of that discussion, Dr. Sam would have the opportunity to ask questions of the Board as well as make any closing comments.
- Opening Remarks by Finalist:** Dr. Sam addressed the Board and provided a brief summary of his knowledge, experience, background, and education. He explained his interest in being an integral part of the Florida State College at Jacksonville, noting he is ready to answer questions and hopefully the Board will conclude he is the best candidate for the position.

Discussion Portion of
 Meeting:

Chair Bowling thanked Dr. Sam for his remarks and advised that the discussion portion of the meeting was now open. She advised that each Trustee would be provided the opportunity to ask any question of the candidate, and all Board members may participate in any follow-up of the response.

There was in-depth discussion by the Board and Dr. Sam relating to the following topics:

- Greatest Accomplishments as College President
- Personal Assets/Strengths You Leverage as Most Important
- Biggest Area of Personal Growth as a Leader
- Toughest Administrative Challenges
- What is Your Mission?
- What is the Differences between FSCJ and Current Institution?
- Leadership Style/Team Building
- Legislative Involvement
- State Funding
- Why is Timing Right for You Now?
- What Attracts You to Jacksonville?
- Fulfilling Community Workforce Needs
- Establishing Business/Corporate Partnerships
- What Makes You Interesting?
- Critical Decisions
- What is Your Support System?
- Challenges of Being a President
- Successful Fundraiser
- What Will You Accomplish in Your First 30 Days as President?
- Role Models
- If Offered the Position as College President – Will You Accept? When Can You Start?

Finalist Closing Comments:

Chair Bowling asked Dr. Sam to address the Board with any questions and make any closing comments. Dr. Sam noted that at this time he had no questions; however, inquired if Trustees had any questions for him in order to finalize their decision. He closed by commending Trustees for their service on the Board, noting

the impact they have not only on today's students but the generations that follow. Dr. Sam shared his belief that he could take the College to the next level due to his unique leadership experiences, and his hope is to have the opportunity to work with the Board as the next College President.

NEXT BOARD MEETING:

Chair Bowling announced that the next meeting of the Board will follow today's final interview. The Board will meet for the review and deliberation of the College Presidential Finalists during a Special meeting beginning at 3:30 p.m., Board Room 405.

The Special meeting is open to the public, and members of the public will be invited to make comments related to the selection of the new College President prior to the Board taking action at the meeting.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 2:41 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 April 3, 2019, Special Meeting
DBOT Review and Deliberation of the College Presidential Finalists
Administrative Offices, Board Room 405, 3:30 p.m.**

- PRESENT: Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
J. Palmer Clarkson
Laura M. DiBella
D. Hunt Hawkins (via remote attendance)
Thomas J. Majdanics
O. Wayne Young
- ABSENT: None
- CALL TO ORDER: Chair Bowling called the meeting to order at 3:30 p.m.
- PLEDGE: Chair Bowling led the Pledge of Allegiance.
- WELCOME: Chair Bowling welcomed those in attendance at today's Special meeting, and acknowledged Trustee Hawkins' presence via remote attendance.
- STATEMENT OF THE CHAIR: Chair Bowling stated that the Special meeting had been called for the purpose of the review and deliberation of the College Presidential Finalists.
- She noted that the meeting is open to the public, and members of the public are invited to make comments related to the selection of a new College President prior to the Board taking action on the items.
- COMMENTS BY THE PUBLIC: Chair Bowling opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration.
- FSCJ Instructional Program Manager Ms. Lori Cimino addressed the Board and thanked Presidential Search Committee Co-Chairs Trustees Bell and McGehee as well as Trustees DiBella and Young for serving on the committee, their commitment and the selection of AGB Search firm.
- Additionally, she shared her gratitude and utmost respect to all those who served collaboratively on the committee and trusted the process to the end. In closing, she recognized the time and efforts of the Board as they review and consider the Presidential Finalists during today's meeting. Ms. Cimino thanked the Trustees for all they do for the institution.

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

COLLEGE PRESIDENTIAL
SEARCH ACTION ITEMS:
(Ref. Board Agenda for
April 3, 2019; Items 1 through
2, Pages 201900308 – 310)

Chair Bowling presented the administration's recommendation on Action Item CP-A – 1, Administration: College Presidential Search Committee – Finalists, on agenda pages 308 – 309.

MOTION: (McGehee – Young) The motion was made to accept the report of the College Presidential Search Committee Co-Chairs recommending Presidential Finalists for further consideration and concluding the work of the Search Committee, as recommended.

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

Motion carried unanimously.

Chair Bowling recognized the members of the College Presidential Search Committee who had contributed their time in narrowing down the College President applicants from 74 to three finalists for the Board's consideration and thanked them for their hard work.

Presidential Search Committee Co-Chair Bell extended his appreciation to fellow Co-Chair Trustee McGehee for his leadership and deep institutional knowledge, noting he is the longest serving Board member in the history of the institution. He commended the search committee members for their service and extraordinary hours committed to concluding the work as it speaks volumes to how much the individuals care about FSCJ. In addition, he thanked the candidates for applying – it was an exceptional pool. In closing, Co-Chair Bell recognized and expressed his gratitude to AGB Search Consultants Dr. Rod McDavis, Mr. Fred Moore and Dr. Melissa Trotta for the development of an excellent leadership profile, conducting the search and adhering to the process.

Chair Bowling presented the administration's recommendation on Action Item CP-A – 2, Administration: College Presidential Search – Consideration of Finalists, on agenda page 310.

Chair Bowling stated that prior to considering the selection of the candidates the Board opened the public comment portion of the meeting, wherein members of the public could make comments on this matter. She noted that the Board convened that portion of the meeting a few moments ago.

Therefore, she invited AGB Search Consultant Mr. Fred Moore to come to the podium to share a Presidential Search Summary; followed by FSCJ's Assistant General Counsel (AGC) Mr. Rodnie Marquinez to help guide the Board through deliberations.

AGB Consultant Mr. Moore echoed the comments stated in reference to all those serving on the search committee. As well, he was grateful for the trust and confidence that the Board placed in AGB Search, as it had been a privilege assisting FSCJ.

Prior to delivering the Presidential Search Summary, Mr. Moore stated he wished to address a matter discussed during an earlier meeting concerning Dr. Natalie Harder. The report provided during the meeting necessitated a call to Dr. Harder to afford her an opportunity to respond, and she did so. The references were to her decision-making style and possible vote of no confidence during her chancellorship. Mr. Moore provided Trustees with an overview of the two matters, and the Board commended him on his due diligence. Mr. Moore then provided the Board with the Presidential Search Summary, which included the survey results. He shared that all three individuals were fine candidates. He thanked the Board for the confidence they placed in AGB Search.

Chair Bowling invited AGC Marquinez to the podium to assist with the Board deliberations and to answer any questions the Trustees may have regarding the process. Mr. Marquinez provided the Board with a brief summary of the voting process.

MOTION: (Hawkins – Majdanics) The motion was made to delay the voting process until the regularly scheduled meeting next week, Tuesday, April 9th, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board regarding the delay undermining the reputation of the College, potential loss of candidates, continuing with current schedule, request for additional time, and the adequate review of materials.

Motion failed.

MOTION: (Holloway – Majdanics) The motion was made to recess the meeting for one hour to review the materials received; then reconvene for ballot processing, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board requesting Mr. Moore to remain with the Board until the ballot processing has concluded. Mr. Moore agreed to remain with the Board.

Motion carried unanimously.

Chair Bowling called for a brief recess at 4:10 p.m. so that Trustees could review the meeting materials.

Chair Bowling reconvened the Board meeting at 5:06 p.m.

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

AGC Marquez distributed the ballots to Trustees for the first round of voting. He reminded Trustees of the voting process, noting members must vote for his/her top two candidates for President. The purpose of the first round is to narrow the three candidates to the final two candidates for the Board to consider.

Chair Bowling called for a brief pause while AGC Marquez collected and counted the ballots. Chair Bowling ended the pause.

AGC Marquez announced the results from the first round of voting, in the order the candidates were interviewed:

Dr. John Avendano: 9 votes
Dr. Natalie Harder: 7 votes
Dr. David Sam: 2 votes

AGC Marquez distributed the blank ballots to Trustees for the second round of voting. He reminded Trustees of the voting process, noting members must vote by writing in the name of the candidate of their choice from the top two finalists.

Chair Bowling called for a brief pause while AGC Marquez collected and counted the ballots. Chair Bowling ended the pause.

AGC Marquez announced the results from the second round of voting, again in the order the candidates were interviewed:

Dr. John Avendano: 5 votes
Dr. Natalie Harder: 4 votes

MOTION: (McGehee – Holloway) The motion was made to approve the appointment of Dr. John Avendano as President of Florida State College at Jacksonville, and to authorize the Board Chair, Assistant General Counsel and Chief Human Resource Officer to negotiate a contract of employment with Dr. Avendano with the goal of having a negotiated contract presented to the Board for approval at its April 9, 2019 Board meeting, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board concerning a clear vote of confidence for Dr. Avendano due to the ballot processing ending in a five/four result.

Motion carried unanimously.

MOTION: (Majdanics – DiBella) The motion was made that a unanimous vote be given by the members of the Florida State College at Jacksonville District Board of Trustees in order to provide a clear vote of confidence for Dr. John Avendano, as recommended.

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

Motion carried unanimously.

NEXT REGULAR BOARD MEETING:

Chair Bowling announced the Board is to meet on Tuesday, May 21, 2019, at the College's Administrative Offices for a Budget Workshop. The workshop will convene at noon in Board Room 405.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 5:11 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
Finance & Audit Committee
Meeting Minutes of April 9, 2019, Quarterly Meeting
Administrative Offices, Room 104A, 10:45 a.m.

