

September 1, 2020

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: John Avendano, Ph.D.   
College President

RE: September 2020 Board Agenda

Enclosed please find materials in support of the September 8, 2020, Board meeting.

All meetings of the Board will be held at the College's Advanced Technology Center, 401 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room T-140. The full Board meeting will begin at 1 p.m., Rooms T-140 & 141.

- 2019-20 District Board of Trustees Self-Evaluation Results
- Architecture for Student Services

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**  
**September 8, 2020 – 1 p.m.**  
**Advanced Technology Center, Rooms T-140 & 141**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**COMMENTS BY THE PUBLIC**

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

**MINUTES OF THE AUGUST 11, 2020, DISTRICT BOARD OF TRUSTEES WORKSHOP**  
(p. 82-84)

**MINUTES OF THE AUGUST 11, 2020, DISTRICT BOARD OF TRUSTEES REGULAR MEETING** (p. 85-108)

**REPORT OF THE COLLEGE PRESIDENT**

**CONSENT AGENDA**

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

1. Purchasing: Custodial, Day-Porter/Labor Service & Floor Maintenance Cleaning Services (p. 109-110)

**ACTION ITEMS**

1. Approval of Consent Agenda (p. 111)
2. Office of General Counsel: College President's Contract of Employment; Amendment Two (p. 112-116)
3. Foundation: Posthumous Awarding of the Honorary Bachelor's Degree in Business Administration to Mr. James H. Winston, and Naming of the FSCJ Foundation Conference Room in His Honor (p. 117)
4. Foundation: Posthumous Awarding of the Honorary Bachelor's Degree in Business Administration to Mr. Donald D. Zell (p. 118)
5. Purchasing: Employee Group Plans for Health, Dental and Vision Insurance (p. 119-123)
6. Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 4 (p. 124-125)
7. Finance: Fiscal Year 2020-21 Capital Outlay Budget Amendment No. 1 (p. 126-128)
8. Finance: Fiscal Year 2020-21 Operating Budget Amendment No. 1 (p. 129-130)
9. Academic Affairs: Florida College System Affordability Report (p. 131-151)
10. Online & Workforce Education: Florida Postsecondary Comprehensive Transition Program Intent to Apply/Project Vertical for Students with Intellectual Disabilities (p. 152-153)

**INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 154-155)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 156)
- C. Finance: Investment Report for Quarter Ended June 30, 2020 (p. 157-193)

Subject: Regular Meeting  
September 8, 2020, Board Agenda  
(Continued)

**REPORT OF THE BOARD CHAIR**

**REPORTS OF TRUSTEES**

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

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

**INTRODUCTION OF NEW EMPLOYEES (Group Recognition)**

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

**REPORT OF THE CAREER EMPLOYEES COUNCIL** (Written report provided by  
Ms. Camilla Collins)

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

**REPORT OF THE STUDENT GOVERNMENT ASSOCIATION** (Written report provided by  
Mr. Justin Milligan)

**NEXT MEETING**

The Board will meet on Tuesday, October 13, 2020, at the College's Advanced Technology Center for a Deep Dive Workshop. The workshop will convene at noon in Rooms T-140 & 141.

The next regular meeting of the Board is scheduled for Tuesday, November 10, 2020, at the College's Betty P. Cook Nassau Center.

**ADJOURNMENT**

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the August 11, 2020, Board Workshop  
Teleconference, Noon  
Conference Call: 1-904-900-2303 Access Code: 161 733 0809**

PRESENT:

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

ABSENT:

D. Hunt Hawkins

CALL TO ORDER:

Chair McGehee called the meeting to order at 12:05 p.m. He welcomed and thanked those joining telephonically, noting the workshop was being audio recorded. Therefore, he asked everyone to speak clearly.

ROLL CALL:

Chair McGehee asked Board Liaison Kimberli Sodek to conduct a roll call of the Board members, and she did so. All members of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) were present with the exception of one member, Trustee D. Hunt Hawkins.

WELCOME/  
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those joining the telephonic workshop, noting there were a number of items on today's agenda. He shared the workshop would begin with a discussion relating to the annual organization of the Board, followed by Chief Human Resource Office (CHRO) Mark Lacey providing Trustees with information pertaining to the College President's Performance Evaluation and Contract. The final workshop topic on Recruitment & Marketing would be a joint presentation provided by Associate Vice President of Enrollment Management Ms. Jacquelyn Thompson and Chief Communications Officer Ms. Jill Johnson.

INFORMATION/  
DISCUSSION:

A. District Board of  
Trustees Governance  
Structure:

President Avendano provided the Board with a brief overview of the FY 2020-21 Governance Structure. The overview included information pertaining to the upcoming election process, seating of the Finance & Audit Committee members, appointment of liaison to the FSCJ Foundation Board of Directors and approval of the Board's meeting schedule.

1. Organization of the Board for Fiscal Year 2020-21: There was consensus among Trustees to propose that the current officers continue into a second term of office at the August 2020 regular meeting.

The proposed slate of officers were as follows: Trustee McGehee to continue as Chair; Trustee Bell to continue as Vice Chair, Nassau County; and Trustee Young to continue as Vice Chair, Duval County. Trustees DiBella, Hawkins and Young to continue to sit as committee members on the Finance & Audit Committee. Trustee Jennifer Brown to continue as the liaison to the FSCJ Foundation Board of Directors.

President Avendano provided Trustees with the proposed FY 2020-21 meeting schedule, noting one difference being proposed for this year to meet in November 2020 in lieu of December 2020 due to the annual SACSCOC conference being held at the same time, December 8, 2020. In addition, Nassau County School Superintendent Dr. Kathy Burns was aware of the request to meet in the different month.

There was discussion by the Board regarding consideration of a joint meeting with the Duval County Public School Board. President Avendano noted that his office would be in contact with the Duval County Public Schools Superintendent Dr. Diana Greene's office to inquire about a future meeting in the coming year.

- B. Performance Goals & Objectives for FSCJ  
 President John Avendano, Ph.D.:

President Avendano and Chief Lacey providing the Board with information relating to the Performance Goals & Objectives for FSCJ  
 President John Avendano, Ph.D.

There was discussion by the Board regarding Dr. Avendano's Goals & Objectives for 2019-20 relating to his Performance Incentive bonus, noting various offerings of compensation for his performance.

After in-depth discussion, there was consensus among the Trustees to propose at the August 2020 regular meeting a motion relating to the goals and objectives for President Avendano's 2019-20 performance incentive. The Board would present Dr. Avendano with \$35,000 of the available \$50,000 performance incentive bonus according to Amendment One of the President's Contract and the amount of the performance incentive for subsequent years of the Contract would be negotiated and agreed to by Dr. Avendano and the Board as part of the his annual evaluation.

- C. Recruitment & Marketing:

Associate Vice President Jacquelyn Thompson and Chief Communications Officer Johnson provided the Board with an overview of "Recruitment & Marketing." The overview included information pertaining to the following:

- Strategies Summer/Fall 2020
- Marketing Goal
- Recruitment Goal
- Pivoting – Partnering to Re-image
- New Admissions Platform
- High School Graduate and Parent Marketing
- Community Partnerships
- New Online Orientation
- From Live to Virtual Events
- College Signing Day
- Signature Events
- Social Media
- Request for Information
- Complex Workflows
- Personalized, Segmented and Dynamic Communication
- LinkedIn Certificate Marketing Campaign
- Adult Education, Workforce and Continuing Education Campaigns
- Nassau County Outreach
- Connecting w/Contact Center, Enrollment Coaches, Recruiters and Orientation & Student Communication
- The Future of Admissions
- Moving Forward in the Fall
- Update of Admissions Webpage
- Website and Virtual Tours
- Additional Fall Marketing Campaigns

There was discussion by Trustees regarding strategy of investing in marketing, social media, FSCJ's high quality award winning programs and marketing campaign.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

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

APPROVAL OF MINUTES:

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 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 August 11, 2020, Regular Meeting**  
**Teleconference | Conference Call 1-800-231-0316, 1 p.m.**

PRESENT:

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

ABSENT:

D. Hunt Hawkins

CALL TO ORDER:

Chair McGehee called the meeting to order at 1:11 p.m. He welcomed and thanked those joining telephonically, noting the meeting was being audio recorded. Therefore, he asked everyone to speak clearly.

ROLL CALL:

Chair McGehee asked Board Liaison Kimberli Sodek to conduct a roll call of the Board members, and she did so. All members of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) were present with the exception of one member, Trustee D. Hunt Hawkins.

PLEDGE:

Chair McGehee led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair McGehee opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration, noting that requestors would be acknowledged through the conference operator, and should immediately introduce themselves. There were no introductions made by the conference operator.

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

MINUTES:

(Ref. Board Agenda for August 11, 2020; Pages 202100003 – 25)

Chair McGehee asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the May 19, 2020, Deep Dive Budget Workshop, on agenda pages 3 – 5; June 9, 2020, Board Workshop, on agenda pages 6 – 8; and June 9, 2020, Regular Meeting, on agenda pages 9 – 25, and there were none.

MOTION: (Bell – DiBella) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the May 19, 2020, Deep Dive Budget Workshop; June 9, 2020, Board Workshop; and June 9, 2020, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE  
PRESIDENT:

COVID-19 Response:

College President John Avendano, Ph.D. shared with the Board that FSCJ had extended remote learning for the majority of the College's classes through the Fall Term and plan to have most of the institution's employees continue to work remotely until the phased-in return approach, which begins with supervisors. He extended his sincere appreciation for the dedication of the security officers, facility staff and supervisors who have been present on campus for the majority of the COVID-19 timeframe.

President Avendano noted that a full Return to Campus Plan had been developed for faculty and staff, which was leading the College towards reopening. In addition, a student-focused version was created. Both plans, descriptions of FSCJ's return phases and information that is more helpful may be found on the College's Getting Back to Campus site at [fscj.edu/RTC](http://fscj.edu/RTC).

Governor DeSantis Executive  
Order 20-193:

President Avendano shared with the Board that the institution is grateful to Governor Ron DeSantis for issuing Executive Order 20-193, which allows FSCJ to continue conducting the District Board of Trustees meetings virtually through October 1, 2020. He noted that it does not say the College must have virtual meetings, but it affords FSCJ the flexibility if the institution so chooses.

Convocation:

President Avendano announced that this year's Convocation Ceremony would be held virtually on Thursday, August 27, beginning at 9 a.m. He hoped Trustees could all join via the live link that will be shared with them soon.

President Avendano shared that Convocation is FSCJ's annual kick-off for the academic year ahead and is traditionally an opportunity for the College to convene in one central location. He further shared that while faculty and employees cannot physically come together this year, the format will be similar to previous years with updates from various departments and initiatives, faculty and staff accolade acknowledgements, and the announcements of goals and initiatives to enhance our students' experience.

Data Dashboard:

President Avendano shared with the Board information relating to the August 2020 Data Dashboard.

- Enrollment Dashboard: The first graph is the Summer Term College Credit Enrollment Report as of July 20, 2020, which shows a negative variance of 2.2% credit hours for summer 2020 over summer 2019. He asked Trustees to view the graph around the dates of March 18 and 19, noting the significant change when COVID-19 began.

The final enrollment number is up 2,617 credit hours when compared to the summer 2018 enrollment report.

- Enrollment Dashboard: The second graph is the Fall Term College Credit Enrollment Report as of July 20, 2020. It shows a negative variance of 10.2% credit hours for fall 2020 over fall 2019.

FSCJ is currently holding around -9%, and as previously discussed in the Board workshop, the teams have tried numerous strategies. The College is still considering new strategies and options for the Fall Term.

When Fall Term 2020 college credit enrollment is compared to the same day in the enrollment cycle in Fall Term 2018, college credit enrollment is down 26,998 credit hours.

- Spotlight Dashboard: The Spotlight is on Incentive Funding Metrics, which overviews the \$30 million in incentive funding the Florida legislature has set aside for the Florida College System Institutions for the 2020-21 fiscal year. Of this total, more than \$1.4 million is being allocated for FSCJ.
- Finance Dashboard: This illustrates the actual revenues and expenditures compared to budget for the period ending May 31, 2020 and May 31, 2019.
- Grants Dashboard: A snapshot of grants that have been awarded to the College over the 2019-20 fiscal year, which total \$14,397,374.

Chair McGehee asked if there were any questions or comments by the Board regarding the President's Report. There was discussion by the Board relating to the College's revenue forecast, 6% holdback of state allocations, overall expense budget, enrollment positions, tuition collections, adjustments to the budget, state appropriations and federal grant funds.

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

CONSENT AGENDA:  
 (Ref. Board Agenda for  
 August 11, 2020; Items 1  
 through 3, Pages 202100026  
 – 29)

Chair McGehee noted the Trustees had fully reviewed the Consent Agenda items prior to today's meeting and had the opportunity to discuss any questions and/or concerns with the College President through individual Trustee conference calls, if they so desire. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items.

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

CA-1. Purchasing: Annual Contract Extensions, on agenda page 26.

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

ACTION ITEMS:  
 (Ref. Board Agenda for  
 August 11, 2020; Items 1  
 through 9, Pages 202100030 –  
 76-I)

MOTION: (Young – Brown) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 1, which was moved to Action Items.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 9 – Instruction, on agenda pages 31 – 32.

MOTION: (DiBella – Davis) The motion was made to approve the new Board Rule 6Hx7-9.2 – Distance Education under Section 9 – Instruction, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Administration: Performance Evaluation – Dr. John Avendano, College President, on agenda page 33.

MOTION: (Bell – Odom) The motion was made to approve the Performance Evaluation of Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair McGehee noted that during the Board workshop that day there was consensus among the Trustees to propose at the August 2020 regular meeting a motion relating to the goals and objectives for President Avendano's 2019-20 performance incentive bonus. Therefore, he entertained a motion as it related to the discussion during the workshop.

Chair McGehee reminded the Board of the discussion, which was to present Dr. Avendano with \$35,000 of the available \$50,000 performance incentive bonus according to Amendment One of the President's Contract and his upcoming year's contract will be reevaluated for the performance incentive amount going forward.

SECOND MOTION: (Brown – Young) The motion was made to present and approve College President Dr. John Avendano with a performance incentive of \$35,000 of the available \$50,000 according to Amendment One of his Contract. The goals and objectives and the 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 the his annual evaluation, as recommended.

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

Motion carried unanimously.

President Avendano thanked the Board for their on-going support, generosity and additional compensation. He stated if the Board were comfortable with his intent, he would forego the amount of money allocated for his performance incentive bonus with the exception of \$5,000. President Avendano stated he would contribute the \$5,000, in his family's name, to the FSCJ Foundation with specifications as to how the funds are to be utilized.

Chair McGehee commended President Avendano for his decision, noting he understood it to be done in an abundance of caution for the institution. He applauded Dr. Avendano on his thoughts and actions for the donation of the incentive bonus to the Foundation.

Trustee Brown dittoed Chair McGehee's comments.

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

President Avendano presented the administration's recommendation on Action Item 4, Office of the General Counsel: Proposed Ground Lease Agreement with River City Education Organization, Inc., D/B/A/ San Jose Tech Charter High School, on agenda pages 34 – 72.

MOTION: (Bell – DiBella) The motion was made to approve the Proposed Ground Lease Agreement with River City Education Organization, Inc., D/B/A/ San Jose Tech Charter High School, as recommended.

Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding the length of the agreement and short/long terms of agreement protections.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Academic Affairs: Inactivation of Surgical Technology Specialist in Surgical Services Associate in Science, on agenda page 73.

MOTION: (Odom – Young) The motion was made to approve the Inactivation of Surgical Technology Specialist in Surgical Services Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Academic Affairs: Inactivation of Rooms Division Specialist in Hospitality and Tourism Management Associate in Science, on agenda page 74.

MOTION: (DiBella – Brown) The motion was made to approve the Inactivation of Rooms Division Specialist in Hospitality and Tourism Management Associate in Science, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Inactivation of Fire Fighter I/II Career Certificate, on agenda page 75.

MOTION: (Bell – DiBella) The motion was made to approve the Inactivation of Fire Fighter I/II Career Certificate, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Activation of Firefighter Career Certificate, on agenda page 76.

MOTION: (Young – Brown) The motion was made to approve the Activation of Firefighter Career Certificate, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Facilities: Project Priority List dated August 11, 2020, and Annual Capital Improvement Plan, Fiscal Year 2021-22 through Fiscal Year 2025-26, on agenda pages 76-A – 76-I.

MOTION: (DiBella – Odom) The motion was made to approve the Project Priority List dated August 11, 2020, and Annual Capital Improvement Plan, Fiscal Year 2021-22 through Fiscal Year 2025-26, as recommended. (Appendix A)

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Consent Agenda Item 1, Purchasing: Annual Contract Extensions, on agenda page 26.

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

Chair McGehee asked if there were any questions or comments by the Board.

Chair McGehee declared a conflict of interest on Consent Agenda Item CA-1 and recused himself from voting on the item. He stated he has family members who are associated with the supplier, W.W. Gay Mechanical Contractors, Inc. (Appendix B)

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

Motion carried unanimously.

INFORMATION ITEMS:  
 (Ref. Board Agenda for  
 August 11, 2020; Items  
 A – B, Pages 202100077  
 – 79)

Chair McGehee asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 77 – 79, and there were none.

REPORT OF THE BOARD  
CHAIR:

Chair McGehee reported that he had an opportunity last week to have lunch at FSCJ's Café Frisch. He commended Dean Robert Green and his team for what they have done with the department. He thanked Professor Kasey Anderson who provided the group with a description of the program and food demonstration at the table, noting she will be assuming the role of Instructional Program Manager going forward. Chair McGehee stated he enjoyed the food and the entire dining experience, however, it wasn't until Professor Anderson provided the program description that he became aware of how

complex the restaurant industry is and all the different levels of training that go into making a memorable dining experience while remaining profitable as an endeavor. He realized then through the dining experience, that FSCJ has over 57 technical programs (College Credit Certificates) that are taught at FSCJ all aimed at enhancing the Jacksonville business community in so many different areas. Chair McGehee shared that is one of the key roles FSCJ plays in Duval and Nassau counties.

Chair McGehee shared with Trustees that he and Dr. Avendano meet regularly to talk about college business, noting that the ever-changing environment they find themselves up against continually influences their conversations. He shared that he had never been faced with so many unknowns and challenges within his years at the College or in his life as he does now. He stated that he and Dr. Avendano had agreed that now more than ever, they had to be flexible in how they work, noting that it is imperative that the Board make sure the College's constituents, students, faculty and staff are being taken care of now and services are being offered as best the Board can. However, the College must use this as an opportunity to see how it can use what it is learning about instructional distribution to enhance the student experience going into the future. This pandemic has become an incredible change agent and the opportunity should not be wasted.

He then spoke of the future, in regards to the September 2020 meeting stating he could not say for sure if the Board would meet virtually or in-person. He shared that President Avendano's office would be reaching out to find out what the Trustees' comfort level will be as a Board. He asked that Trustees remain flexible. By Executive Order, the Governor extended the Local Government Public Meetings Order until October 15, 2020 so the Board will have the option to meet virtually in September. However, he noted he missed the face-to-face meetings.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

ORGANIZATION OF THE BOARD:

Chair McGehee turned the meeting over to President Avendano to conduct the Board's annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2020-21.

A. Election of Officers: President Avendano stated that before the Board was the election of three Board officers – the positions of Chair, Vice Chair for Duval County and Vice Chair of Nassau County, noting the consensus during the Board workshop that day was that the current officers continue into a second term of office. He opened the floor for nominations of officers.

Trustee Davis nominated the following slate of officers to continue with a second term:

Trustee Thomas R. McGehee, Jr. to continue as the officer position of Board Chair. Trustee McGehee accepted the nomination.

Trustee O. Wayne Young to continue as the officer position of Vice Chair for Duval County. Trustee Young accepted the nomination.

Trustee Michael M. Bell to continue as the officer position of Vice Chair for Nassau County. Trustee Bell accepted the nomination.

MOTION: (Davis – Brown) To close the nominations and approve the proposed slate of officers, as recommended.

President Avendano asked if there was any additional discussion on the motion, and there was none.

Motion carried unanimously.

B. Approval of Meeting Schedule for Fiscal Year 2020-21:

President Avendano stated that before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2020-21, noting a copy of the proposed schedule was previously provided to Trustees' for their review and consideration.

MOTION: (Young – Brown) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2020-21, as recommended. (Appendix C)

President Avendano asked if there were any questions or comments by the Board, and there were none.

Motion carried unanimously.

District Board of Trustees  
 Minutes of the August 11, 2020, Regular Meeting  
 Page 11

C. 2020-21 Liaison/  
 Committee  
 Appointments:

President Avendano stated that before the Board was the selection of the 2020-21 Liaison and Committee Appointments, noting that the consensus during the Board workshop that day was for the current liaison and committee members to continue with a second term of office.

President Avendano turned the meeting over to Chair McGehee to move forward with the appointments.

1. Appointment of  
 Liaison –  
 FSCJ Foundation  
 Board of Directors:

Chair McGehee appointed Trustee Jennifer D. Brown to continue to represent the Board as Liaison to the FSCJ Foundation Board of Directors for a second term. Trustee Brown accepted the appointment.

2. Appointment of  
 Committee  
 Members –  
 Finance & Audit  
 Committee:

Chair McGehee appointed Trustees Laura M. DiBella, D. Hunt Hawkins and O. Wayne Young to continue to represent the Board as the 2020-21 Finance & Audit Committee for a second term. Trustees DiBella and Young accepted the appointments. In the absence of and on behalf of Trustee Hawkins, it was noted he was interested in continuing to serve on the Committee.

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Youlanda Henry provided the Board with a written report relating to current APC initiatives and activities. (Appendix D)

REPORT OF THE CAREER  
 EMPLOYEES COUNCIL  
 (CEC):

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

REPORT OF THE FACULTY  
 SENATE (Senate):

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

REPORT OF THE STUDENT  
 GOVERNMENT  
 ASSOCIATION (SGA):

Collegewide Student Government Association President James Milligan provided the Board with a written report relating to current SGA initiatives and activities. (Appendix G)

Chair McGehee took a moment to acknowledge receipt of the reports and to thank the governance group leaders for their time and efforts in submitting the reports this month.

NEXT REGULAR  
 MEETING:

Chair McGehee announced the next regular meeting of the Board is scheduled for Tuesday, September 8, 2020.

ADJOURNMENT:

There being no further business, Chair McGehee declared the meeting adjourned at 2:01 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

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

Subject: Facilities: Project Priority List dated August 11, 2020, and Annual Capital Improvement Plan, Fiscal Year 2021-22 through Fiscal Year 2025-26

(Continued)

<b>Approved PPL Changes</b>			
Project	Priority Ranking	Location	Description
2 – Delete	A	DTC	Construct Institute of Food Safety
3 – Delete	A	NC	Construct Academic Health Center
5 – Delete	A	SC	Construct Fire Training Facility
6 – Delete	A	Collegewide	Standard Recommendations
7 – Delete	A	Collegewide	Wayfinding Improvements
8 – Delete	A	Collegewide	Science Lab Renovations
9 – Add	A	Collegewide	Correct Deficiencies – Life, Health, Sanitation
10 – Add	A	Collegewide	Accessibility – Existing Facilities
11 – Add	A	Collegewide	Replacement of Roofs – Existing Facilities
12 – Add	A	Collegewide	Replace/Purchase Equipment – Existing Facilities
13 – Add	A	Collegewide	Sanitation Facilities
14 – Add	A	Collegewide	Custodial Facilities
15 – Add	A	SC	Maintenance, Repairs and Renovation
16 – Add	A	NC	Maintenance, Repairs and Renovation
17 – Add	A	KC	Maintenance, Repairs and Renovation
18 – Add	A	DTC	Maintenance, Repairs and Renovation

<b>CIP Funding Request</b>		
	<b>2021-22 Request</b>	<b>5-Year Request</b>
Maintenance, Repair & Renovation	<del>\$ 8,893,322</del> <u>\$9,248,322</u>	<del>\$49,113,515</del> <u>\$49,468,515</u>
Remodeling, New Construction, Replacement & Acquisition	\$11,308,371	\$22,029,378
<b>Total</b>	<del>\$20,201,693</del> <u>\$20,556,693</u>	<del>\$71,142,893</del> <u>\$71,497,893</u>

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

**FISCAL NOTES:** These projects will be considered for inclusion on the Division's state-wide Legislative Budget Request and hopeful future funding through a PECO appropriation. In addition, the College Capital Outlay Plan for fiscal year 2020-21 identifies select projects to be completed in 2020-21 with partial funding from CO&DS, Capital Improvement Fee, or other local funds.