PRESENT:

Michael M. Bell
J. Palmer Clarkson
D. Hunt Hawkins
O. Wayne Young
Kevin E. Hyde
Anita A. Kovacs
Albert P. Little
Stephen A. Stanford

ABSENT:

Thomas J. Majdanics, Committee Chair

CALL TO ORDER:

In the absence of Finance and Audit Committee Chair Thomas Majdanics, Vice President of Business Services Mr. Al Little called the meeting to order at 10:45 a.m. and welcomed those in attendance.

INTRODUCTIONS:

Vice President of Business Services Mr. Al Little presented a review of the Finance and Audit Committee Agenda.

REVIEW OF RECENT
FSCJ AUDIT REPORTS:

Vice President Little introduced Associate Vice President of Finance Ms. Anita Kovacs and asked that she present the Finance and Audit Committee with a review of the following audit reports for Florida State College at Jacksonville (FSCJ):

Financial Audit for Fiscal Year Ended June 30, 2018

The Florida Auditor General's Published Audit Report No. 2019-129 found the College's financial position to be in conformity with generally accepted accounting principles in the United States of America. No deficiencies in internal control over financial reporting were identified. Additionally, there were no instances of noncompliance reported. The report is to apprise the Board of activities concerning audit and control. A copy of the report was provided to each Board member in advance from the Office of the Auditor General.

State of Florida Federal Audit

There were no findings in relation to this year's current report.

DISCUSSION OF
INTERIM FINANCIAL
STATEMENT AND
FISCAL PROGNOSIS:

Vice President Little provided the Committee with a comprehensive overview of the College's interim financial statement as of February 28, 2019, to include net position, revenues and expenditures. Mr. Little noted the inclusion of an additional column found within the revenues and expenditures section, added to provide a comparison between the original and amended budgeted amounts.

Mr. Little noted that a projected outlook for this fiscal year had been included on the current statement. He reported the College to be in good financial standing from a projection standpoint, with a significant savings obtained in terms of both revenues and expenditures.

Additionally, Mr. Little provided a review of financials relating to 20West Café from inception to date, to include net position, revenues and expenditures.

DISCUSSION OF
PLANNED 2019-20
REVENUE BUDGET:

Mr. Little presented the Committee with a preliminary overview of the planned revenue budget for Fiscal Year 2019-20.

COMMENTS BY THE
PUBLIC:

There were no individuals from the public present.

ADJOURNMENT:

There being no further business, Vice President Little declared the meeting adjourned at 11:20 a.m.

APPROVAL OF
MINUTES:

Committee Chair, Finance and Audit Committee

Vice President of Business Services

Submitted by: Ms. Patrece Nicolini, Secretary to the Committee

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the April 9, 2019, Board Workshop
Administrative Offices, Room 403A, Noon**

PRESENT:

Karen E. Bowling, Chair
Candace T. Holloway, Vice Chair, Nassau County
Thomas R. McGehee, Jr., Vice Chair, Duval County
Michael M. Bell
J. Palmer Clarkson
Laura M. DiBella (via remote attendance)
D. Hunt Hawkins
O. Wayne Young

ABSENT:

Thomas J. Majdanics

CALL TO ORDER:

Chair Bowling called the meeting to order at 12:16 p.m. and welcomed those in attendance.

INTRODUCTIONS:

Interim College President Kevin Hyde introduced Vice President of Student Services Dr. Linda Herlocker and Chief Human Resource Officer Mr. Mark Lacey and asked that they present Trustees with an overview of their respective topics.

INFORMATION/
DISCUSSION:

A. Student Services –
Recent Appointments
and Improvements:

Vice President Herlocker provided the Board with an overview of “Student Services – Recent Appointments and Improvements.” The overview included information pertaining to the following:

- Recent Appointments (Bulk of New Hires will be within new FSCJ Call Center)
- Philosophy of Student Services
- Architecture for Student Success
- Strong Communication Channels
- Setting Clear Expectations Regarding Respect, Collaboration and Empowerment
- Team-led Review of the Student Experience
- Removed Recruitment and Admissions from Records; Re-Align to Student Services
- Focus of Admissions – Customer Service
- Focus of Records – Consistency of Practice and Efficiency of Processing
- New Student Orientation Steering Committee
- Start-up of New FSCJ Call Center
- Online Application 2.0
- Deepened Relationships with Community Partners

There was discussion by Trustees regarding the online application test launch, transcript evaluation work, Call Center location, Call Center training program, campus advisors and the ability of virtual advising.

B. Review of Employee Engagement Survey – 2018:

Chief Human Resource Officer Mr. Mark Lacey provided the Board with a review of the “2018 Employee Engagement Survey.” The review included information pertaining to the following:

- National Initiative for Leadership & Institutional Effectiveness (NILIE) Survey Results
- Personal Assessment of the College Environment (PACE) Survey Tool
- Online Survey Timeframe, October 30 – November 21, 2018
- Understanding Culture/Climate of the Institution
- Focus Reports: PACE and Qualitative Reports
- Participation Rates by Employee Groups
- Four Climate Factors, to include Institutional Structure; Supervisory Relationships; Teamwork; and Student Focus
- Ways to Utilize the Results
- Data Point Comparisons
- Qualitative Report: Comments and Common Themes
- Full-Time Voluntary Turnover by Classification

There was discussion by the Board regarding the survey schedule, proposed fall 2020 survey, assessment of positive/negative comments, utilization of data, employment turnover rate, survey cost and the value of having annual trend lines.

Chair Bowling expressed her appreciation to Chief Lacey for the entire report being provided to Trustees this year.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bowling declared the public meeting adjourned at 12:52 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the April 9, 2019, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

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

ABSENT:

Laura M. DiBella
Thomas J. Majdanics

CALL TO ORDER:

Chair Bowling called the meeting to order at 1:06 p.m. and welcomed those in attendance.

PLEDGE:

Chair Bowling led the Pledge of Allegiance.

MINUTES:

(Ref. Board Agenda for
April 9, 2019; Pages
201900313 – 331)

Chair Bowling asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the February 12, 2019, Finance & Audit Committee Quarterly Meeting, on agenda pages 313 – 314; February 12, 2019, Workshop, on agenda pages 315 – 316; and February 12, 2019, Regular Meeting, on agenda pages 317 – 331; and there were none.

MOTION: (McGehee – Clarkson) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the February 12, 2019, Finance & Audit Committee Quarterly Meeting; February 12, 2019, Workshop; and February 12, 2019, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGEPRESIDENT:

Spring Events:

Interim College President Kevin Hyde shared with the Board that the institution was certainly in a busy time of the year with many different student, faculty, staff and community events occurring, noting highlights from a few of the events.

Late last month, the College had the pleasure of welcoming Dr. Damon Tweedy, the author of this year's Author Series reading selection, "Black Man in a White Coat." Dr. Tweedy

visited both South and Kent campuses and spoke to an audience of students, faculty and staff on his life experiences and the book itself.

The fifth annual TEDxFSCJ Main Event was held on April 6 at South Campus. This year's event invited seven speakers to speak on various topics, all falling under the theme, "Reimagine the (Im)possible."

This week FSCJ is hosting the annual Student Life Skills Conference on April 11 and Faculty Colloquium on April 12. The SLS Conference offers workshops and networking opportunities that enhance learning and develop soft skills for our students. The Academy for Teaching and Learning's third annual Faculty Colloquium will engage faculty across all disciplines in a day of workshops and discussions designed to provide personal and professional enrichment.

The College's next Business Speaker Series event, titled "Game Changers: Disruptors in Various Industries," will be held on April 16 at the South Campus, 6 p.m. Melissa Ross will moderate a panel of experts from the logistics/supply chain, news/communications and medical industries who will provide insights on how their organizations identify opportunities and ensure relevance by strategically preparing for their futures. President Hyde encouraged Trustees to attend the event.

APC, CEC, Faculty Awards:

President Hyde shared with the Board that earlier this week, the College announced the recipients of the annual Administrative and Professional Collaborative, Career Employees' Council and Faculty awards. Students, faculty and staff were invited to submit nominations for the awards and, from those nominations, each group's selection committee chose the recipients. He asked the staff members receiving awards to please stand and be recognized.

Distinguished Faculty Awards

- Dr. Samantha Ertenberg, Professor of English
- Dr. Jose Lepervanche, Professor of Supervision and Management
- Dana Logan, Professor of History
- Dr. Daniel Powell, Professor of English
- Neil Schreiber, Professor of Accounting

Adjunct Faculty Award

- Donald Lafond, Professor of Computer Education

Administrative and Professional Collaborative Exceptional Service and Initiative Award

- Robyn Reese, Learning Management System Administrator

Career Employees' Council Recognition of Excellence Award

- Jermaine Lazenberry, Microcomputer Support Technician II

The full-time award recipients will receive \$1,000 and the adjunct faculty honoree will receive \$500. Additional recognition will continue throughout the academic year.

Site Visit from ACEN –
 Accreditation Report:

President Hyde shared with the Board that last week, FSCJ hosted a team from the Accreditation Commission for Education and Nursing (ACEN) to review the Associate of Science in Nursing program. He was happy to announce that the institution received preliminary results that the College program is in compliance for all standards. Based on this visit, the program will make continual improvements prior to their regularly scheduled visit in February 2020.

Commencement:

President Hyde shared with the Board that within the coming weeks they will be receiving communication regarding their participation in FSCJs Commencement 2019, which is scheduled for May 9 at the VyStar Veterans Memorial Arena. Information regarding timing, parking and all the other logistics is forthcoming.

New President Appointment:

President Hyde commended Presidential Search Committee Co-Chairs Trustees Bell and McGehee for their leadership and work on the search committee, and expressed his gratitude to the full Board for their guidance and thoughtful judgement throughout the entire presidential search process. He noted it had been his true honor to serve as FSCJs interim president as the Board searched for the ideal candidate to take the lead, and is confident that Trustees made the right choice in Dr. John Avendano. He also mentioned the community's strong positive reaction to their selection.

President Hyde stated that assuming Dr. Avendano's contract obtains approval later in the meeting his first call would be to him. He looks forward to a strong working relationship with Dr. Avendano as a means of transition to include work with the budget.

COMMENTS BY THE
 PUBLIC:

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

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

CONSENT AGENDA:
 (Ref. Board Agenda for
 April 9, 2019; Item 1, Page
 201900332)

Chair Bowling noted the Trustees had fully reviewed the Consent Agenda item prior to today's meeting and had the opportunity to discuss questions and/or concerns with the College President through individual Trustee conference calls, should they so desire. She then asked if any Trustee wished to remove the item for individual consideration/discussion under Action Items, and there were none.

ACTION ITEMS:
 (Ref. Board Agenda for
 April 9, 2019; Items 1 through
 3, Pages 201900333 – 336)

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

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 1.A., Administration: College President Contract – John Avendano, on agenda pages 333-A – 333-Q.

MOTION: (McGehee – Clarkson) The motion was made to approve the College President Contract – John Avendano, as recommended. (Appendix A)

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 2, Human Resources: Award of Continuing Contracts, on agenda pages 334 – 335.

MOTION: (Holloway – Hawkins) The motion was made to approve the Award of Continuing Contracts, as recommended.

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

Motion carried unanimously.

President Hyde asked the faculty members receiving continuing contract status to please stand and be recognized.

Johnny Bowman, Professor, Logistics
Melissa Boyd, Professor, Communications
Andrew Bunch, Professor, Physical Science
Christina Goodell, Professor, Business
Joseph LaBarbera, Professor, Communications
Kyle Register, Professor, Biological Sciences
Sharon Rosenstiel-Spring, Professor, Biological Sciences
Caroline Sampson, Professor, Mathematics
Neil Schreiber, Professor, Business
Ryan Sessions, Professor, Biological Sciences
Paul Soar, Professor, Automotive
Sharon Sweet, Professor, Mathematics
Guerino Terracciano, Professor, Early Childhood Education
Pamela Trotter, Professor, Behavioral Sciences

President Hyde shared that the faculty members standing before the Board had demonstrated a standard of excellence and commitment to the College and its philosophy and mission, consistent with established criteria for award of continuing contract. He thanked all the members for their dedication to FSCJ.

President Hyde presented the administration's recommendation on Action Item 3, Facilities: Resolution to Sell Real Property Held by the College Located by Flagler Center Development ("Bartram Property"), on agenda page 336.

MOTION: (McGehee – Hawkins) The motion was made to approve the Resolution to Sell Real Property Held by the College Located by Flagler Center Development ("Bartram Property"), as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
 (Ref. Board Agenda for
 April 9, 2019; Items
 A – C, Pages 201900337
 – 371)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 337 – 371, and there were none.

INTRODUCTION OF NEW
 EMPLOYEE(S):

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

REPORT OF THE BOARD
 CHAIR:

Chair Bowling reported that the Board a year ago at its April 10, 2018 meeting, appointed Mr. Kevin Hyde as interim College President. The results of his leadership, hard/efficient work, staying the course and working together are all noted within the numbers of the April 2019 Data Dashboard. It is also important to note that the progress in enrollment, financial aid and several other areas of improvement were mentioned in all the written reports that the Board received by the Governance Groups – all groups recognized the trend in improvements. However, Faculty Senate President Dr. John Woodward did have a plea for budgeting for faculty success within his report. In addition, she stated that the information received within the group reports are very helpful to Trustees.

Chair Bowling reminded Trustees of the two upcoming events:

- FSCJs 2019 Commencement – May 9
- DBOT Budget Workshop – May 21

REPORT OF THE BOARD
 FINANCE & AUDIT
 COMMITTEE CHAIR:

On behalf of the Finance & Audit Committee Chair Majdanics, Trustee Hawkins provided the Board with a summary of the April 2019 quarterly meeting, which included information regarding the College's annual audit reports, interim financial statement and fiscal prognosis and the FY 2019-20 preliminary budget outlook.

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

FSCJ Foundation Board Liaison Holloway provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors March 2019 quarterly meeting. (Appendix B)

REPORT OF THE
 PRESIDENTIAL SEARCH
 COMMITTEE CO-CHAIRS:

FSCJ Presidential Search Committee Co-Chair Trustee Bell thanked Co-Chair McGehee, Trustees DiBella and Young and all other members who served diligently on the search committee as well any employee who took the time to attend the various town hall meetings and/or complete the surveys.

REPORT OF TRUSTEES:

Trustee Holloway shared with the Board that she is a member of the Nassau Education Foundation, which recently completed their grant review cycle. The Foundation awarded a grant of \$1,000 for transportation along with other components to allow 11th and 12th grade Nassau County students from Fernandina Beach High School to travel to two FSCJ campus locations relating to workforce certification. This helps provide the students with the encouragement of a post-secondary education.

Trustee Holloway commended Vice President of Institutional Effectiveness and Advancement Dr. Marie Gnage and her team for their great work in Nassau County and inspirational ideas.

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

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

REPORT OF THE CAREER
 EMPLOYEES COUNCIL
 (CEC):

Career Employees Council Chair Robbie Peeples 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):

Student Government Association Collegewide Executive President Ta’Nasha Parker addressed the Board via remote attendance and presented an overview of the written report relating to current SGA initiatives and activities. (Appendix F)

Trustee Young shared his appreciation for the SGA students who traveled to Tallahassee during the legislative session to advocate for FSCJ students. Additionally, he thanked FSCJs Director of Government Relations Ms. Virginia Haworth for her dedicated service as well.

NEXT REGULAR BOARD
 MEETING:

Chair Bowling announced the Board will meet on Tuesday, May 21, 2019, at the College’s Administrative Offices for a Budget Workshop. The workshop will convene at noon in Board Room 405.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 1:35 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 – 1.A.

Subject:	Administration: College President – John Avendano
Meeting Date:	April 9, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the appointment of Dr. John Avendano to the position of College President effective July 15, 2019. Dr. Avendano is being recommended at an annualized salary of \$290,000 and benefits as negotiated. It is also recommended that the Board approve the mutually agreeable employment contract for Dr. Avendano.

BACKGROUND: At its meeting on April 10, 2018, the Board approved the interim appointment of Mr. Kevin Hyde to the position of College President until such time as the position could be filled on a regular basis. The College engaged the services of AGB Search to assist in the search for a College President. Following the advertisement of the position, 74 applications were received and considered of which 12 applicants were identified for further consideration. At its meeting on April 3, 2019, the Board considered the three finalists as recommended by the Presidential Search Committee. Following a full discussion, the Board Chair was authorized to make the offer to Dr. Avendano and, with the assistance of Mr. Romualdo Marquinez (Assistant General Counsel) and Mr. Mark Lacey (Chief Human Resource Officer), to develop a mutually agreeable employment contract.

RATIONALE: Dr. Avendano is currently the president and CEO of Kankakee Community College in Illinois. He offers more than 30 years of community college experience including previously serving as the president of the Illinois Council of Public Community College Presidents and the past chair of the South Metropolitan Higher Education Consortium President's Council in Illinois.

Dr. Avendano's educational experience includes a bachelor's degree in exercise physiology and a master's degree in adult continuing education, both from Northern Illinois University. Additionally, he holds a doctorate in educational administration and foundations from Illinois State University.

FISCAL NOTES: The recommended salary is comprehended in the College's annual salary budget.

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

THIS CONTRACT OF EMPLOYMENT (the "Contract") is entered into as of the ____ day of April, 2019, with an effective date of July 15, 2019, by and between the DISTRICT BOARD OF TRUSTEES OF FLORIDA STATE COLLEGE AT JACKSONVILLE, (the "Board" or "the Board of Trustees"), and John Avendano, Ph.D., ("Dr. Avendano " or the "College President"). The Board and Dr. Avendano will collectively be referred to as "the parties".

IN CONSIDERATION of the mutual agreements, covenants, terms and conditions referenced herein, the parties agree as follows:

1. **Term of Employment.** The Board agrees to employ Dr. Avendano as the President of Florida State College at Jacksonville ("the College") from July 15, 2019 through June 30, 2022 ("the Term") pursuant to the terms and conditions set forth herein. The anniversary date hereafter of this Contract shall be deemed to be July 1 of each year and the Board will review the contract annually prior to each anniversary and make such modifications to the length of the contract, the salary of the College President, or other terms and conditions as may be mutually acceptable to the parties. Dr. Avendano agrees to accept the position and perform the duties of the College President for the Term pursuant to the terms and conditions set forth herein.

2. **Duties.** Dr. Avendano shall be vested with and exercise the authority, powers, duties and responsibilities as are commonly held and exercised by college presidents as set forth in Florida Statutes § 1001.65 and F.A.C. § 6A-14.0261, which are incorporated within this Contract by reference and attached as Exhibit one (1) and Exhibit two (2). Further, Dr. Avendano shall exercise the responsibilities as authorized by the Board and conduct activities necessary to advance the interests of the College. Specifically, Dr. Avendano agrees to devote his full working time and attention to the duties and responsibilities pursuant to the Contract and assigned to him by the Board, including, but not limited to, the administration and implementation of policies, procedures and directives related to the continuing establishment, operations, maintenance and improvement of the College.