**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Thomas R. McGehee, Jr., hereby disclose that on August 11, 20 20 :

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, who are associated with W.W. Gay Mechanical Contractors, Inc. ;
- inured to the special gain or loss of \_\_\_\_\_ , by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

Consent Agenda Item CA-1  
Purchasing: Annual Contract Extensions  
Page 202100026

I have family members who are associated with the supplier, W.W. Gay Mechanical Contractors, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8-11-20  
Date Filed

TR McGehee  
Signature

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

**PROPOSED DBOT MEETING SCHEDULE  
FISCAL YEAR 2020-21  
FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,  
WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
<b>August 2020</b>		
Tuesday, August 11  Noon - 1 p.m.  1 - 2:30 p.m.	<b>August 2020 DBOT Meetings</b>  Board Workshop  Regular Meeting	College will host meetings via teleconference.  Conference Call: US Call-in #'s: 1-415-655-0001 / 1-904-900-2303 Audio Access Code: 161 467 1061  Conference Call: 1-800-231-0316 Access Code: N/A
<b>September 2020</b>		
Tuesday, September 8  10:45 - 11:45 a.m. Noon - 1 p.m. 1 - 2:30 p.m.	<b>September 2020 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Advanced Technology Center 401 West State St., Jacksonville, FL 32202  Room T-116 Room T-140 Rooms T-140 & 141
<b>October 2020</b>		
Tuesday, October 13  Noon - 2 p.m.	<b>October 2020 DBOT Deep Dive Workshop</b>  Deep Dive Workshop	Advanced Technology Center 401 West State St., Jacksonville, FL 32202  Rooms T-140 & 141
<b>November 2020</b>		
Tuesday, November 10  10:30 - 11:15 a.m. 11:30 a.m. - 1 p.m. 1 - 2:30 p.m.	<b>November 2020 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097  Room T-106 Room T-117 Room T-126
<b>January 2021</b>		
Tuesday, January 12  11 a.m. - 2 p.m.	<b>January 2021 DBOT Deep Dive Workshop - Planning Meeting</b>  Deep Dive Workshop - Planning Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 403A
<b>February 2021</b>		
Tuesday, February 9  10:45 - 11:45 a.m. Noon - 1 p.m. 1 - 2:30 p.m.	<b>February 2021 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 104A Room 403A Board Room 405

DATE/TIME	EVENT	LOCATION 202100102
<b>April 2021</b>		
Tuesday, April 13  10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	<b>April 2021 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 104A Room 403A Board Room 405
<b>May 2021</b>		
Tuesday, May 18  Noon – 2 p.m.	<b>May 2021 DBOT Deep Dive Workshop – Budget</b>  Deep Dive Workshop – Budget (Combine Finance & Audit Committee with full Board to review the FY 2021-22 College Budget)	Administrative Offices 501 West State St., Jacksonville, FL 32202  Board Room 405
<b>June 2021</b>		
Tuesday, June 8  Noon – 1 p.m. 1 – 2:30 p.m.	<b>June 2021 DBOT Meetings</b>  Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 403A Board Room 405
<b>August 2021</b>		
Tuesday, August 10  Noon – 1 p.m. 1 – 2:30 p.m.	<b>August 2021 DBOT Meetings</b>  Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 403A Board Room 405

**For more information, contact:** Kimberli Sodek, Administrative Support Manager – Office of College President at [Kim.Sodek@fscj.edu](mailto:Kim.Sodek@fscj.edu)



Date: August 4, 2020

To: Florida State at College District Board of Trustees

From: Heather Kenney, Chair of the Administrative and Professional Collaborative, 2020-2021

Re: August 2020 Administrative and Professional Collaborative Report

Chair McGehee and Trustees:

On behalf of the Administrative and Professional Collaborative (APC), Welcome Back! I wanted to take a moment to tell you how honored I am to represent our FSCJ employees and serve as Chair of the APC for the 2020-2021 academic year. There is great excitement in the air to welcome our students back for the fall semester. Although we are unsure of what will happen in fall with the pandemic, we are ready to support our fellow colleagues and students into the upcoming academic year.

First, I would like to express my gratitude to the Board of Trustees and Dr. Avendano for their leadership during these times. Although there have been hard decisions to make we have excelled through the challenges. Dr. Avendano has built a strong communication system to allow all members of the college community, including A&P employees, to voice their concern and support them throughout this process.

The APC looks to do the same this upcoming year. Following the leadership of Youlanda Henry and other members of the APC this past year we hope to support, challenge and engage our APC community. Under Ms. Henry's leadership the APC provided numerous professional development opportunities, representation on college committees and informing the APC members of any college policy or procedure changes. The APC's role at FSCJ is to represent the interests and perspectives of A&P employees.

The APC has discussed key goals they would like to establish this upcoming academic year. We are creating opportunities for our APC members to stay connected to the College and other colleagues while working remotely. Professional development is being determined for this upcoming year that will support employees with pandemic related issues pertaining to employment which may include maintaining employee morale, employee relations and post pandemic effects on A&P employees. The APC is actively engaged in all areas across the College. Our goal is provide information and maintain strong communication that allow our members to be successful.

August 2020 APC Report  
August 4, 2020  
Page 2

Please join me in congratulating the following officers and campus representatives who have been elected as officers of the APC for the 2020-2021 academic year.

Marc Boese, Chair Elect  
Youlanda Henry, Immediate Past Chair  
Trina McGowen, Secretary  
Dr. Jametoria Burton, Campus Representative, AO/URC  
Derrick Johnson, Campus Representative, AO/URC  
Kerry Roth, Campus Representative, AO/URC  
Vonnell Baggett, Campus Representative, Downtown Campus  
Dr. Tara Haley, Campus Representative, Downtown Campus  
Karen Arlington, Campus Representative, Deerwood Center  
Robin Herriff, Campus Representative, Deerwood Center  
Annette Barrineau, Campus Representative, Kent Campus/Cecil Center  
Dr. Tameiko Grant, Campus Representative, Kent Campus/Cecil Center  
Dr. Sondra Evans, Campus Representative, North Campus/Nassau Center  
Dr. Monica Franklin, Campus Representative, North Campus/Nassau Center  
Ginny Alexander, Campus Representative, South Campus  
Ashli Archer, Campus Representative, South Campus

Respectfully,

Heather Kenney  
Director, Student Services and Enrollment  
Administrative and Professional Collaborative Chair, 2020-2021



Date: August 4, 2020  
To: Florida State College at Jacksonville District Board of Trustees  
From: Camilla Collins, Career Employees' Council Chair  
Re: August 2020 CEC Report

Chair McGehee and Trustees:

There will be no written report provided by the Career Employees' Council this month. Due to the Council not meeting in the months of June and July 2020.

Respectfully,

*Camilla Collins*

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



Date: August 4, 2020

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: August Report

Chair McGehee and Fellow Trustees:

This has been a hectic summer. As I wrote in my last letter to the board, a committee from faculty senate and a committee of faculty and administrators organized by Dr. Wall have been meeting weekly to determine the best way to get through the Fall semester, keep disruptions to a minimum, protect the health of students, faculty and staff, and continue to deliver high quality instruction and prepare our students for success. I think we have so far been very successful.

Most of our courses have transitioned to online delivery. Senate recognized in July that we had to balance the principles of academics, access, health, and responsibility to the community. However, given the rising rate of infection we saw early in July and with no end or downturn in sight, we determined that we should focus on the health of our students, faculty, and staff while minimizing the impact to our other principles as best we could. It turns out, unfortunately, our predictions were correct and the infections rates and deaths in Florida and in our communities continue to rise. We promoted the idea of moving every course we possibly could to online delivery and helped Dr. Wall's committee develop a process for determining which courses would still have to be taught face-to-face in the Fall. We supported keeping campuses open for as long as possible, and also at the same time realized that anything faculty could do to reduce the number of students physically on campus and in hallways would also reduce the risk of total closures due to infection. And since there are still courses that must be taught face-to-face, moving most of our instruction online would reduce the risk of serious disruptions for those courses and those students in the Fall. As I mentioned in my previous letter, this is still a response to a crisis and in many ways is not optimal for a large portion of our student population, but it is the best means we have to meet the needs of most of our students and to keep our academic rigor.

I will assume that Dr. Wall will commend the administrative members of his committee in his own address to the board. I would like to take this time to commend his work and the work of Dr. Rich Turner and Marc Boese, as well as the invaluable insights and otherworldly dedication of my faculty colleagues: Dr. Jason Gibson, Prof. Steve Milczanowski, Prof. Bill Meisel, Prof. Stacey Burns, Dr. Shep Shepard, Dr. Ben Clark, Prof. Catherine Rifkin, Prof. Wayne Francis, Prof. Haylan Washington, Prof. Webb Skelton, Prof. Rebecca Levy, and Prof. Cheryl Schmidt. Without the work of these faculty over the summer, much of this would simply not have been possible. The work of the deans and program managers communicating with their faculty and working diligently to support them in making their decisions about the Fall is also commendable. The response to the crisis has been a high point of comradery and professionalism at the institution.

August 2020 Faculty Senate Report  
August 4, 2020  
Page 2

We now begin the more difficult work of preparing for the coming year. We will need to finalize contingency plans for closures, work hard on communicating with current and prospective students about our offerings and our new modalities, increase access to campus resources for students who will need them, and work on getting faculty comfortable with these new methods of teaching. There is still an immense amount of work to be done before we will be ready for the new semester. And as we know in higher education, one is never really ready for the new semester even in the best of times. But I am very confident that the faculty will rise to the occasion as they so often do and look forward to the various challenges this new semester will present. So long as we continue to see the truly phenomenal level of support from administration, we and our students will be successful.

That concludes my report to the board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward".

John Arrington Woodward, PhD  
Professor of Humanities and Film Studies  
Faculty Senate President  
C2326B, DWC, 904-997-2703  
Florida State College at Jacksonville  
john.a.woodward@fscj.edu



Date: August 4, 2020

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2020 to July 2020 Student Government Association Report

Chair McGehee and Trustees:

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

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

- During our weekly meetings, FSCJ SGA Executive Board members completed online training sessions. The sessions covered Activity & Service (A&S) Fees, event planning, expectations, group dynamics, legislative issues, a personality assessment, Robert's Rules of Order and the FSCJ SGA Constitution.
- Student leaders have spent the summer planning online co-curricular activities for the Fall Term and new events are still being added. We will provide live, passive and informative activities to our students that will take place in online modalities.
- On July 2, FSCJ hosted its first-ever virtual Commencement Ceremony. Graduates, families and friends were able to experience a ceremony worthy of the honor our graduates deserve. Former Collegewide SGA President SeQoya Williams served as the student speaker.
- On July 15, FSCJ Marketing emailed a flier to all students on behalf of the SGA which shared how to register to vote online, important voting deadlines and early voting dates.
- On July 22, the FSCJ SGA Executive Board released a statement on social media in support all of FSCJ students peacefully protesting against injustice and racism. Inclusivity and positive change are at the forefront of our beliefs, so we stand with our students during these challenging times.
- On July 30, the FSCJ Society for Human Resource Management (SHRM) Chapter received the Superior Merit Award for its excellence and achievement during the 2019-2020 Student Chapter Merit Award period
- On August 5 and 6, members of the SGA will attend the Florida Student Voting Virtual Summit. The summit will cover digital organizing, coalition building and volunteer recruitment.
- The SGA is looking forward to attending the Florida College System Student Government Association (FCSSGA) Presidents' Assembly that will take place virtually on September 18. This event will help train SGA members in legislative advocacy, leadership, service learning and citizenship. SGA presidents from across the Florida College System will vote on planks for the FCSSGA Legislative Platform.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and FSCJ President Dr. John Avendano for continuing to provide the SGA the opportunity to share updates and accomplishments of our students. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,  
Justin Milligan  
FSCJ Collegewide Student Government Association President

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

**AGENDA ITEM NO. CA - 1.**

Subject:	Purchasing: Custodial, Day-Porter/Labor Services & Floor Maintenance Cleaning Services
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contract(s) for Custodial, Day-Porter/Labor Services & Floor Maintenance Cleaning Services for the following companies:

- 4M Building Solutions, Inc.
- Elite Maintenance U.S.A., Inc.
- Southern Cleaning Services, Inc. (SCSI)

These companies were the top-ranked proposers for the initial term of October 1, 2020 through September 31, 2022, with up to five additional two-year terms subject to continued need, satisfactory performance, mutually agreed to rates, same terms and conditions and District Board of Trustees approval of extension. Each resultant contract will have a maximum per capped 12-month period expenditure of \$2,500,000 generating a maximum per contract two-year termed period of \$5,000,000. Any individual per funded job/project in which consist of day porter/labor (Lot #2) as defined in FS 488.22(2) for construction, renovation, remodeling or maintenance of existing facilities shall not exceed FS 1013.45 (1)(e) and FS 1013.45(2), currently at \$280,000 per project.

It is further recommended that College administration be authorized to formally terminate negotiations with top-ranked proposer(s) if a satisfactory contract cannot be negotiated and to begin negotiations with the next-ranked proposer until satisfactory contracts can be negotiated and entered into.

**BACKGROUND:** The current collegewide various Custodial, Day-Porter/Labor Services & Floor Maintenance Cleaning Services are scheduled to expire on September 31, 2020. These firms are utilized according to their Lot submission specialty on an "as needed" basis. Due to the nature of custodial specialties with the number of campuses and concurrent projects, the College determined that the most expeditious solution is to have multiple available contracts for these services.

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

Purchasing: Custodial, Day-Porter/Labor Services & Floor Maintenance Cleaning Services  
(Continued)

Twenty custodial and day-laborer firms were solicited in addition to being publically advertising in the Florida Times Union and posted on the Florida Vendor Bid System. Six (6) firms submitted proposals including one (1) No Bid submission. A College evaluation committee completed a detailed evaluation of the five (5) responsive 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 to the top-ranked proposers will cost-effectively provide the College with access to qualified, experienced contractors.