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3. **Outside Activities.** During the Term, and subject to the approval by the Board, Dr. Avendano may engage in “outside activities” such as serving on boards of directors and membership or affiliation with local, state and national professional and civic organizations. Dr. Avendano’s activities may include engaging in the delivery of speeches, writing and consulting services. The referenced “outside activities” shall not conflict or interfere with the performance of his obligations pursuant to the Contract. Any service, membership or affiliation with an organization which is determined to be in the best interest of the College by the College President shall be presented to the Board Chair for approval. Further, any request(s) for reasonable reimbursement of expenses related to such outside activities shall be presented to the Board Chair for approval. The Board shall not unreasonably withhold or delay any approval requested by Dr. Avendano pursuant to Section 3 or elsewhere in this Contract.

4. **Compensation.** The Board shall pay Dr. Avendano for services rendered as follows:

- a. **Salary.** For the period July 15, 2019 through June 30, 2022, an annual salary of Two Hundred Ninety Thousand dollars (\$290,000.00) payable in semi-monthly installments, subject to revisions at annual performance review as mutually agreed between the Board and Dr. Avendano.

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

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- b. **Insurance and Other Benefits.** Dr. Avendano is eligible for all Senior Management Class benefits as an employee as defined by College rules and procedures. The benefits provided to Dr. Avendano under this contract shall not be modified or cancelled unless he is provided with new or modified benefits substantially similar to or greater in quality or coverage than the modified or cancelled benefits.

The College shall pay the employer's health insurance premium costs for Dr. Avendano for: (a) base health plan; (b) dental; (c) vision; (d) disability and (e) life.

Dr. Avendano shall be responsible for paying the employee cost of the health insurance premiums for any dependent equal to the employee rate required of other full-time College employees.

- i. **Leave(s) of Absence.** Dr. Avendano shall receive vacation and sick leave benefits as follows:

- Two (2) days per month of vacation leave. Upon termination, any vacation leave balance shall be converted to and paid as compensation to Dr. Avendano at the then current per diem rate pursuant to the Rules of the Board of Trustees. One (1) day of sick leave per month which shall be accrued, used, and compensated upon termination per applicable Florida statute and the Rules of the Board of Trustees.

Dr. Avendano will be entitled to accept and retain any speaking fee or honoraria paid in connection to any speaking engagement or seminar when he is on approved vacation leave.

- ii. **Retirement.** Dr. Avendano will enroll in the State of Florida Retirement System (FRS) or may opt out of such in exchange for payment(s) by the College of eight percent (8%) of base salary to an approved 403(b) plan not to exceed the IRS annual compensation limit or the IRS annual 415(c) limits. These payments shall be made on a regular schedule through the

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College's payroll system.

- iii. **Deferred Compensation.** Senior Management Benefit Days earned and accrued at one-half day per month for the first seven (7) years of service pursuant to Board Rule. The balance shall be converted to compensation and paid upon termination after three (3) full years of service as provided for in Board Rule 6Hx7-3.63.
- iv. **Housing.** Dr. Avendano shall receive, as additional compensation, an annual housing allowance of Twenty-Five Thousand dollars (\$25,000.00), payable in semi-monthly installments.
- v. **Automobile Provision.** Dr. Avendano shall receive, as additional compensation, an annual auto allowance of Twelve Thousand dollars (\$12,000.00), payable in semi-monthly installments, in lieu of the purchase of a motor vehicle for use by the College President, reimbursement for mileage, tolls and parking.
- vi. **Sum of Compensation.** Except as otherwise provided in the Contract, it is understood and agreed that the terms specified herein represent the total compensation Dr. Avendano is entitled for the services he performed.
- vii. **Executive Physical.** Once per year, Dr. Avendano may elect to have an executive physical conducted by a health care provider of his choice. The College will pay or reimburse Dr. Avendano for the cost of the annual executive physical that is not otherwise covered by health insurance.
- viii. **Tax matters** All compensation and benefits provided by the Board pursuant to this Contract shall be subject to the customary withholding tax, social security tax, and other taxes as may be required by the State of Florida and the United States of America.

5. **Reimbursable Expenses.** Subject to Dr. Avendano providing receipts or other documentation in accordance with the Board's established policies and the College's procedures and rules, the College shall reimburse Dr. Avendano for the following:

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- a. Any reasonable moving expenses incurred by Dr. Avendano in connection with moving to the College's service area and with approval by the Board, upon presentation of receipts or other documentation sufficient to support the claim for reimbursement.
- b. The College shall reimburse, in the manner provided pursuant to the Board's established policies and the College's procedures and rules, reasonable fees and costs relating to membership dues for professional associations incurred by Dr. Avendano; for subscriptions for professional journals; and any other expense that is in the best interest of the College and is within the annual budget established by the Board.

6. **Withholding.** All payments under this Contract shall be made subject to applicable tax withholdings. The College shall withhold from any payments under the Contract all federal, state and local taxes as the College is required to withhold pursuant to any law or governmental rule or regulation. Dr. Avendano shall be solely responsible for all federal, state and local taxes due with respect to any payment received under this Contract.

7. **Travel.** Dr. Avendano is authorized to travel on behalf of the College if it is determined that it is in the best interest of the College. Dr. Avendano is required to notify the Board Chair, in writing, regarding travel outside the State of Florida, whether domestic or international, except for his personal leave. Dr. Avendano is required to provide an outline with regard to the period of domestic or international travel, the purpose, itinerary, funding (if other than the College) or gift and how he may be contacted while traveling.

8. **Code of Ethics.** Dr. Avendano is subject to the provisions of Chapter 112, Florida Statutes and acknowledges that he shall not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the best interest of the College. Further, Dr. Avendano agrees that he is subject to and required to adhere to the following statutory provisions and rules:

- a. Florida Statutes, §112.313 concerning standards of conduct for public officers;
- b. Florida Statutes, §112.3145 with regard to full and public disclosure of financial

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interest

- c. Florida Statutes, §112.318 relating to gift disclosure;
- d. Florida Statutes, §112.3149 with regard to solicitation and disclosure of honoraria; and
- e. Board Rule 6Hx7-2.28 concerning Standards of Conduct and Compliance for Employees; and
- f. Administrative Procedure Manual Rule 02-0211, Standards of Business Conduct and Ethics.

9. **Performance Review.** The performance review shall be conducted annually pursuant to State Board of Education Rule 6A-14.026.

10. **Termination.** The Contract may be terminated pursuant to the following:

- a. **Death or Disability.** In the event of the death or permanent disability of Dr. Avendano, the Contract shall terminate and Dr. Avendano or his estate, as the case may be, shall be due compensation and benefits hereunder only to the date of death or determination of disability by the Board.
- i. **Death.** If Dr. Avendano dies while employed, the College shall pay to his spouse, executor, legal representative, administrator or designated beneficiary, as applicable and as a lump sum, all amounts earned or accrued, pursuant to paragraph 4.a. above, that have not been paid as of the date of his death, and all benefits accrued or earned before or upon his death in accordance with the terms of any applicable benefit plans and programs of the College described in paragraph 4 b. Except as otherwise set forth above or provided in Board Rule 6Hx7-3.64, the College shall have no further liability or obligation under the Contract to Dr. Avendano's spouse, executors, legal representatives, administrators, heirs or assigns or any other person claiming under or through Dr. Avendano.

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- ii. Disability. If Dr. Avendano is unable to perform the essential functions of his position with or without reasonable accommodation during the Term because of physical or mental injury or illness (“Disability”), subject to any limitations imposed by federal, state or local laws for the College to provide a reasonable accommodation to him, if such reasonable accommodation would not impose an undue hardship to the College and would enable him to satisfactorily perform the essential functions as the College President.
 - iii. Determination of Disability. Dr. Avendano, upon the request and at the expense of the Board, agrees at any time during the Term to submit to examination by a qualified physician or physicians to be selected by Dr. Avendano from a list consisting of not less than three physicians approved by the Board. Dr. Avendano authorizes the report of this examination to be submitted to the Board with a copy being forwarded to Dr. Avendano. Notwithstanding the examination, the Board shall comply with the terms of the Florida Civil Rights Act and/or Americans with Disabilities Act relating to discrimination against individuals with a disability and its obligation, as an employer, to reasonably accommodate individuals with a disability.
- b. Other Termination. The Board shall have the right to suspend or dismiss Dr. Avendano at any time, with or without cause.
- i. Dr. Avendano may be terminated if he receives a negative evaluation and by a vote of a majority of the Board not to be retained. In response, Dr. Avendano shall be dismissed, the Contract shall be terminated, and Dr. Avendano shall only be entitled to an amount equal to twenty (20) weeks of compensation of base salary at the time of dismissal as provided for in §215.425(4)(a)(1), Florida Statutes.
 - ii. Dr. Avendano may be dismissed without cause. If sub-paragraph (i) does not apply, Dr. Avendano shall be paid the remainder of his base salary at the time of termination for the balance of the term of the Contract, provided that the Board shall not pay any amount in excess of such salary for twenty (20) weeks from nontax revenues and nonstate-appropriated funds, the

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payment and receipt of which does not otherwise violate part III of chapter 112, Florida Statutes, as provided for in §215.425(2)(a), Florida Statutes.

- iii. Dr. Avendano may be terminated for cause. With termination for cause, the Board shall determine the amount, if any, of termination compensation to be provided consistent with Florida law including, without limitation, §215.425, Florida Statutes. Provided, however, that if Dr. Avendano is terminated for “misconduct” as defined by §443.036(30), Florida Statutes, as that section may be amended from time to time, the Board shall not pay Dr. Avendano any severance pay.