**FISCAL NOTES:** The total amount of expected use is comprehended in the College's operating budget and construction/renovation budgets.

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

**AGENDA ITEM NO. A – 1.**

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

with the exception of:

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

which have been removed from the Consent Agenda for individual consideration.

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

**AGENDA ITEM NO. A - 2.**

Subject:	Office of General Counsel: College President's Contract of Employment; Amendment Two
Meeting Date:	September 8 , 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment Two to the College President's Contract of Employment.

**BACKGROUND:** Pursuant to the College President's Contract of Employment ("Contract"), the District Board of Trustees may make modifications or revisions to the Contract in conjunction with the President's annual performance evaluation. Per the College's President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. The goals and objectives shall be made effective by an amendment to the Contract as follows:

- Goals and Objectives. The 2020-21 goals and objectives for Dr. Avendano shall be added to the College President's Contract of Employment.

**RATIONALE:** Approval of this item is within the Board's statutory authority to evaluate, compensate and retain the College President.

**FISCAL NOTES:** The impact of this action is in an amount up to \$50,000.

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

This Amendment Number Two (“Second Amendment”) is made and entered into this \_\_\_\_ day of September 2020 (“Second Amendment Effective Date”), 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 are collectively referred to as “the parties”.

WHEREAS, the Board and Dr. Avendano entered into a contract of employment dated April 9, 2019 (“Contract”); and

WHEREAS, the Board and Dr. Avendano wish to amend the Contract;

NOW, THEREFORE, in consideration of the above recitals, and the mutual agreements, covenants, terms and conditions set forth herein, the parties agree as follows:

1. Paragraph 4.a, second paragraph, shall be deleted in its entirety and replaced with the following:

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 Dr. Avendano’s annual evaluation and upon notice of these findings. The goals and objectives for Dr. Avendano’s 2020-2021 evaluation are attached as Exhibit Four (4). 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.

2. Except as specifically amended by this Second Amendment, all other terms and conditions of the Contract shall remain in full force and effect and are to be performed pursuant to the terms and conditions set forth in the Contract. This Second Amendment is hereby made a part of and incorporated into the Contract.

IN WITNESS WHEREOF, the parties hereto have set their hands to cause this Second Amendment to be executed as of the Second Amendment Effective Date written above, with the full intent to be bound by the provisions herein.

DISTRICT BOARD OF TRUSTEES OF  
FLORIDA STATE COLLEGE AT  
JACKSONVILLE

Attest

By: \_\_\_\_\_  
Chair, Thomas R. McGehee, Jr.

\_\_\_\_\_

COLLEGE PRESIDENT

Attest

By: \_\_\_\_\_  
John Avendano, Ph.D.

\_\_\_\_\_

**Exhibit Four (4)**  
**FSCJ College President**  
**John Avendano, Ph.D.**

GOALS & OBJECTIVES	COMPLETION DATE	MEASUREMENTS & GOALS
<b><u>ENROLLMENT GOALS:</u></b>		
<b>FSCJ will increase FTE by 2%. Focus Areas:</b>	<b>07/01/21</b>	<b>17,500 FTE</b>
<ul style="list-style-type: none"> <li>Dual Enrollment to FSCJ – The College will develop a strategic plan to increase dual enrollment including underrepresented populations at each high school offering DE by 5%.</li> </ul>	<b>12/01/20</b>	<b>7,200 HDCT</b>
<ul style="list-style-type: none"> <li>Dual Enrollment to FSCJ – The College will develop strategies and plans to increase the number of DE students including underrepresented populations to matriculate to FSCJ.</li> </ul>	<b>01/31/21</b>	<b>Baseline Data to be Established</b>
<ul style="list-style-type: none"> <li>High School Yield – The College will increase its overall high school yield by 2%. In addition, the College will develop strategies to attract and enroll high school graduates who do not currently go beyond high school graduation.</li> </ul>	<b>03/31/21</b>	<b>19% H.S.Y.</b>
<ul style="list-style-type: none"> <li>Nassau &amp; Cecil Centers – The College will develop marketing and recruitment strategies to increase enrollments at Nassau and Cecil Centers by 3%. <i>(Baseline data to be established.)</i></li> </ul>	<b>11/01/20</b>	<b>Nassau = 1,300 HDCT Cecil = 1,730 HDCT</b>
<ul style="list-style-type: none"> <li>Bachelor Degree Students – The College will increase the headcount of Bachelor Degree students at FSCJ by 5%.</li> </ul>	<b>07/01/21</b>	<b>4,750 HDCT</b>
<ul style="list-style-type: none"> <li>Adult Education – The College will increase the number of adult education students by 2%. Strategies to include a greater adult education presence throughout the community.</li> </ul>	<b>05/01/21</b>	<b>3,015 HDCT</b>
<b><u>STUDENT SUCCESS GOALS:</u></b>		
<b>FSCJ will increase student success as measured by Fall to Spring Retention Rates by 2%.</b>	<b>03/01/21</b>	<b>73%</b>
<ul style="list-style-type: none"> <li>Underrepresented Populations – The College will develop strategies and plans to increase the success rate of underrepresented populations by 2%.</li> </ul>	<b>03/01/21</b>	<b>A.A. 70% HISP. 75%</b>
<ul style="list-style-type: none"> <li>New Student Orientation – The College will introduce and enhance New Student Orientation (NSO) options for in-person and virtual experiences.</li> </ul>	<b>01/01/21</b>	<b>Implementation of NSO</b>
<ul style="list-style-type: none"> <li>Student Retention Fall to Fall.</li> </ul>	<b>01/01/21</b>	<b>57%</b>
<b><u>FOUNDATION GOALS:</u></b>		
<b>The FSCJ Foundation will increase its visibility in both counties and develop the first phase of a Community-wide Campaign.</b>		
<ul style="list-style-type: none"> <li>Initiatives – The Foundation will initiate a minimum of three new programs to recognize and secure new donors, i.e., President’s Circle, Alumni Groups, Women’s Giving Circle, etc.</li> </ul>	<b>05/01/21</b>	<b>3 New Initiatives = \$250,000</b>
<ul style="list-style-type: none"> <li>Comprehensive Campaign – The Foundation will develop a strategic plan to re-establish, energize and launch a new Comprehensive Campaign. The Campaign will establish priorities, goals and ultimate outcomes.</li> </ul>	<b>06/30/21</b>	<b>Development of Plan</b>
<ul style="list-style-type: none"> <li>Donations and Donors – The Foundation will increase the amount of new money raised and the number of new donors.</li> </ul>	<b>06/30/21</b>	<b>+ \$2.5 Million + 50 New Donors</b>

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**Exhibit Four (4)**  
**FSCJ College President**  
**John Avendano, Ph.D.**

<b>GOALS &amp; OBJECTIVES</b>	<b>COMPLETION DATE</b>	<b>MEASUREMENTS &amp; GOALS</b>
<b><u>ORGANIZATIONAL CULTURE GOALS:</u></b>		
<b>The College will continue to focus on improving the overall culture of the institution by communicating openly, by embracing diversity; by strengthening relationships both within and outside the institution; and by improving processes.</b>		
<ul style="list-style-type: none"> <li>• Diversity, Equity and Inclusion – The College will develop a strategic plan that focuses on the gaps as they relate to communities served, underrepresented populations and creating awareness and access.</li> </ul>	<b>01/01/21</b>	<b>Development of New Plan</b>
<ul style="list-style-type: none"> <li>• Continuous Quality Improvement – The College will review, revise and improve a minimum of five enterprise processes for greater effectiveness, efficiency and satisfaction.</li> </ul>	<b>05/01/21</b>	<b>Review and Revision of 5 Processes</b>
<ul style="list-style-type: none"> <li>• Recognition – The College will develop new strategies to recognize and promote the accomplishments of the institution and employees.</li> </ul>	<b>05/01/21</b>	<b>National and State-wide Nominations &amp; Awards</b>
<ul style="list-style-type: none"> <li>• Communication – The College President will continue to regularly visit each campus and center to maintain open lines of communication, as well as utilize technology and tools to regularly communicate to the College community.</li> </ul>	<b>06/01/21</b>	<b>Report on Outcomes of Visits</b>
<b><u>VISIBILITY GOALS:</u></b>		
<b>The President will continue to develop and strengthen relationships in the community.</b>		
<ul style="list-style-type: none"> <li>• Business and Industry – The President will visit with a minimum of 15 CEOs to establish a relationship and potential partnership.</li> </ul>	<b>06/01/21</b>	<b>Report on Outcomes of Visits</b>
<ul style="list-style-type: none"> <li>• Schools – The President will visit with a minimum of seven high school principals to strengthen relationships in an effort to increase recruitment opportunities and Dual Enrollment.</li> </ul>	<b>05/01/21</b>	<b>Increase of H.S. Yield</b>
<ul style="list-style-type: none"> <li>• Legislators – The President will establish a regular meeting/communication schedule with state legislators, city administration, council members and Duval County Public Schools and Nassau County School District leadership to strengthen support and advocacy.</li> </ul>	<b>06/01/21</b>	<b>Report on Outcomes of Visits</b>
<ul style="list-style-type: none"> <li>• Faith Based Organizations – The President will visit and establish relationships/agreements with a minimum of five faith based organizations.</li> </ul>	<b>05/01/21</b>	<b>Report on Outcomes of Visits</b>
<b><u>STRATEGIC &amp; ADMINISTRATIVE GOALS:</u></b>		
<b>The College will finalize the 2020 Visionary Impact Plan Successfully negotiate the new Collective Bargaining Agreement.</b>		
	<b>10/01/20</b>	<b>Completion of Plan</b>
	<b>01/01/21</b>	<b>Signed Agreement</b>

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

**AGENDA ITEM NO. A – 3.**

<b>Subject:</b>	Foundation: Posthumous Awarding of the Honorary Bachelor's Degree in Business Administration to Mr. James H. Winston, and Naming of the FSCJ Foundation Conference Room in His Honor
<b>Meeting Date:</b>	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the posthumous awarding of the Honorary Bachelor's Degree in Business Administration to Mr. James H. Winston, and the naming of the FSCJ Foundation conference room in his honor, in recognition of the excellence achieved in his business career, his outstanding civic and charitable contributions to the Jacksonville community, and most importantly his steadfast commitment and philanthropic support of FSCJ and the FSCJ Foundation.

**BACKGROUND:** Mr. Winston contributed a lifetime of service and leadership to Jacksonville. Successful in real estate and as an investor, Mr. Winston founded the Barnett Winston Company and later served as the president and director of the LPMC Investment Company and Citadel Life & Health Insurance Co. As president of the JAX Chamber, Mr. Winston was instrumental in building Jacksonville's "First Coast" regional identity and was the driving force behind national corporations establishing a presence throughout the region.

Mr. Winston and his family embraced nonprofit and civic organizations that served Jacksonville. Among the many organizations they supported philanthropically were the Episcopal School of Jacksonville, the Jacksonville Symphony, the University of North Florida, the World Affairs Council, WJCT, the JAX Chamber, the YMCA (including the Winston Family YMCA) and Florida State College at Jacksonville.

Mr. Winston supported a number of FSCJ scholarships, programs and initiatives over the last 15 years including nursing, the First Coast Community Music School, FSCJ Works and the Downtown Immersion Project. The Winston Suites at the 20West Housing and the Winston room in the former 20West Café were named in his honor in recognition of this financial support to the project.

In addition to his financial support, Mr. Winston also served as one time chair of the FSCJ Foundation Board of Directors and went on to serve as a director emeritus.

**RATIONALE:** Through a lifetime dedicated to supporting and building his local community, Mr. James H. Winston was a generous investor of his time, energy and treasure in FSCJ and our students. He projected a vision of Jacksonville's future and his legacy will be evident in our community and the FSCJ campus for generations to come.

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

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

**AGENDA ITEM NO. A – 4.**

<b>Subject:</b>	Foundation: Posthumous Awarding of the Honorary Bachelor's Degree in Business Administration to Mr. Donald D. Zell
<b>Meeting Date:</b>	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the posthumous awarding of the Honorary Bachelor's Degree in Business Administration to Mr. Donald D. Zell, in recognition of his many years of service and leadership to FSCJ, his commitment to fulfilling the FSCJ mission in our community, and his outstanding philanthropic support of FSCJ and the FSCJ Foundation.

**BACKGROUND:** Mr. Zell began his relationship with the College in 1970 with a donation of land for the construction of FSCJ's North Campus. Over the next twenty years, Mr. Zell's support of FSCJ grew immensely. He served as member of the FSCJ Foundation Board of Director for 13 years, leading the Board as its chair for two terms. Mr. Zell was appointed to FSCJ's District Board of Trustees, serving from 1986 to 1991.

As District Board of Trustees chairman (1990-1991), Mr. Zell guided FSCJ through a pivotal period of growth, working tirelessly to create student programs focused on building a quality work force in Northeast Florida, benefiting students' futures and contributing to our community's long-term economic development and prosperity. These efforts culminated in the Donald D. Zell Urban Resource Center, named in honor of his outstanding commitment to FSCJ and the entire Jacksonville community.

Mr. Zell served as a marshal for the very first PLAYERS PGA Golf Tournament (previously the Greater Jacksonville Open), and continued to serve in several roles (including Tournament Chairman) for the next 52 years. In honor of Mr. Zell, the PLAYERS Championship Red Coats (the society of past tournament chairmen) established a \$1 million Red Coats Scholarship Endowment with the FSCJ Foundation.

**RATIONALE:** Mr. Donald D. Zell's professional and philanthropic life was dedicated to supporting education and economic development. He contributed his leadership, vision and financial support to FSCJ and the FSCJ Foundation, and his legacy will carry on for generations to come.

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

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

**AGENDA ITEM NO. A – 5.**

Subject:	Purchasing: Employee Group Plans for Health, Dental and Vision Insurance
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the continuation of insurance benefit premiums for the period of January 1, 2021 through December 31, 2021 (Plan Year), as shown.

Health Insurance - Florida Blue (via the Florida College System Risk Management Consortium (FCSRMC))

Dental Insurance - Delta Dental (FCSRMC)

Vision Insurance - Humana

Life Insurance - The Hartford Company

The tables listed below are the recommended 2021 Plan year premiums for each of the health, dental and vision plans offered to College employees, employee's spouse and dependent coverage, retirees, retiree's spouse and dependent coverage, and COBRA employee and employee's spouse and dependent coverage. All health insurance amounts reflect an increase of 5% over the 2020 calendar year.

<b>BlueOptions 03769 (Core PPO) Health Insurance</b>				<b>Monthly Premiums Proposed 01/01/21 – 12/31/21</b>				
<b>Income Based Range</b>	<b>&lt; \$30,000</b>	<b>\$30,000 – \$39,999</b>	<b>\$40,000 – \$49,999</b>	<b>\$50,000 – \$59,999</b>	<b>\$60,000 – \$69,999</b>	<b>&gt; \$70,000</b>	<b>Retiree</b>	<b>Cobra</b>
Employee (paid by College)	\$808.99	\$808.99	\$808.99	\$808.99	\$808.99	\$808.99		
Employee Contribution	\$0	\$0	\$0	\$0	\$0	\$0		
Individual							\$808.99	\$825.17
Spouse	\$430.98	\$472.11	\$522.91	\$566.49	\$612.45	\$672.93	\$672.93	\$686.39
Children	\$297.10	\$326.14	\$362.43	\$393.89	\$425.36	\$466.49	\$466.49	\$475.82
Family	\$653.96	\$719.29	\$794.28	\$864.46	\$932.20	\$1024.15	\$1024.15	\$1044.63

Purchasing: Employee Group Plans for Health, Dental and Vision Insurance  
(Continued)

<b>BlueCare 51 (HMO) Health Insurance</b>			<b>Monthly Premiums Proposed 01/01/21 – 12/31/21</b>					
<b>Income Based Range</b>	<b>&lt; \$30,000</b>	<b>\$30,000 – \$39,999</b>	<b>\$40,000 – \$49,999</b>	<b>\$50,000 – \$59,999</b>	<b>\$60,000 – \$69,999</b>	<b>&gt; \$70,000</b>	<b>Retiree</b>	<b>Cobra</b>
Employee (paid by College)	\$808.99	\$808.99	\$808.99	\$808.99	\$808.99	\$808.99		
Employee Contribution	\$48.27	\$48.27	\$48.27	\$48.27	\$48.27	\$48.27		
Individual							\$857.26	\$874.41
Spouse	\$444.64	\$488.16	\$536.57	\$582.56	\$628.50	\$689.02	\$689.02	\$702.80
Children	\$307.84	\$336.89	\$370.77	\$404.65	\$436.13	\$477.23	\$477.23	\$486.77
Family	\$681.01	\$746.35	\$821.34	\$891.53	\$961.69	\$1053.64	\$1053.64	\$1074.71

<b>Health Savings Account (HSA) High Deductible Plan</b>	<b>Proposed 01/01/21 – 12/31/21</b>
Employee Coverage (paid by College)	\$529.89
Dependent Spouse Coverage	\$440.77
Dependent Child(ren) Coverage	\$305.55
Dependent Family Coverage	\$670.82

<b>PPO Dental Coverage Monthly Premiums (Current Employees)</b>	<b>Proposed 01/01/21 – 12/31/21</b>
Employee Coverage (paid by College)	\$22.68
Employee Dependent Spouse Coverage	\$24.73
Employee Dependent Child(ren) Coverage	\$25.17
Employee Dependent Family Coverage	\$56.70

<b>PPO Dental Coverage Monthly Premiums (Retiree &amp; Cobra)</b>	<b>Proposed 01/01/21 – 12/31/21</b>
Retiree Coverage	\$22.68
COBRA Former Employee Coverage	\$23.13
Retiree Spouse Coverage	\$24.73
Retiree Child(ren) Coverage	\$25.17
Retiree Family Coverage	\$56.70
COBRA Spouse Coverage	\$25.22
COBRA Child(ren) Coverage	\$25.67
COBRA Family Coverage	\$57.83

Purchasing: Employee Group Plans for Health, Dental and Vision Insurance  
(Continued)

<b>DHMO Fully Insured Premium Rates (Current Employees)</b>	<b>Proposed 01/01/21 –12/31/21</b>
Employee Coverage (paid by College)	\$11.71
Employee Dependent Spouse Coverage	\$8.79
Employee Dependent Child(ren) Coverage	\$12.90
Employee Dependent Family Coverage	\$22.85

<b>DHMO Fully Insured Monthly Premiums (Retirees &amp; COBRA)</b>	<b>Proposed 01/01/21 –12/31/21</b>
Retiree Coverage	\$11.71
COBRA Former Employee Coverage	\$11.94
Retiree Spouse Coverage	\$8.79
Retiree Child(ren) Coverage	\$13.14
Retiree Family Coverage	\$22.85
COBRA Spouse Coverage	\$8.97
COBRA Child(ren) Coverage	\$13.14
COBRA Family Coverage	\$23.31

<b>Vision Insurance Fully Insured Monthly Premiums</b>	<b>Proposed 01/01/21 – 12/31/21</b>
Employee Coverage (paid by College)	\$5.65
Dependent(s)	\$6.73
Retiree	\$5.65
Retiree Dependent(s)	\$6.73
COBRA – Former Employee	\$5.76
COBRA – Former Dependent(s)	\$6.86

<b>DV (Dental and Vision) Plans (for opt out employees)</b>	<b>Proposed 01/01/21 – 12/31/21</b>
Employee Coverage (paid by College)	\$111.00
Dependent Spouse Coverage	\$29.83
Dependent Child(ren) Coverage	\$30.57
Dependent Family Coverage	\$66.15

<b>Life Insurance Monthly Premiums</b>	<b>Proposed 01/01/21 – 12/31/21</b>
<b>Per \$1,000 of Coverage</b>	
Employee Coverage (paid by College)	\$.170
Employee Supplemental (paid by employees)	\$.205
Retiree Basic, Closed Class (paid by employees, retired or enrolled in the Deferred Retirement Option Plan “DROP” (by December 31, 2003)	\$3.35
Retiree Basic, Open Class (paid by retirees who had not enrolled in DROP by December 31, 2003). Coverage level at \$5,000, no age reduction feature.	\$3.35
<b>Fixed Amount Coverage</b>	
Spouse \$25,000 coverage (paid by employees)	\$7.64
Children \$10,000 coverage (paid by employees)	\$2.10

**BACKGROUND:**

Group Health Insurance

The College obtains health insurance through the Florida College System Risk Management Consortium (FCSRMC), utilizing Florida Blue group health insurance contracts. Employees who opt out of health insurance coverage are provided the FCSRMC dental/vision insurance plan, as well as \$720 (\$60/month) to offset their health care costs. The premium for the FCSRMC opt out dental/vision, which is paid by the College, remains the same as the 2020 rates.

Qualified retirees may select a FCSRMC BlueMedicare Rx only option or a BlueMedicare PPO plan with Rx.

Group Dental Insurance

The College obtains dental insurance (beginning in the 2020 plan year) through the Florida College System Risk Management Consortium (FCSRMC), utilizing Delta Dental group dental insurance contracts. The group dental insurance plan will experience no rate changes for the 2021 plan year.

Group Vision Insurance

The College utilizes Humana for group vision insurance. This program has defined benefit limits of an annual vision exam and lens replacement, biannual frame replacement and an annual exam for contact lens users. The group vision insurance plan will experience no rate changes for the 2021 plan year.

Group Term Life Insurance

The College utilizes The Hartford Company for group term life insurance, to include college-paid coverage of insurance equal to one times an employee’s base salary. The employee may purchase additional coverage at their expense of one, two, or three times their salary up to a maximum of \$350,000. An employee may also purchase \$25,000 in coverage for a spouse and/or \$10,000 for each child. The group term life insurance plan will have no change in employee rates for 2021.

HDHP with a Health Savings Account (HSA)

Beginning January 1, 2019, the College began offering a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) to provide employees with a lower-cost insurance option. Lower HDHP premiums are due to slightly higher deductibles and increased consumer participation in their health care needs. As a part of the standard HDHP plan, the Consortium will provide a funded HSA account between \$500 and \$1,500, depending on dependent coverage. In addition, the College will contribute an additional \$1,500 to the HSA for year 2021.

**RATIONALE:** These recommended benefits will provide continued coverage for medical, dental, vision, and life insurance for full-time employees, retirees and their eligible dependents. These benefits also provide for a flexible benefits program for full-time employees and their dependents.

**FISCAL NOTES:** The Administration's current projections for Plan Year 2021 are that the College will pay approximately \$12,289,853 to FCSRMC for employee group health insurance, approximately \$370,652 for dental and vision insurance, and approximately \$204,772 for life insurance. Amounts are comprehended in the College's annual budget.

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

**AGENDA ITEM NO. A - 6.**

Subject:	Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 4
Meeting Date:	September 8, 2020

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 4 to the Fiscal Year 2019-20 Operating Budget.

<b><u>Budget Amendment #4, FY 2019-20</u></b>	<b>Current Budget</b>	<b>Changes</b>	<b>Revised Budget</b>
<u>Opening Reserves July 1, 2019</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,795,974	\$	12,795,974
Total Reserves	\$ 16,625,974	\$ 0	\$ 16,625,974
Tuition and Fees	\$ 53,250,573		\$ 53,250,573
State Appropriations	78,816,797		78,816,797
Other Revenue	3,934,832		3,934,832
Total Revenue	\$ 136,002,202	\$ 0	\$ 136,002,202
Total Available Funds	<b>\$ 152,628,176</b>	<b>\$ 0</b>	<b>\$ 152,628,176</b>
Personnel	\$ 107,847,228	\$ 6,433,923	\$ 114,281,151
Current Expense	26,045,579		26,045,579
Transfers	1,304,104	1,377,134	2,681,238
Equipment	1,772,910	4,558,589	6,331,499
Total Expenses	\$ 136,969,821	\$ 12,369,646	\$ 149,339,467
<u>Year-end Reserves, June 30, 2020</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	11,828,355	\$ 0	11,828,355
Total Reserves	\$ 15,658,355	\$ 0	\$ 15,658,355
Total Expenses and Reserves	<b>\$ 152,628,176</b>	<b>\$ 12,369,646</b>	<b>\$ 164,997,822</b>

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 11, 2019, approved Budget Amendment No. 1 on September 10, 2019, Budget Amendment No. 2 on February 11, 2020 and Budget Amendment No. 3 on June 9, 2020. This budget amendment increases the Fiscal Year 2019-20 Operating Expenditure Budget by \$12,369,646.

Subject: Finance: Fiscal Year 2019-20 Operating Budget Amendment No. 4  
(Continued)

The \$1,377,134 increase in transfers is for the payments that are due in 2020-21 toward the loan for the Energy Performance contract, and the transfer will move the funds to the College's Debt Service Fund. The \$6,433,923 adjustment for Personnel Expense was primarily caused by a net pension expense of \$6,424,903. The pension expense is the amount that is recorded in FSCJ's accounts based upon estimated future expenses for an actuarially calculated liability, as directed to the College by the Division of Retirement. While the liability shows on the College financial statement, it does not have any effect on our funds available for operation. The \$4,558,589 increase in Capital Expense covers a reclassification of expenses from the Capital Outlay Fund (Fund 7) to the Operating Budget (Fund 1) in light of limited revenue sources to Fund 7 in the Fiscal Year 2020-21.

**RATIONALE:** This action involves a routine annual adjustment to the Operating Budget to incorporate year-end fiscal data from the prior year, as well as other noted adjustments. State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

**FISCAL NOTES:** The net of the items listed above increases the Fiscal Year 2019-20 Operating Expenditure Budget by \$12,369,646.