Reasons for termination, in the sole discretion of the Board, for cause shall include the following:

1. A deliberate and certain violation of his duties and responsibilities as set forth in the Contract, or his refusal or unwillingness to perform such duties and responsibilities in good faith and to the best of his abilities.
2. Any conduct constituting moral turpitude or dishonesty that result in public disrespect, contempt, or ridicule upon the College.
3. A serious and deliberate violation of a State or Federal law or rule that adversely reflects upon or affects the College.
4. Prolonged chronic and/or excessive absences from duty without the Board’s approval.
5. Misconduct as defined in §443.036(29), Florida Statutes.

Upon termination of the Contract, Dr. Avendano shall return, at a time and a place mutually agreed upon by the parties, all College property issued to him.

Dr. Avendano will have the authority to terminate the Contract with or without cause by providing reasonable notice, based on the circumstances. If Dr. Avendano provides reasonable notice, he will be required to complete his duties and responsibilities as determined by the Board. Dr. Avendano will be compensated through the effective date of his termination unless he fails to

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complete his assigned duties and responsibilities. The Board, in its sole discretion may withhold any accrued salary, compensation and benefits.

11. **Arbitration.** The parties hereby agree and consent that any dispute arising out of or relating to this Agreement or the breach, termination or validity thereof, shall be heard by and finally settled by arbitration conducted expeditiously in accordance with the American Arbitration Association (“AAA”) Rules. The parties hereby irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based in contract, civil responsibility/tort or otherwise) arising out of, or relating to, this Agreement. The parties agree and consent that Duval County, Florida shall be the jurisdiction and venue for any such arbitration. Any arbitrator not appointed by a party shall be appointed from the AAA Roster of Neutrals. The arbitration shall be governed by the United States Arbitration Act and any judgment upon the award decided upon by the arbitrators may be entered by any court having jurisdiction thereof. The arbitrators are not empowered to award damages in excess of compensatory damages and each party hereby irrevocably waives any damages in excess of compensatory damages but the arbitrators may, in their discretion, award a party’s reasonable costs and expenses (including, without limitation, reasonable attorneys’ fees and disbursements) in connection with such party successfully prevailing in a dispute.

12. **Survivorship.** The respective rights and obligations of the parties under the Contract shall survive any termination of Dr. Avendano’s employment to the extent necessary to the intended preservation of such rights and obligations.

13. **Notices.** All notices and other communications required or permitted under this Contract or necessary or convenient in connection with it, shall be in writing and shall be deemed to have been provided when hand delivered or mailed by registered or certified mail, to the following:

To the College:

Chair, District Board of Trustees
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202

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with a copy to:

Office of General Counsel
Florida State College at Jacksonville
501 W State Street, Room 403
Jacksonville, FL 32202

To John Avendano, Ph.D.:

John Avendano, Ph.D.
Office of the College President
501 West State Street
Jacksonville, FL 32202

14. **Entire Contract, Amendment and Assignment.** The Contract supersedes and replaces any prior understandings between the parties, whether written or oral. The Contract sets forth the entire understanding between the parties with respect to its subject matter, and cannot be changed, modified, extended or terminated except upon written amendment approved by the Board and executed on its behalf by a duly authorized member of the Board and by Dr. Avendano. All of the terms and conditions of the Contract shall be binding upon and inure to the benefit of and be enforceable by the Board and the respective, heirs, executors, administrators, legal representatives, successors and assigns of the parties, except that the duties and responsibilities of Dr. Avendano under the Contract are of a personal nature and shall not be assignable or delegable in whole or in part by him.

15. **No Conflicting Agreements.** Dr. Avendano represents and warrants that he is free to enter into this Contract, acknowledges its' terms and conditions and is prepared to perform as stated herein. Dr. Avendano is not a party to any existing agreement which would prevent him from entering into and performing the Contract.

16. **Severability.** If any provision of the Contract is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of the Contract which can be given effect without the invalid or unenforceable provision or application and shall not invalidate or render unenforceable such provision or application in any other jurisdiction. If any provision is held void, invalid or

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unenforceable with respect to particular circumstances, the Contract shall nevertheless remain in full force and effect in all other circumstances.

17. **No Waiver of Remedies.** No delay or omission by a party in exercising any right, remedy or power under the Contract or existing at law or in equity shall be construed as a waiver by that party, and any such right, remedy or power may be exercised by such party from time to time and as often as may be deemed expedient or necessary by such party in its sole discretion.

18. **Beneficiaries/References.** Dr. Avendano shall be entitled, to the extent permitted under any applicable law, to select and change a beneficiary or beneficiaries to receive any compensation or benefit payable under the Contract following his death by giving the College written notice thereof. In the event of Dr. Avendano's death or a judicial determination of his incompetence, references in the Contract to Dr. Avendano shall be deemed, where appropriate, to refer to his beneficiary or beneficiaries, estate or other legal representative, as appropriate.

21. **Miscellaneous.** All section headings used in the Contract are for convenience only. The Contract may be executed in counterparts, each of which is an original. It shall not be necessary in making proof of the Contract or any counterpart of it to produce or account for any of the other counterparts.

22. **Governing Law.** The Contract shall be governed by and interpreted under the laws of the State of Florida, State Board of Education Rules, and Board policies and regulations now existing or hereafter enacted or promulgated.

[Balance of page intentionally left blank; signature blocks appear on next page]

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Given under our hands and seals this _____ day of April, 2019, at Jacksonville, Florida.

Attest:

DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT
JACKSONVILLE

By: _____
Chair, Karen Bowling

Attest:

COLLEGE PRESIDENT

By: _____
John Avendano, Ph.D.

Exhibit one (1) – POWERS AND DUTIES

As provided in §1001.65, Florida Statutes¹, the President's powers and duties are set forth and include the following:

The president is the chief executive officer of the Florida College System institution, shall be corporate secretary of the Florida College System institution Board of Trustees, and is responsible for the operation and administration of the Florida College System institution. Each Florida College System institution president shall:

- (1) Recommend the adoption of rules, as appropriate, to the Florida College System institution Board of Trustees to implement provisions of law governing the operation and administration of the Florida College System institution, which shall include the specific powers and duties enumerated in this section. Such rules shall be consistent with law, the mission of the Florida College System institution, and the rules and policies of the State Board of Education.
- (2) Prepare a budget request and an operating budget pursuant to Florida Statutes §1011.30 for approval by the Florida College System institution board of trustees at such time and in such format as the State Board of Education may prescribe.
- (3) Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the State Board of Education and in accordance with rules or policies approved by the Florida College System institution Board of Trustees.
- (4) Govern admissions, subject to law and rules or policies of the Florida College System institution Board of Trustees and the State Board of Education.
- (5) Approve, execute, and administer contracts for and on behalf of the Florida College System institution Board of Trustees for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction to be rendered to or by the Florida College System institution, provided such contracts are within law and guidelines of the State Board of Education and in conformance with policies of the Florida College System institution Board of Trustees, and are for the implementation of approved programs of the Florida College System institution.

¹ Florida State College at Jacksonville is referred to as "the Florida College System Institution" within Florida Statutes, §1001.65.

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- (6) Act for the Florida College System institution Board of Trustees as custodian of all Florida College System institution property and financial resources. The authority vested in the Florida College System institution president under this subsection includes the authority to prioritize the use of Florida College System institution space, property, equipment, and resources and the authority to impose charges for the use of those items.
- (7) Establish the internal academic calendar of the Florida College System institution within general guidelines of the State Board of Education.
- (8) Administer the Florida College System institution's program of intercollegiate athletics.
- (9) Recommend to the Board of Trustees the establishment and termination of programs within the approved role and scope of the Florida College System institution.
- (10) Award degrees.
- (11) Recommend to the Board of Trustees a schedule of tuition and fees to be charged by the Florida College System institution, within law and rules of the State Board of Education.
- (12) Organize the Florida College System institution to efficiently and effectively achieve the goals of the Florida College System institution.
- (13) Review periodically the operations of the Florida College System institution in order to determine how effectively and efficiently the Florida College System institution is being administered and whether it is meeting the goals of its strategic plan adopted by the State Board of Education.
- (14) Enter into agreements for student exchange programs that involve students at the Florida College System institution and students in other institutions of higher learning.
- (15) Approve the internal procedures of student government organizations and provide purchasing, contracting, and budgetary review processes for these organizations.
- (16) Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the Florida College System institution.
- (17) Maintain all data and information pertaining to the operation of the Florida College System institution, and report on the attainment by the Florida College System institution of institutional and statewide performance accountability goals.
- (18) Certify to the department a project's compliance with the requirements for expenditure of PECO funds prior to release of funds pursuant to the provisions of chapter 1013, Florida Statutes.

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- (19) Provide to the law enforcement agency and fire department that has jurisdiction over the Florida College System institution a copy of the floor plans and other relevant documents for each educational facility as defined in Florida Statutes, §1013.01(6). After the initial submission of the floor plans and other relevant documents, the Florida College System institution president shall submit, by October 1 of each year, revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.
- (20) Establish a committee to consider requests for waivers from the provisions of Florida Statutes, §1008.29 and approve or disapprove the committee's recommendations.
- (21) Develop and implement jointly with school superintendents a comprehensive dual enrollment articulation agreement for the students enrolled in their respective school districts and service areas pursuant to Florida Statutes, §1007.271(21).
- (22) Have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees of the Florida College System institution pursuant to the provisions of Florida Statutes, §1006.62.
- (23) Submit an annual employment accountability plan to the Department of Education pursuant to the provisions of Florida Statutes, §1012.86.
- (24) Annually evaluate, or have a designee annually evaluate, each department chairperson, dean, provost, and vice president in achieving the annual and long-term goals and objectives of the Florida College System institution's employment accountability plan.
- (25) Have vested with the president or the president's designee the authority that is vested with the Florida College System institution.