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

**AGENDA ITEM NO. A – 7.**

Subject:	Finance: Fiscal Year 2020-21 Capital Outlay Budget Amendment No. 1
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2020-21 Capital Outlay Budget.

**BACKGROUND:** The Capital Outlay Budget approved on June 9, 2020 was estimated as of May 15, 2020. This budget amendment adjusts the prior year carry-forward budgets to the actual June 30, 2020 balances. This amendment transfers \$3,000,000 to the College’s Operating Fund (Fund 1) from funds transferred out of Fund 1 in 2019-20, per State of Florida Department of Education DOE Order No. 2020-EO-02, VII (b) “Rule 6A-14.0715, F.A.C., is suspended in part to allow funds to be returned to Fund 1 in order to respond to the emergency.”

**RATIONALE:** This action involves a routine budget amendment to incorporate year-end fiscal data from the prior year. Florida Statute 235.18 and State Board of Education Rule 6A-14.0716(6) state that as part of the official budget, community college trustees shall adopt a capital outlay budget for the capital outlay needs of the College. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources.

**FISCAL NOTES:** This increases the Fiscal Year 2020-21 Capital Outlay Budget from \$35,712,105 to \$37,373,909.

## 2020-21 Capital Outlay Budget

<u>Total Funds by Source</u>	<b>2020-21 Budget</b>	<b>Amended 2020-21 Budget</b>
Capital Improvement Fee Budget	\$ 9,800,393	\$ 9,970,225
Capital Outlay & Debt Service (CO&DS) Budget	\$ 2,258,557	\$ 2,560,850
Transfer Fund Budget	\$ 12,975,982	\$ 10,274,402
Local Funds	\$ 10,236,250	\$ 14,382,106
Guaranteed Energy Performance Loan	\$ 124,650	\$ 124,650
PECO Maintenance Budget (Sum of Digits)	\$ 316,273	\$ 61,676
<b>Total Capital Outlay Budget</b>	<b>\$ 35,712,105</b>	<b>\$ 37,373,909</b>

### Project Budgets

#### **Capital Improvement Fee Projects**

Collegewide Signage	\$ 125,463	\$ 97,808
IT Infrastructure	\$ 1,392,019	\$ 1,435,629
Computer Lab Refresh	\$ 1,327,059	\$ 1,304,477
Energy Performance Upgrades	\$ 857,562	\$ 590,544
South Campus Building U Roof Replacement	\$ 394,500	\$ 394,500
North Campus Building C Atrium Roof Repair	\$ 56,000	\$ 56,000
Building Envelope Repairs	\$ -	\$ 790,000
HVAC Upgrades	\$ 1,181,465	\$ 1,262,465
Guaranteed Energy Performance Contract	\$ 42,243	\$ 42,243
Repair Fire Academy Burn Building	\$ 150,000	\$ 150,000
Deerwood Center Exterior Upgrades	\$ -	\$ 50,000
Replace Fire Academy Burn Pit	\$ 104,639	\$ 206
Recurring Maintenance	\$ 2,401,129	\$ 2,178,317
Infrastructure Repair and Replacement	\$ 819,999	\$ 252,688
Security Upgrades Collegewide	\$ 246,735	\$ 321,735
Collegewide Interior Upgrades	\$ 251,580	\$ 213,613
South Campus Water Meter Replacement	\$ -	\$ 380,000
Kent Campus Elevator Replacement	\$ 450,000	\$ 450,000
<b>Total Capital Improvement Fee Budget</b>	<b>\$ 9,800,393</b>	<b>\$ 9,970,225</b>

#### **Capital Outlay & Debt Service (CO&DS) Projects**

Dental Classrooms Renovation	\$ 2,000,000	\$ 2,000,000
Infrastructure Repair and Replacement	\$ -	\$ 299,989
ADA Upgrades	\$ 258,557	\$ 260,861
<b>Total CO&amp;DS Budget</b>	<b>\$ 2,258,557</b>	<b>\$ 2,560,850</b>

#### **Transfer Funded Projects**

Collegewide Signage	\$ 187,878	\$ 108,219
Classroom Technology Upgrades	\$ 788,104	\$ 1,166,183
Emergency Hurricane Recovery	\$ 12,000,000	\$ 9,000,000
<b>Total Transfer Funded Budget</b>	<b>\$ 12,975,982</b>	<b>\$ 10,274,402</b>

**Project Budgets**

	<b>2020-21 Budget</b>	<b>Amended 2020-21 Budget</b>
<b>Local Funds Projects</b>		
Emergency Interior Repairs	\$ -	\$ 1,037,500
Infrastructure Repair and Replacement	\$ 51,404	\$ 65,207
IT Maintenance Local	\$ 1,555,426	\$ 1,604,821
URC Repair Building Envelope	\$ 335,000	\$ -
North Campus Kalwall Replacement	\$ 400,000	\$ -
Collegewide Renovations and Repairs	\$ -	\$ 3,780,158
Emergency Classrooms Repairs	\$ 1,320,434	\$ 1,320,434
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
<b>Total Local Fund Budget</b>	<b>\$ 10,236,250</b>	<b>\$ 14,382,106</b>
<b>Guaranteed Energy Performance Contract</b>		
Guaranteed Energy Performance Contract	\$ 124,650	\$ 124,650
<b>Total Energy Performance Budget</b>	<b>\$ 124,650</b>	<b>\$ 124,650</b>
<b>PECO Maintenance (Sum of Digits)</b>		
Recurring Maintenance	\$ 316,273	\$ 61,676
<b>Total PECO Maintenance Budget</b>	<b>\$ 316,273</b>	<b>\$ 61,676</b>
<b>Total Capital Outlay Budget</b>	<b>\$ 35,712,105</b>	<b>\$ 37,373,909</b>

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

**AGENDA ITEM NO. A - 8.**

Subject:	Finance: Fiscal Year 2020-21 Operating Budget Amendment No. 1
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2020-21 Operating Budget.

<u>Budget Amendment #1, FY 2020-21</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2020</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	11,628,354	\$ 1,770,696	13,399,050
<b>Total Reserves</b>	<b>\$ 15,458,354</b>	<b>\$ 1,770,696</b>	<b>\$ 17,229,050</b>
Tuition and Fees	\$ 53,288,868	-3,000,000	\$ 50,288,868
State Appropriations	79,184,792		79,184,792
Other Revenue	4,181,354	3,000,000	7,181,354
<b>Total Revenue</b>	<b>\$ 136,655,014</b>	<b>\$ 0</b>	<b>\$ 136,655,014</b>
<b>Total Available Funds</b>	<b>\$ 152,113,368</b>	<b>\$ 1,770,696</b>	<b>\$ 153,884,064</b>
Personnel	\$ 108,614,307		\$ 108,614,307
Current Expense	25,123,523	\$ 1,048,336	26,171,859
Transfers	1,397,030		1,397,030
Equipment	1,520,154	73,711	1,593,865
<b>Total Expenses</b>	<b>\$ 136,655,014</b>	<b>\$ 1,122,047</b>	<b>\$ 137,777,061</b>
<u>Year-end Reserves, June 30, 2021</u>			
Designated Reserve for Insurance Programs	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	11,628,354	\$ 648,649	12,277,003
<b>Total Reserves</b>	<b>\$ 15,458,354</b>	<b>\$ 648,649</b>	<b>\$ 16,107,003</b>
<b>Total Expenses and Reserves</b>	<b>\$ 152,113,368</b>	<b>\$ 1,770,696</b>	<b>\$ 153,884,064</b>

**BACKGROUND:** The District Board of Trustees approved the College's Operating Budget on June 9, 2020. This budget amendment adjusts the beginning reserve to actual June 30, 2020 balance.

Subject: Finance: Fiscal Year 2020-21 Operating Budget Amendment No. 1  
(Continued)

This budget amendment transfers \$3,000,000 to the Operating Revenue Budget from the College's Capital Outlay Fund (Fund 7), per State of Florida Department of Education (DOE) Order No. 2020-EO-02, VII (b) "Rule 6A-14.0715, F.A.C., is suspended in part to allow funds to be returned to Fund 1 in order to respond to the emergency." This amendment also reduces the Tuition and Fees Revenue by \$3,000,000.

This budget amendment increases the Fiscal Year 2020-21 Operating Expenditure Budget by \$1,770,696. The increase in Current Expense and Equipment Budgets reflect committed but unexpended funds from Fiscal Year 2019-20 that are carried forward into the next fiscal year, consisting of contracts and outstanding purchase orders.

**RATIONALE:** This action involves a routine annual adjustment to the Operating Budget to incorporate year-end fiscal data from the prior year, as well as other noted adjustments. State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules and accepted educational and fiscal principles.

**FISCAL NOTES:** The net of the items listed above increases the Fiscal Year 2020-21 Operating Expenditure Budget by \$1,770,696.

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

**AGENDA ITEM NO. A - 9.**

Subject:	Academic Affairs: Florida College System Affordability Report
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached Florida College System (FCS) Affordability Report for submission to the Florida Department of Education.

**BACKGROUND:** By September 30<sup>th</sup>, the Board of Trustees of each institution in the Florida College System must submit a report to the Chancellor which details information about tuition and fees compared to the prior year, textbook selection processes, cost variance, initiatives to reduce textbook and instructional material costs, and the timeliness of textbook adoptions. The report was developed according to a template provided by the Division of Florida Colleges.

**RATIONALE:** Approval of this item will allow submission of the required report as prescribed in ss. 1004.084 and 1004.085, Florida Statutes as amended by House Bill 7019.

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

**MEMORANDUM**

**DATE:** August 20, 2020

**TO:** College President Dr. John Avendano and Members of the College's District Board of Trustees

**FROM:** Dr. John Wall, Provost/Vice President of Academic Affairs

**SUBJECT:** Florida State College at Jacksonville's 2019-2020 FCS Affordability Report

In accordance with sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.), the District Board of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor the factors that influence college affordability initiatives and the selection of textbook and instructional materials by September 30<sup>th</sup>. The annual Florida College System Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2019-2020 Florida College System Affordability Report template requires that Florida College System institutions provide the following information:

- A comparison of tuition versus the prior year;
- A comparison of various fees versus the prior year;
- The selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance;
- Policies or initiatives designed to reduce the cost of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;
- Policies implemented regarding the posting of textbook and instructional materials;
- The number and percentage of course sections, by semester, that were not able to meet the textbook and instructional material posting deadlines for 2019-2020 reporting year, including Fall 2019 and Spring 2020;
- Examples of why the posting deadlines were not met;
- Specific institutional financial aid policies or programs that promoted affordability.

Enclosed herein is Florida State College at Jacksonville's 2019-2020 Florida College System Affordability Report, collaboratively prepared by staff members from the Office of the Provost/Vice President of Academic Affairs and the Office of Student Analytics and Research.

The report appendices contain the following supporting evidence:

- Appendix A: Collective Bargaining Agreement, Article 20: Textbook Selection
- Appendix B: Administrative Procedural Manual 09-0701: Textbook Affordability and Instructional Material Adoption
- Appendix C: Reasons for Late Adoption Postings

Upon your approval, the report will be submitted electronically (via the provided link) to the Florida College System office.

Please let us know if we can furnish any additional information about Florida State College at Jacksonville's 2019-2020 Florida College System Affordability Report, and we will gladly do so.

Thank you.

## 2019-2020 Florida College System Affordability Report

September 10, 2019

1. College Name: Florida State College at Jacksonville
2. Contact Information: Richard Turner  
AVP of Academic Operations  
[Rich.Turner@fscj.edu](mailto:Rich.Turner@fscj.edu)

### Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?
- Yes  
 No

If you answered "no," provide a short description (250 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.
- Yes  
 No

If you answered "no," provide a short description (250 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

5. Did your institution eliminate administrative fees over the prior year?
- Yes  
 No

If you answered "yes," provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)
- Yes  
 No

If you answered "no," provide a short description (250 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

## 7. Did your institution eliminate user fees over the prior year?

- Yes  
 No

If you answered "yes," provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

**Textbook Affordability**

## 8. Describe your institution's selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance.

The selection process for all textbook and instructional materials, including those for general education courses and other high-enrollment courses, as well as those with a wide cost variance is codified in Florida State College at Jacksonville's Collective Bargaining Agreement (CBA), Article 20: Textbook Selection (see Appendix A). The CBA is available on the College's internal website and is also widely disseminated to faculty and academic administrators, who follow the process as described in Article 20 and summarized herein:

"The selection of textbooks and supplementary materials to be used is the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high quality textbooks and course materials is critical to the academic success of students and consistent with applicable law."

Per the CBA, "Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty." Additionally, "in the interests of students, academic departments shall agree upon texts to be used college-wide in sequential courses" via college-wide textbook selection committees. Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the committee, on a case-by-case basis, determines that a shorter period is appropriate.