Exhibit two (2) - POWERS AND DUTIES

Florida Administrative Code Section 6A-14.0261 provides for the general powers of the President.

The president shall:

(1) Exercise general oversight of the College to determine needs and recommend improvements.

(2) Advise and counsel the Board of Trustees and recommend Board action.

(3) Recommend and enforce rules of the Board of Trustees.

(4) Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.

(5) Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the Board of Trustees.

(6) Delegate authority necessary to insure that laws and rules are executed efficiently.

FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION TRUSTEE CANDACE HOLLOWAY

REPORT TO THE DISTRICT BOARD OF TRUSTEES ON APRIL 9, 2019

The Foundation's Board last met on March 6, 2019.

In the absence of President Hyde, who could not attend the meeting, it was my pleasure to provide the Board with the College President's Quarterly Report. My brief report focused largely on progress being made in the presidential search process. Several members of the Foundation Board have served on the Presidential Search Committee, and plans are currently underway for the entire Foundation Board to have a chance to meet and greet the final three candidates.

Following my report, Mr. Warren brought the Board up to date on plans for the Foundation's 3rd annual hosting of donors, prospective donors and friends of the College and Foundation to the 2019 Tournament Players Championship of Saturday March 16th. This year's guest list included representatives from the Scheidel Family Foundation, Baptist Health Foundation, The Blue Foundation, Frisch Family Foundation, the Ellis Rowe Family Foundation, and corporate partners such as Rayonier Advanced Materials, First Coast Federal Credit Union, Lee Wesley Enterprises, and Baptist Health Systems.

Following his update Mr. Warren then introduced Ms. Angela White; Director of Alumni Development, and Ms. Christie Vint; Foundation Support Manager, who gave respective updates on activities of the Alumni Association, and Foundation efforts to provide the Board with regular measures of operational performance in fund development, alumni affairs and Artist Series activities.

Ms. Mack also introduced the Alumni Advisory Council's newly elected Interim-Chairperson, Mr. Charles Moreland. Mr. Moreland is an FSCJ graduate, former Director/Chief of Jacksonville Fire and Rescue Department, and is currently serving in Mayor Curry's Administration as Director of Community Affairs.

Following the updates by Ms. Mack and Ms. Vint, the Foundation's Treasurer; Mr. Wilson Studstill, advised the Board of the pending receipt of the Foundation's independent audit, and shared that review and approval of the audit by the Finance Committee, and subsequently the Board, would follow soon thereafter.

Mr. Studstill also thanked members of the Board who attended the January 16th Investment Advisory Committee meeting, where the Foundation's investment advisors, the Commonfund, gave an update on the Private Equity component of the portfolio.

The next regular meeting of the Investment Advisory Committee is scheduled for Wednesday, April 3rd. The next regular meeting of the Foundation's Finance, Audit and Compliance Committee is Wednesday, May 1st.

There were two action items on the Foundation Board agenda; one to approve the recommendation of the Alumni Advisory Council of Ms. Susan Amburgey (AA '13, BAS '16) as the 2019 recipient of the FSCJ Distinguished Alumni Award; and the other, to approve former Foundation Board member Mr. Carl Cannon as Board Member Emeritus. Both items were unanimously approved.

The Board meeting concluded with a reiteration by the Board's Chair, Ms. Martha Barrett, of committee assignments and a reminder of the Board's next regularly scheduled meeting on June 12th.

I also took the opportunity to commend the Foundation staff and Board for a job well done with the organization and conduct of the Donor Appreciation and "The Power of Possible" Scholarship Luncheon hosted by Florida Blue on December 10th. The event was well attended. Net proceeds from the event coupled with other gifts received from Florida Blue will form the corpus of the Power of Possible Scholarship Fund.

Reports on the Foundation's Finance and Audit Committee and its Investment Advisory Committee were given by the Board's Treasurer, Mr. Wilson Studstill, who chairs both committees. Mr. Studstill reported on results for the year-ending 9/30/2018, and gave an informing brief on the composition and performance of the marketable securities component of the Foundation's investment portfolio.

A similar update on the Private Equity component of the investment portfolio was saved for a January 16th meeting of the Investment Advisory Committee, meeting as a "committee of the whole," where the Foundation's advisors from the Commonfund gave a very informing brief.

The meeting concluded with the Board Chair Ms. Martha Barrett, taking the opportunity to re-align the Board's standing committees given the reconstitution of the Board from 10 to now 21 members.

Ms. Barrett also asked the Board's "immediate past Chair", Mr. Jeff Edwards, to serve as Assistant Treasurer to back up to Mr. Studstill, who anticipates being a little less available in the remaining year of his term as Treasurer, due to other competing civic commitments.

The Board's next meeting is scheduled for Wednesday March 6th where it is anticipated its 2017-18 external audit will be ready for review and approval.



Date: April 9, 2019

To: Florida State College at Jacksonville District Board of Trustees

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

Re: April 2019 Administrative and Professional Collaborative Report

Chair Bowling and Trustees:

On behalf of the APC, Happy Spring! As you can imagine, the buzz in the air includes both excitement and angst over the final selection of our next College President. With that said, the overall pulse is a readiness for moving forward in continuing our great work, gaining cultural stability, and becoming closer to our full potential as our community's College.

I want begin with a repeated heartfelt expression of gratitude to Trustees Bell and McGehee in their leadership as co-chairs and Trustees DiBella and Young for their high level of engagement on the Presidential Search Committee. Under the direction of our co-chairs and AGB Search, the screening process was professional, efficient, and thorough, but more importantly, it was collegial and collaborative. The opportunity to engage in a committee with so much passion for FSCJ and the community we serve was incredibly inspiring. Specifically, I would like to formally extend my appreciation for the 'voices' of our SGA President, Faculty Senate President, Career Employees Council Chair, and Faculty Union President. It was equally refreshing to observe so many external members of FSCJ engaged and genuinely interested in serving on this committee and continuing to develop relationships and partnerships. Finally, it is important to note the incredible support from our HR/Communications team who were involved. This entire team's commitment and affection for FSCJ was ever present. I am also proud to report, several of these professionals are A&Ps and another great example of the work this employee group does for our College.

One of the most rewarding aspects of serving as the APC Chair this academic year has been the ability to continue to engage with so many talented and respected Administrative and Professional employees across the College. One such employee is the recipient of the A&P Exceptional Service and Initiative Award, Robyn Reese. During Robyn's tenure, she has worked tirelessly to streamline our Learning Management System (LMS), specifically the transition from Blackboard to Canvas. Robyn has approached this challenge with tenacity and resolve, all the while remaining focused on its impact upon other departments. In choosing the recipient, the committee considered many factors, including integrity, creativity, and professionalism. Robyn set herself apart from others by demonstrating an innate ability to collaborate with various departments across multiple disciplines. She has served as a sounding board for issues and a fantastic resource for implementing our new LMS. Robyn is yet another shining example of the many roles that A&Ps have at this institution and the beauty of the 'trees' amongst our forest.

Other important work that many A&Ps have or will be involved with in planning and executing include:

- March 1, Employee Wellness Fair
- April 4, Spring Career Fair
- April 6, TEDxFSCJ
- May 9, Commencement

Additionally, many other A&Ps are working through College processes that go beyond a single day such as our annual inventory, budget development, IT scheduled maintenance, facilities upgrades, and technology upgrades and replacements. Each of our A&P colleagues plays an important role to what happens every day at FSCJ to ensure that students, faculty, and staff have the support and resources needed. The collective work we do to support the many facets of the College can be seen in every space of every building at every turn.

As a collaborative, the APC continues to provide opportunities for both seasoned and new employees to network within the College community through ongoing events. On February 14, the APC hosted a Brown Bag Lunch with Vice President of Student Services Dr. Linda Herlocker. This event was well attended and the participant feedback was extremely positive. We are consistently working to build relationships across the College and are actively listening to our colleagues to better identify ways we can share their 'voice.'

One of the goals of the APC as we round out this academic year is to begin an exploration the NILIE Survey information. It is our hope that we can gather some insight into the 'why' and compile some ideas as to 'how' we can continue to develop a positive culture and climate at the College.

As we round out the Spring Term and begin moving toward the Summer Term, the APC has several upcoming events scheduled. We would like to invite members of the Board to join us for any of our upcoming events.

Upcoming Events:

- Thursday, April 18 – Brown Bag Event, Chief Information Officer Mr. Ron Smith – Deerwood Center Theater, noon – 1 p.m.
- Thursday, April 25 – APC Social Networking, Chuy's Town Center, 5:30 – 7:30 p.m.
- Saturday in May/June (date TBD) – Jacksonville Jumbo Shrimp Networking Event

For more information about the APC or to 'see' the faces of some of our A&P professionals at the College, check out our APC blog, <https://blogs.fscj.edu/apcollaborative>. Here you will also find our monthly spotlights, bylaws, meeting schedule, and a listing our events and membership.

Respectfully,

Lori Cimino, M.Ed., NIC-Advanced

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



Date: April 9, 2019
To: Florida State College at Jacksonville District Board of Trustees
From: Robbie Peeples, Career Employees' Council Chair
Re: April 2019 CEC Report

Chair Bowling and Trustees:

I want to applaud you all for example of process you demonstrated in the Presidential Search during the meetings on the final day. The committee work and process was an example on its own however your provision allowing us to bring summary feedback from our constituents and the action you took shows your commitment to the process, collaboration and respect for all stakeholders. We expressed concern about timing and last-minute information and you respected and addressed it. During that process, some outside of the board and committee didn't understand it, but you acknowledge it and it proved to be relevant as some on the board had similar concerns about time to assess data and last-minute information was addressed I believe, to the satisfaction of all. The result, a decision we all stand behind and feel proud of without any reservation.