## 9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources  
 Usage of digital textbooks and learning objects  
 Textbook affordability committees  
 Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials  
 Program(s) with no textbook costs  
 Faculty grants for development of textbooks  
 Bulk textbook purchasing  
 Offering students opt-in provisions for the purchase of materials  
 Offering students opt-out provisions for the purchase of materials

- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high enrollment general education courses
- Other (please specify) Click or tap here to enter text.

10. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Florida State College at Jacksonville has codified its policies pursuant to s. 1004.085(6), Florida Statutes (F.S.), in Administrative Procedure Manual APM 09-0701: Textbook Affordability and Instructional Material Adoption (see Appendix B). To ensure that adoptions are made in a timely manner, to confirm availability of requested materials, and to provide maximum availability of used textbooks, the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract-defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term). The e-adoption process is executed via Follett Discover, as early as feasible, but not less than forty-five (45) days prior to the first day of class. Follett Discover transfers faculty adopted resources back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs.

11. Report the number and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. We recognize that COVID-19 may have impacted spring 2020 posting deadlines, as DOE ORDER NO. 2020-EO-01 suspended the 45-day requirement in section 1004.085(5), F.S., for course sections that were modified to virtual or remote delivery modalities.

Fall 2019 Number	157
Fall 2019 Percent	4.61%
Spring 2020 Number	120
Spring 2020 Percent	3.63%

12. Identify examples of why the posting deadlines were not met, if applicable. Select all that apply.
- Changes in accreditation standards that required curricular changes
  - Errors made by the third-party bookstore vendor
  - Teaching assignments given to faculty members after the 45-day window passed
  - Course schedules changed for some faculty after the posting deadline
  - Course sections changed instructional modality
  - Other (please specify) Text Not Available/Publisher Delays; Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.); Oversight/Human Error (adoption not completed on time); Data Reporting Error (book was adopted on time, but reported as late)

### Financial Aid Policies

13. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.
- Targeted aid to students close to completing (including Last Mile)

- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency financial aid grant to students (CARES Act)
- Emergency student aid fund for students in emergency financial situations with unplanned costs (non-CARES Act)
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) Click or tap here to enter text.

**Other Affordability Strategies**

Provide any additional information about any innovative or new affordability strategies. Optional.



**2019-2020 FLORIDA COLLEGE SYSTEM AFFORDABILITY  
REPORT:**

**APPENDICES**

**APPENDIX A:**  
**Collective Bargaining Agreement, Article 20:**  
**Textbook Selection**

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**DISTRICT BOARD OF TRUSTEES OF  
FLORIDA STATE COLLEGE AT JACKSONVILLE**

**AND**

**UNITED FACULTY OF FLORIDA -  
FLORIDA STATE COLLEGE AT JACKSONVILLE**

**EFFECTIVE AUGUST 16, 2016**



Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500, for questions about the accreditation of Florida State College at Jacksonville. Contact information for the Commission on Colleges is provided to allow interested constituents to: (1) learn about the accreditation status of the institution, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and educational support services, should be addressed directly to Florida State College at Jacksonville and not to the Commission's office.

## ARTICLE 20: TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The faculty and the administration are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability. A committee, with equal representation from the Union and the Administration, shall be jointly established to annually develop non-binding recommendations addressing textbook affordability. The initial meeting of this committee shall be no later than September 30, 2016 with initial recommendations delivered to the Provost and the President of the Faculty Senate by the end of each academic year.

Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty.

The list of textbooks shall be developed by the respective departments on the individual campus and shall be reviewed as appropriate.

In the interests of students, academic departments shall agree upon texts to be used collegewide in sequential\* courses using the following procedure:

- Faculty within each department representing each campus shall serve on a collegewide committee to select by majority vote one textbook to be used in each course in the sequence.
- An accompanying list of supplemental texts and ancillary instructional materials may be selected by each faculty in addition to the course text, to meet the needs of the particular discipline.

Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the collegewide committee determines that a shorter period is appropriate, on a case-by-case basis.

The list of selected textbooks will be submitted by the established deadline or the textbooks in current use will be reordered.

\* A sequential course is a course as defined by the collegewide committee.

**APPENDIX B:**  
**Administrative Procedural Manual 09-0701:**  
**Textbook Affordability and**  
**Instructional Material Adoption**

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
<b>SECTION TITLE</b>		<b>NUMBER</b>	<b>PAGE</b>
TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION		09-0701	1 OF 2
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>	
6Hx7-9.1 Curriculum		August 31, 2016	

### **Purpose**

To describe the procedures the College shall use to comply with Section 1004.085 Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", relative to textbook affordability and the adoption of student textbooks and other instructional material.

### **Procedure**

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville campus.
- B. Each faculty member must submit an electronic attestation and e-adoption that includes the author, title, publisher, edition, ISBN, and estimated quantity of texts and other student procured instructional materials needed for each of the courses they will be teaching (identified by course title and ISBN reference number). The faculty member must also indicate whether procurement of the text and materials by the student is required or optional.
- C. Pursuant to Section 1004.085(4) Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", each faculty member or campus administration must submit and maintain, before each textbook adoption is finalized, an electronically submitted adoption certification for each course section attesting:
  1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
  2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract defined adoption deadline dates of April 15<sup>th</sup> (fall term), October 15<sup>th</sup> (spring term), and February 15<sup>th</sup> (summer term).
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085 Florida Statutes.
- F. Pursuant to Section 1004.085 Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of class for each

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>				
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>	
		TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	2 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>	
	6Hx7-9.1 Curriculum	August 31, 2016		

term, a list of each textbook required for each course offered by the College during the upcoming term, where the listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date and retail prices.

- G. College faculty and academic departments are requested to participate in the development, adaptation, and review of open-access textbooks, and in particular, open access textbooks for high-demand general education courses.

REFERENCES: F.S. 1004.085, SBE Rule 6A-14.092

Adopted Date: May 1, 1981

Revision Date: July 14, 1986, February 5, 2013, February 3, 2015, August 31, 2016

**APPENDIX C:**  
**Reasons for Late Adoption Postings**

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Term	CourseID	Section	Reason	Explanation
Fall 2019	CGS1060C	1158	1. Text Not Available/Publisher Delays	
Fall 2019	CGS1060C	6192	1. Text Not Available/Publisher Delays	
Fall 2019	CGS1100	1239	8. Other ; Please specify =>	Follett removed all of our book orders if we indicated that we wanted to use Cengage Unlimited. They received pushback from instructors in other disciplines who did not want to use Cengage Unlimited but wanted their students to have hard copy textbooks. This led to Follett removing ALL Cengage Unlimited adoptions. Once I discovered what happened to my adoptions, I re-submitted it.
Fall 2019	CGS1100	5854	8. Other ; Please specify =>	New course/not encoded until the end of July
Fall 2019	CGS1100	6250	1. Text Not Available/Publisher Delays	
Fall 2019	CGS2512	1487	1. Text Not Available/Publisher Delays	
Fall 2019	CGS2554	1530	1. Text Not Available/Publisher Delays	
Fall 2019	CNT1015	1699	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	COP1000C	5806	1. Text Not Available/Publisher Delays	
Fall 2019	COP2220C	2773	1. Text Not Available/Publisher Delays	
Fall 2019	COP2334C	6016	1. Text Not Available/Publisher Delays	
Fall 2019	COP2822C	2867	1. Text Not Available/Publisher Delays	
Fall 2019	COP2842C	2990	1. Text Not Available/Publisher Delays	
Fall 2019	CTS1131C	3068	8. Other ; Please specify =>	Faculty doesn't know why
Fall 2019	CTS1131C	3082	8. Other ; Please specify =>	Faculty doesn't know why
Fall 2019	CTS1131C	3094	8. Other ; Please specify =>	Follett removed all of our book orders if we indicated that we wanted to use Cengage Unlimited. They received pushback from instructors in other disciplines who did not want to use Cengage Unlimited but wanted their students to have hard copy textbooks. This led to Follett removing ALL Cengage Unlimited adoptions. Once I discovered what happened to my adoptions, I re-submitted it.
Fall 2019	CTS1131C	3113	5. Technical/System Error (adoption did not process)	
Fall 2019	CTS1131C	3134	1. Text Not Available/Publisher Delays	
Fall 2019	CTS1131C	3151	1. Text Not Available/Publisher Delays	
Fall 2019	CTS1131C	3158	8. Other ; Please specify =>	Class was cancelled and re-encoded with the "C"
Fall 2019	CTS1131C	5427	8. Other ; Please specify =>	Class was cancelled and re-encoded with the "C"
Fall 2019	CTS1131C	5562	8. Other ; Please specify =>	Faculty Error: Book was adopted on time on the old adoption system
Fall 2019	CTS1133C	3242	8. Other ; Please specify =>	Faculty Error: Book was adopted on time on the old adoption system
Fall 2019	CTS1133C	3249	8. Other ; Please specify =>	Faculty Error: Book was adopted on time on the old adoption system
Fall 2019	CTS1133C	3272	8. Other ; Please specify =>	Faculty Error: Book was adopted on time on the old adoption system
Fall 2019	CTS1133C	3280	8. Other ; Please specify =>	Submitted on time. Error with Follett online account that caused deletion of adoption.
Fall 2019	CTS1133C	3289	7. Data Reporting Error (book was adopted on time, but reported as late)	should not have to adopt a text for both the lecture and lab of the same section (we don't have separate labs' sessions using a different texts)...I believe it is fixed..I hope so!
Fall 2019	CTS1133C	5429	7. Data Reporting Error (book was adopted on time, but reported as late)	should not have to adopt a text for both the lecture and lab of the same section..I believe it is fixed..I hope so!
Fall 2019	CTS1133C	5564	7. Data Reporting Error (book was adopted on time, but reported as late)	should not have to adopt a text for both the lecture and lab of the same section (we don't have separate labs' sessions using a different texts)...I believe it is fixed..I hope so!
Fall 2019	CTS2437C	3495	1. Text Not Available/Publisher Delays	
Fall 2019	CTS2437C	3505	1. Text Not Available/Publisher Delays	
Fall 2019	CTS2437C	3508	2. Schedule Change/New Faculty Assignment	Was changed to a B12 Independent study in early September with a new section number, requiring a new adoption.
Fall 2019	ISM4480	3556	8. Other ; Please specify =>	New course/not encoded until the end of July
Fall 2019	MAN4102	4957	2. Schedule Change/New Faculty Assignment	
Fall 2019	TRA4944	5306	1. Text Not Available/Publisher Delays	
Fall 2019	AMT1751	5750	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	AMT1752	5757	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	AMT1763	5766	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ASC1610	5844	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ATT1110	5849	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	BCN1210	3834	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Fall 2019	BCN1251	3989	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Fall 2019	BCN2280	3999	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	BCN2614	4077	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	BCN2760	4094	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	CFT1114	6227	1. Text Not Available/Publisher Delays	
Fall 2019	ETD1100	2527	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Fall 2019	ETM2315	2612	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	ETS1352	2349	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ETS1352	2389	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ETS1511	2591	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Term	CourseID	Section	Reason	Explanation
Fall 2019	ANT2000	2981	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ANT2410	2987	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	CGS1100	6266	2. Schedule Change/New Faculty Assignment	
Fall 2019	CGS1100	6328	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	CIS2321	6184	2. Schedule Change/New Faculty Assignment	
Fall 2019	CNT1015	6330	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	CTS1131C	3172	1. Text Not Available/Publisher Delays	New text package
Fall 2019	CTS1131C	5542	1. Text Not Available/Publisher Delays	New text package
Fall 2019	CTS1133C	3306	1. Text Not Available/Publisher Delays	New text package
Fall 2019	CTS1133C	5544	1. Text Not Available/Publisher Delays	New text package
Fall 2019	CTS1154	6332	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	EDG2940	5842	2. Schedule Change/New Faculty Assignment	
Fall 2019	EEC4706	5701	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	HUM2450	6356	2. Schedule Change/New Faculty Assignment	
Fall 2019	HUS3105	6379	2. Schedule Change/New Faculty Assignment	
Fall 2019	IDS1107	3649	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	IDS1107	6088	2. Schedule Change/New Faculty Assignment	
Fall 2019	IDS1107	6428	2. Schedule Change/New Faculty Assignment	
Fall 2019	IND1606C	4316	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	INP1990	6244	2. Schedule Change/New Faculty Assignment	
Fall 2019	MAT1033	6248	2. Schedule Change/New Faculty Assignment	
Fall 2019	MGF1106	6249	2. Schedule Change/New Faculty Assignment	
Fall 2019	MGF1106	6364	2. Schedule Change/New Faculty Assignment	
Fall 2019	READ0017	6390	2. Schedule Change/New Faculty Assignment	
Fall 2019	STA2023	6431	2. Schedule Change/New Faculty Assignment	
Fall 2019	NUR3805	5074	6. Oversight/Human Error (adoption not completed on time)	Adjunct did not complete, FT faculty completed after Dean notification
Fall 2019	NUR3805	5680	2. Schedule Change/New Faculty Assignment	New course section added
Fall 2019	NUR3805	6030	2. Schedule Change/New Faculty Assignment	New course section added
Fall 2019	BSC1005	6196	2. Schedule Change/New Faculty Assignment	
Fall 2019	BSC1005	6201	2. Schedule Change/New Faculty Assignment	
Fall 2019	BSC1005L	6197	2. Schedule Change/New Faculty Assignment	
Fall 2019	BSC2011C	6259	2. Schedule Change/New Faculty Assignment	
Fall 2019	BSC2085C	2028	8. Other ; Please specify =>	issues navigating different adoption system
Fall 2019	BSC2086C	2117	8. Other ; Please specify =>	issues navigating different adoption system
Fall 2019	BSC2086C	2119	8. Other ; Please specify =>	issues navigating different adoption system
Fall 2019	CHM1020	4443	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	CHM1020	5291	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	CHM1032C	6207	2. Schedule Change/New Faculty Assignment	
Fall 2019	CHM2045C	4530	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	CHM2211C	4560	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ESC1000L	6354	2. Schedule Change/New Faculty Assignment	
Fall 2019	ISC1075	4163	5. Technical/System Error (adoption did not process)	
Fall 2019	OCB2000C	5782	2. Schedule Change/New Faculty Assignment	
Fall 2019	OCE2001	5781	2. Schedule Change/New Faculty Assignment	
Fall 2019	PHY2053C	6217	8. Other ; Please specify =>	Faculty was out of country after schedule change
Fall 2019	ASL1130	6130	2. Schedule Change/New Faculty Assignment	adoption after schedule change
Fall 2019	ASL1140	6062	2. Schedule Change/New Faculty Assignment	
Fall 2019	ASL1140	6200	5. Technical/System Error (adoption did not process)	There was confusion with Follet. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follet.
Fall 2019	FOS1201	6272	5. Technical/System Error (adoption did not process)	There was confusion with Follet. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follet.
Fall 2019	IND1020C	4067	5. Technical/System Error (adoption did not process)	There was confusion with Follet. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follet.
Fall 2019	IND1606C	4302	5. Technical/System Error (adoption did not process)	There was confusion with Follet. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follet.
Fall 2019	IND2222C	4338	8. Other ; Please specify =>	Course was a late addition
Fall 2019	IND2222C	5676	5. Technical/System Error (adoption did not process)	There was confusion with Follet. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follet.