You have led by example and I am grateful for your demonstration of collaborative leadership and will personally share this as a model that should be replicated thought out this College.

Thank you again for all you do for FSCJ.

Sincerely,

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

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



April 3, 2019

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

Chair Karen Bowling and Trustees:

I want to publicly recognize from the outset the really stellar work done by Trustees Bell and McGehee. The presidential screening committee was one of the best professional experiences I have had at the institution. I think I can speak for the faculty and staff who were involved that we felt very comfortable in speaking our minds, in probing into the difficulties the institution has faced, and in expressing exactly what we are seeking in a new president in both the advertisement and in the actual interview stage. We had candid conversations about the qualities of each candidate and I know that we each valued the others' opinion and really did seek the best candidate for the institution. The committee was a model of the type of collegiality the institution as a whole should embrace—importantly in how Trustees Bell and McGehee allowed the committee to do its work, engaged with the members in the process, and did not push any specific outcome. And so, I want to thank Trustees Bell and McGehee for running such an excellent committee and all the members of the committee for dedicating the time they did to selecting our candidates.

I look forward to working with the president Avendano to develop a plan forward for the institution. My priorities are to protect the academic freedom of the faculty; help the administration understand the value of budgeting for faculty success and reinvigorating, as well as moving more of our budget back towards direct instructional costs; reinvigorate academic rigor without ramping up workloads for our already stressed students.

One of the threats to our institution and all of higher education is emerging in a desire to regulate discourse through focusing on what are called 'underrepresented viewpoints.' This is a reaction to some events that have happened around the nation but also one that happened on a campus here in Florida. The legislature has already passed legislation assuring that speech is broadly protected (even potentially odious speech) at state institutions. This was seemingly in reaction to Richard Spencer being briefly disallowed from speaking on campus after Heather Heyer was murdered in Charlottesville by one of Spencer's white-supremacist followers. He was eventually allowed to speak in Gainesville, a decision that prevented an inevitable court order. This proved unequivocally that even a man who promotes the "peaceful ethnic cleansing" of all non-white people from the United States has the right to speak at public institutions of higher education. So the right to express even odious views is assured. The current attempt seems to be oriented towards the faculty itself and towards assuring that more faculty with certain political viewpoints are made a part of the academy, or at least that certain viewpoints are represented in the classroom. Even though this is currently oriented towards the university system, we are concerned. There is a laundry list of reasons why the proposal is a bad idea—not the least of which is that such a political restriction of the faculty bodies' right to teach and to hire their colleagues would be dangerous to our basic freedom as intellectuals, a freedom which has been upheld in a number of higher court cases.

Luckily, we prepare our students to navigate these difficulties, not by giving them answers but inspiring them to ask questions and seek evidence. This is why rigor is such an important part of what we do and should be a continual discussion at this institution if not every institution. This is also why president Avendano needs to be mindful of dual pressures on an institution such as ours: a pressure to focus on boosting 'pass rates' and retention in order to achieve a higher status for performance-based funding; a pressure to be rigorous and prevent students from moving on if they have

not mastered certain content or skill sets. We must focus on enrollment and retention. That is an ethical responsibility of the institution. But it is also an administrative one. Faculty must feel that when they determine a student has not mastered the material or skill-set and should not move on that the administration will in no way punish them. Unfortunately, the faculty do not currently feel this support—and the reasons are probably more about historical trauma than anything that has happened recently. No matter the cause, the culture of the administration must shift from “if the student is not mastering the material, you are at fault, and our institution will lose money” to a more nuanced set of mentoring relationships, leveraging the ability and professional acumen of the established faculty whenever needed. No one should mention pass rates in evaluations of faculty—they should be banished from our professional vocabulary. And student success must not become short-hand for pass rates. I hope the new president will uphold those values and recognize the responsibility of the college community outside of the classroom in structuring an academic environment for the students and thus leading them towards success inside of the classroom as well. We have a committee in Senate which is taking a look at some of our concerns with rigor and how a lack of rigor negatively affects the equitable outcomes our students and our community expects. We have seen some places that need further examination, and I hope to be able to report positive news to you either in June or in September.

I have written at length about the importance of budgeting for our faculty success and for budgeting in such a way that the values of the institution are expressed in the ratios one finds in the budget. I have written how budgeting for faculty travel amounts to a small portion of the overall budget for travel at the institution. I am unaware of the negotiations in budgeting that are underway, but I hope that our request for an increase will work its way into the final form. But I was also recently made aware of the following data. According to the [2015-2016 Florida State College System Annual Cost Analysis of Expenditures by Function](#), we expended \$57MM for direct instruction of students, which was 40% of the total budget. Some of our stellar competition did slightly better. For example, St. Petersburg State College expended \$65MM or 44.1% and Broward State College expended \$76MM or 44.3% of the total expenditures paid for direct instruction. Valencia, a school we occasionally seek to model ourselves on, spent \$88MM or 48.9% of the total expenditures on direct cost for instruction. On paper, these are significantly different priorities. And truthfully, I am unsure just looking at the numbers how their priorities are reflected in those numbers and whether there are other vagaries of budgeting and reporting that do not come through clearly. What I encourage for the new administration is a process of budgeting that looks to work through a strategic plan but also returns to some fundamental and very old strategies for boosting faculty academic and pedagogical skills—i.e. conference and other professional development travel.

I want to end on a more positive note and in regards to the power of administrative support for our projects. Not only will we have the 5th Annual FSCJ Student Research Conference on April 5 thanks in no small part to administrative support, but events such as the Jax-by-Jax and TEDxFSCJ are only successful due to the investment of both manpower and money by the administration. My colleague and stellar faculty member Dr. Maureen McCormick also leveraged this support to engage her students in a very large and important project where students transcribed the records of African American men who enlisted in the Union forces during the Civil War. Not only were students able to connect with actual historical documents in an archive setting but they were also helping to convert this physical archive into a digital archive, advancing the research into this period of our history. I would like to publicly thank and congratulate Dr. McCormick for her really phenomenal work. She is an example of the brilliance of our faculty and of the excellent academic work we can accomplish when we work together with the support of the administration.

That concludes my report to the board.

Respectfully,



John Arrington Woodward, PhD
Professor of Humanities and Film Studies
Faculty Senate President
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Florida State College at Jacksonville
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Date: April 9, 2019

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February 2019 to March 2019 Student Government Association Report

Chair Bowling and Trustees,

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

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

- Members of the SGA traveled to Tallahassee, FL to attend the FCSSGA Legislative Conference to advocate for the students of FSCJ. Along with Director of Government Relations Virginia Haworth, SGA members met with legislators from both Duval and Nassau County to advocate for a transcript fee waiver for active duty and certain veterans, state their opposition to concealed fire arms being carried on campus, and funding for the FSCJ STEM Center. While in Tallahassee, two SGA members were also interviewed by Director of External Affairs for the Florida College System on their experiences as students at FSCJ.
- SGA members served or continue to serve on the following committees: Canvas Transition, Curriculum, Innovation, and Advanced Technology as well as the Presidential Search Committee.
- The SGA Policy Committee has finalized revisions to the SGA Constitution. FSCJ students will voted on the proposed changes in the mid-April SGA elections.
- SGA officers and members continue to collaborate with campus administration about various student concerns by engaging in their campus club and leadership meetings.
- We are proud to share that SGA members participated in the Scholarship Selection Committee and advocated for the distribution of nearly \$3 million dollars in scholarship funds. This will remove a tremendous amount of financial barriers for our students.
- SGA members volunteered with Rethreaded, a local nonprofit agency that benefits survivors of human trafficking.
- The Activity & Service (A&S) Fee Committee will resume meetings in April. Members of the SGA Executive Board will continue to serve on this committee to assist with the allocation of funding for FSCJ student organizations.
- Student lead campus engagement events continue across campuses. Recently, campuses hosted events such as; student feedback tables, dodge ball games, and "Minute to Win It" games to interact and network with students.
- Members of the FSCJ SGA will travel to Hillsborough Community College - Dale Mabry Campus to participate in the Florida College System Student Government Association Year End Conference. They will vote to elect next year's officers in FCSSGA as well as present and attend leadership education sessions.
- Finally, the SGA would like to congratulate Dr. John Avendano on his appointment as FSCJ's next President. We look forward to working with Dr. Avendano as he settles into his new leadership role.

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

Sincerely,
Ta'Nasha Parker
FSCJ Student Government Association President

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

AGENDA ITEM NO. CA – 1.

Subject:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	June 11, 2019


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

6Hx7-10.16 – Acceptance of Credit for Prior Learning

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

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

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-10.16	Acceptance of Credit for Prior Learning	10-18

- (1) Credit earned at other colleges or universities accredited by one of the six regional accrediting associations will be accepted by Florida State College at Jacksonville (FSCJ) and placed on the transcript, when there is an appropriate match in curricula. Credits awarded at institutions not regionally accredited may be accepted by the College and placed on the transcript if the credits represent collegiate level coursework with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in comparable instruction at the College per FSCJ evaluation by an appropriate cadre of collegewide faculty.
- (2) A student may request credit for prior learning from non-credit sources, such as education and training validated by the American Council on Education (ACE), other college level online learning experiences, challenge examinations, portfolios or articulations. The College will evaluate alternative options for awarding credit for documented experiential learning based upon academic standards equivalent to approved course curriculum.
- (3) Students may appeal the denial of credit for prior learning by written request via the Executive Chair of the appropriate academic school. Appeals not resolved by the Executive Chair may be sent to the College Provost for a final decision.
- (4) The College President is authorized to establish procedures to further implement this rule.

(General Authority: F.S. 1001.02, 1001.64, [1001.65](#), SBE ~~6A-14.0261~~, 6A-14.0304)

(Adopted Date: 05/05/98, Revised 11/01/11, 12/10/13, 08/11/15)

[\(Reviewed: 06/11/19\)](#)

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

AGENDA ITEM NO. CA – 2.

Subject:	Administration: Comprehensive Safety Review for 2018-19
Meeting Date:	June 11, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College's Comprehensive Safety Review for 2018-19. The full report will be available at the District Board of Trustees Meeting.

BACKGROUND: Pursuant to Florida Statute 1013.12 and the State Requirements for Educational Facilities, Chapter 5(1)(a)1 (SREF), each year the College is required to complete and submit to the Board for approval a collegewide comprehensive safety inspection report listing safety code deficiencies. The review is conducted within the current fiscal year with a time span beginning in September and finishing in March. The review encompasses all buildings, rooms and grounds of the College Campuses and Centers. During the inspection, 770 safety deficiencies were identified. As of May 14, 2019, all reported deficiencies with the exception of three, located at 20West Housing, have been corrected. The three remaining issues have been reported to the building owner for action. The College's Comprehensive Safety Review for 2018-19 includes the correction date and estimated cost for each item.

RATIONALE: Conducting an annual comprehensive safety review of all College facilities for fire safety, casualty and sanitation is required by Florida Statute and State Requirements for Educational Facilities. The review assures the Board is informed in a timely manner of all College safety deficiencies noted. None of the safety deficiencies noted are life-threatening deficiencies which, by statute, would require the Board to withdraw the facility from use until corrected.

FISCAL NOTES: The College has utilized its operational funds to correct all deficiencies identified during the annual comprehensive fire safety, casualty and sanitation review.

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

AGENDA ITEM NO. CA – 3.

Subject:	Human Resources: Direct Support Organization Personnel
Meeting Date:	June 11, 2019

RECOMENDATION: It is recommended that the District Board of Trustees approve the Florida State College at Jacksonville Foundation's anticipated usage of College resources for Fiscal Year 2019-20 as summarized below with the understanding that the Foundation employees are required to follow the Board Policies and Administrative Procedures of the College.

BACKGROUND: As a Direct Support Organization (DSO), the Florida State College at Jacksonville Foundation (Foundation) strives to help individuals who need financial assistance in order to take advantage of educational opportunities. Personnel within the Foundation are selected in accordance with the policy and procedures of Florida State College at Jacksonville (FSCJ), and 100% of Foundation employees' time is dedicated to Foundation activities and initiatives.

Foundation employee salaries and benefits to be reimbursed to the College by the Foundation for Fiscal Year 2018-19 totals \$185,689. Salaries for all Foundation staff totaled \$504,345. The reimbursement amount will increase to 100% for Fiscal Year 2019-20. Additionally, approximately 2,166 square feet of College facilities is dedicated for the Foundation's use.

The listing below provides the District Board of Trustees a timely notification of currently established Foundation positions.

<u>Employee</u>	<u>Job Title</u>
William Allen	Director of Development
Vacant	Accountant IV
Christine Vint Griswold	Foundation Support Manager
Angela Mack	Director of Alumni Relations
Robin Smith	Administrative Assistant III
Cleve Warren	Executive Director of the Foundation
Wanda Willis	Associate Director of Major Gifts

In addition, there are approximately 20 employees working within the Artist Series that were fully funded by their programs in 2018-19 and the same is planned for 2019-20.

FISCAL NOTES: The costs of all personnel are to be reimbursed by the Foundation for the first time in 2019-20. The use of space by Foundation and Artist Series personnel is not changing, and there is no budget impact to the College to retrofit the areas.

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

AGENDA ITEM NO. CA – 4.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	June 11, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to extend the following annual contracts.

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Annual Value	Annual Change in Price
				From:	To:			
1.	2016C-19	\$700,000 - \$2 Million Construction Delivery Order Contracting Services	Warden Construction Corp.	07/01/2019	06/30/2020	3 of 5	\$6,000,000	0%
2.	2017C-38	Painting Delivery Order Contracting Services	Krystal Companies LLC dba Krystal Kleen	07/01/2019	06/30/2020	3 of 5	\$1,000,000	0%
3.	2017C-38		Painting Unlimited Contractors, Inc.	07/01/2019	06/30/2020	3 of 5	\$1,000,000	0%
4.	2017C-38		S. David & Co., LLC	07/01/2019	06/30/2020	3 of 5	\$1,000,000	0%

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

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

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

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

AGENDA ITEM NO. CA – 5.

Subject:	Purchasing: Construction Delivery Order/Job Order Contracting Services
Meeting Date:	June 11, 2019

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

E Vaughan Rivers, Inc.
Scherer Construction of North FL, LLC
Warden Construction Corporation

These companies were the top-ranked proposers for the initial term of July 1, 2019 through June 30, 2020, with up to five additional one-year terms subject to continued need, satisfactory performance, same rates, terms and conditions, and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$700,000 per project, as well as an estimated amount not-to-exceed of \$2,500,000 per year.

BACKGROUND: The current collegewide construction delivery order contracting services contracts are scheduled to expire on June 30, 2019. Multiple general contractor contracts have been awarded to provide each campus the ability to assign work to different contractors during peak service or emergency situations.

College administration advertised and publicly issued a request for proposal (RFP) soliciting proposals from licensed qualified general contractors to provide defined services without a lapse period. The RFP solicited competitive fixed cost pricing based on an R.S. Means coefficient and allows for utilization during disaster situations.

Sixty licensed general contractor firms were solicited in addition to being publically advertising in the Florida Times Union and posted on the Florida Vendor Bid System. Five firms submitted proposals.

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

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

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

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

AGENDA ITEM NO. CA – 6.

Subject:	Purchasing: Grounds Care Maintenance & Landscape Services
Meeting Date:	June 11, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contract(s) for collegewide grounds care maintenance & landscape services with the following companies:

Chad Brock Enterprises, Inc.: Lot 1 South Campus, Lot 2 Deerwood Center, Lot 3 Cecil Center; Lot 4 Nassau Center, Lot 5 North Campus, and Lot 7 Kent Campus
R&R Maintenance, Inc.: Lot 6 Downtown Campus

These companies were the top-ranked proposers for the initial term of August 1, 2019 through July 31, 2020, with up to five additional one-year terms subject to continued need, satisfactory performance, mutually agreed to rates, same terms and conditions, and District Board of Trustees approval of extension. The resultant contracts will have an estimated amount not-to-exceed of \$600,000 per year.

BACKGROUND: The current collegewide landscape and grounds care services contracts are scheduled to expire on July 31, 2019 and the North Campus athletic field maintenance contract is due to expire on June 30, 2019. The grounds care services for the four campuses and three centers created seven individual lots with the athletic field services included in the North Campus lot. The lots are to be individually evaluated and awarded.

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

Nineteen licensed grounds care firms were solicited in addition to being publically advertised in the Florida Times Union and posted on the Florida Vendor Bid System. Six firms submitted proposals.

A College evaluation committee completed a detailed evaluation of the six responsive qualification proposals.

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

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

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

AGENDA ITEM NO. CA – 7.

Subject:	Finance: Delinquent Accounts
Meeting Date:	June 11, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees approve the write-offs of delinquent student accounts in the amount of \$922,933.

BACKGROUND: The amount requested for write-off represents delinquent receivables incurred during FY 2016-17. A breakdown of the type of accounts is below.

	<u>FY 2016-17</u>	<u>FY 2015-16</u>
Financial Aid & VA	\$850,982	\$840,266
Book Loans	33,083	54,005
Third Party Tuition	14,991	12,141
Miscellaneous	23,877	13,586
Total	\$922,933	\$919,998

This is the second write-off of the current fiscal year as the College did not write-off amounts in the prior year due to ERP conversion issues. While the College did not present write-offs in the prior year, we did anticipate the amounts to be written off and recognized the bad debt expense on the general ledger. The bad debt expense is what creates an Allowance for Doubtful Accounts and the current Allowance for Doubtful Accounts is sufficient to cover the write-offs being presented. The write-off does not clear the student account and all past due charges must be paid prior to enrolling in a future term.

RATIONALE: The write-off of delinquent accounts by the College of \$25 or more, and uncollectible for two (2) or more years, is in accordance with Florida State Statute 1010.03, and Board Rule 6Hx7-4.22.

FISCAL NOTES: There is no impact from this write-off since the Allowance balance is sufficient to cover the request.

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

AGENDA ITEM NO. CA – 8.

Subject:	Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2018
Meeting Date:	June 11, 2019

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Florida Auditor General's published Audit Report No. 2019-129, entitled Financial Audit for Fiscal Year Ended June 30, 2018.

BACKGROUND: The State Auditor General conducts an annual audit of financial statements of the District Board of Trustees of Florida State College at Jacksonville pursuant to Florida Statute 11.45. The following information provides a summary of findings of the audit regarding the financial statements of the College for the fiscal year ended June 30, 2018:

- The College's financial statements were presented fairly, in all material respects, the respective financial position of Florida State College at Jacksonville and of its discretely presented component unit as of June 30, 2018, and the respective changes in financial position and cash flows, thereof for the fiscal year ended, in conformity with generally accepted accounting principles in the United States of America.
- No deficiencies in internal control over financial reporting, considered to be material weaknesses, were identified.
- The results of tests disclosed no instances of noncompliance or other matters that are required to be reported under "Government Auditing Standards."

RATIONALE: The report is to apprise the Board of activities concerning audit and control.

FISCAL NOTES: This report is presented to the Board for information and approval, and has no economic impact. A copy of the report was provided to each Board member in advance from the Office of the Auditor General. Copies of the report may be obtained by the public on written request to the Associate Vice President for Finance, Florida State College at Jacksonville, Financial Services Department.