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Term	CourseID	Section	Reason	Explanation
Fall 2019	IND2318C	4369	5. Technical/System Error (adoption did not process)	
Fall 2019	IND2460C	4405	8. Other ; Please specify =>	There was confusion with Follett. Professor Menotte adopted the courses, but apparently they had labs attached which she did not submit adoptions for because they were apart of the course. I believe this has now been fixed by Follett.
Fall 2019	TPA1220	3128	1. Text Not Available/Publisher Delays	Course was a late addition
Fall 2019	EDG4410	6241	8. Other ; Please specify =>	The textbook order was not submitted on time because it was discovered that the current textbook was 10 years out-of-date. An update-to-date textbook was found, but it was not available until November, which was more than halfway through the term, so the class proceeded without the textbook.
Fall 2019	CVT1200	5778	7. Data Reporting Error (book was adopted on time, but reported as late)	This was a course revision-new textbook was adopted during the revision process by faculty
Fall 2019	FSE1000	1531	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE1105	6012	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE2061	1600	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE2160	1563	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE2201	1634	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE2202	1570	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2019	FSE2930	1624	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	OPT1110	6174	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	OPT1210	6175	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	OPT1330	6176	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	OPT2800L	6180	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	OTH2300C	5791	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	STS1300	5776	1. Text Not Available/Publisher Delays	
Fall 2019	STS1538	5774	1. Text Not Available/Publisher Delays	
Fall 2019	STS2520	5775	1. Text Not Available/Publisher Delays	
Fall 2019	ENCO022	5830	2. Schedule Change/New Faculty Assignment	
Fall 2019	ENCO025	6310	2. Schedule Change/New Faculty Assignment	
Fall 2019	ENCO025	6444	2. Schedule Change/New Faculty Assignment	
Fall 2019	ENC1101	5907	2. Schedule Change/New Faculty Assignment	
Fall 2019	ENC1101	5908	2. Schedule Change/New Faculty Assignment	
Fall 2019	ENC1101	5909	2. Schedule Change/New Faculty Assignment	
Fall 2019	REA0017	1138	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	REA0017	6445	2. Schedule Change/New Faculty Assignment	
Fall 2019	REA0022	6232	2. Schedule Change/New Faculty Assignment	
Fall 2019	MAC1105	4347	1. Text Not Available/Publisher Delays	Lumen ISBN Issue
Fall 2019	MAC1105	6047	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	There was a new adoption for this faculty member.
Fall 2019	MAC1105	6147	5. Technical/System Error (adoption did not process)	
Fall 2019	MAC1114	6099	5. Technical/System Error (adoption did not process)	Follett Discover Issue. The textbook was attempted to be adopted multiple times.
Fall 2019	MAC1147	6160	5. Technical/System Error (adoption did not process)	Follett Discover Issue. The textbook was attempted to be adopted multiple times.
Fall 2019	MAT0022	5839	1. Text Not Available/Publisher Delays	Follett Discover Issue. The textbook was attempted to be adopted multiple times.
Fall 2019	MAT0028	6464	2. Schedule Change/New Faculty Assignment	Lumen ISBN Issue
Fall 2019	MAT1033	6055	2. Schedule Change/New Faculty Assignment	There was a new adoption for this faculty member.
Fall 2019	MAT1033	6419	2. Schedule Change/New Faculty Assignment	There was a new adoption for this faculty member.
Fall 2019	AMH2092	6370	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	There was a new adoption for this faculty member.
Fall 2019	DEP2004	6211	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	ECO2013	3286	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ECO2013	3327	6. Oversight/Human Error (adoption not completed on time)	
Fall 2019	ECO2013	6038	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	PSY1012	6322	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	SL50005	6287	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	SYG2000	6112	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	WST2010	3728	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2019	CHI1120	5479	2. Schedule Change/New Faculty Assignment	Class encoded 7/31/19 after deadline
Fall 2019	EAP1500	6199	2. Schedule Change/New Faculty Assignment	Class encoded 8/13/19 after deadline
Fall 2019	ENG2100	6183	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Online class
Fall 2019	FRE1120	5822	2. Schedule Change/New Faculty Assignment	Class encoded 7/30/19 after deadline
Fall 2019	GER1120	6004	2. Schedule Change/New Faculty Assignment	Class encoded 8/7/19 after deadline
Fall 2019	HUM2020	1261	5. Technical/System Error (adoption did not process)	Professor submitted from old Follett link
Spring 2020	CGS1060C	6007	8. Other ; Please specify =>	This class started in March not January as it says. Also, problems with the wrong book being specified for several of the classes (Office 2016 not Office 2019) and I had to go in and correct that.
Spring 2020	COP1000C	5614	2. Schedule Change/New Faculty Assignment	

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Term	CourseID	Section	Reason	Explanation
Spring 2020	COP1000C	5762	2. Schedule Change/New Faculty Assignment	
Spring 2020	COP2800C	5730	2. Schedule Change/New Faculty Assignment	
Spring 2020	ACG2021	6004	7. Data Reporting Error (book was adopted on time, but reported as late)	
Spring 2020	MAN4102	4546	7. Data Reporting Error (book was adopted on time, but reported as late)	
Spring 2020	TAX2000	4204	8. Other ; Please specify =>	
Spring 2020	AVM2410	5628	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	BCN2280	5067	2. Schedule Change/New Faculty Assignment	
Spring 2020	BCN2760	4731	2. Schedule Change/New Faculty Assignment	
Spring 2020	EET1144C	5272	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Spring 2020	ETI1110	5620	2. Schedule Change/New Faculty Assignment	
Spring 2020	ETS1511C	5109	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	ETS1700C	5105	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	AMH2070	6177	2. Schedule Change/New Faculty Assignment	
Spring 2020	ANT2000	6053	2. Schedule Change/New Faculty Assignment	
Spring 2020	ARH2000	1709	7. Data Reporting Error (book was adopted on time, but reported as late)	Section start date adjusted to actual (incorrect on original report)
Spring 2020	ARH2000	6038	7. Data Reporting Error (book was adopted on time, but reported as late)	Section start date adjusted to actual (incorrect on original report)
Spring 2020	BSC1005L	6179	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	CCJ2030	5721	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	CGS1100	6005	2. Schedule Change/New Faculty Assignment	
Spring 2020	CGS1100	6216	2. Schedule Change/New Faculty Assignment	
Spring 2020	CTS1131C	5438	2. Schedule Change/New Faculty Assignment	
Spring 2020	CTS1154	6030	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	EDF1005	5766	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	ENCO025	5791	7. Data Reporting Error (book was adopted on time, but reported as late)	Section start date adjusted to actual (incorrect on original report)
Spring 2020	HSC1531	6011	2. Schedule Change/New Faculty Assignment	
Spring 2020	HSC1531	6239	2. Schedule Change/New Faculty Assignment	
Spring 2020	HUN1201	6014	2. Schedule Change/New Faculty Assignment	
Spring 2020	HUN1201	6240	2. Schedule Change/New Faculty Assignment	
Spring 2020	IND2318C	5720	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	MAC1105	6033	2. Schedule Change/New Faculty Assignment	
Spring 2020	MAC1105	6273	2. Schedule Change/New Faculty Assignment	
Spring 2020	MAT1033	6074	2. Schedule Change/New Faculty Assignment	
Spring 2020	MGF1106	6036	2. Schedule Change/New Faculty Assignment	
Spring 2020	STA2023	6047	2. Schedule Change/New Faculty Assignment	
Spring 2020	WST2010	6073	7. Data Reporting Error (book was adopted on time, but reported as late)	Section start date adjusted to actual (incorrect on original report)
Spring 2020	NSP3185	4704	2. Schedule Change/New Faculty Assignment	Increased enrollment/added course.
Spring 2020	NUR3094	4699	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3094	4701	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3125	4708	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3164	5665	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3696C	5666	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3805	5664	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	NUR3846	5667	2. Schedule Change/New Faculty Assignment	increased enrollment/added course.
Spring 2020	BSC2010C	5653	2. Schedule Change/New Faculty Assignment	
Spring 2020	BSC2010C	6046	2. Schedule Change/New Faculty Assignment	
Spring 2020	BSC2020C	5672	2. Schedule Change/New Faculty Assignment	
Spring 2020	BSC2085C	5631	2. Schedule Change/New Faculty Assignment	
Spring 2020	BSC2086C	5725	2. Schedule Change/New Faculty Assignment	
Spring 2020	BSC2086C	5953	2. Schedule Change/New Faculty Assignment	
Spring 2020	CHM1020	3240	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	CHM2045C	4554	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	CHM2045C	5727	2. Schedule Change/New Faculty Assignment	
Spring 2020	CHM2046C	3927	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	ESC1000	5750	2. Schedule Change/New Faculty Assignment	
Spring 2020	ESC1000L	5751	2. Schedule Change/New Faculty Assignment	
Spring 2020	MCB2010C	5741	2. Schedule Change/New Faculty Assignment	
Spring 2020	MCB2010C	5742	2. Schedule Change/New Faculty Assignment	
Spring 2020	MCB2010C	5743	2. Schedule Change/New Faculty Assignment	
Spring 2020	PHY2054C	5745	2. Schedule Change/New Faculty Assignment	

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Term	CourseID	Section	Reason	Explanation
Spring 2020	PSC1341	5676	2. Schedule Change/New Faculty Assignment	
Spring 2020	ASL1150	5754	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	ASL1430	5756	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	GEB3373	5709	8. Other ; Please specify =>	faculty was exploring book options for this course.
Spring 2020	IND1020C	5717	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	IND1606C	5718	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2020	MMC3420	5629	8. Other ; Please specify =>	faculty was exploring book options for this course.
Spring 2020	HUS4722	6056	2. Schedule Change/New Faculty Assignment	New course added as an independent study and assigned to instructor
Spring 2020	EMS1119	1591	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	EMS1119	1736	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	EMS1119	1741	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	EMS1119L	1791	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	EMS1119L	1795	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	EMS1119L	1798	Technical/System Error (adoption did not process).	These courses were entered as same time as other adoptions, but for some reason did not process. System did not indicate not accepted. Questions raised when students could not order text. Called Bookstore and discovered never processed.
Spring 2020	MLT2230C	5714	6. Oversight/Human Error (adoption not completed on time)	
Spring 2020	ENC0022	6020	7. Data Reporting Error (book was adopted on time, but reported as late)	
Spring 2020	ENC1101	5661	7. Data Reporting Error (book was adopted on time, but reported as late)	
Spring 2020	ENC1102	3348	7. Data Reporting Error (book was adopted on time, but reported as late)	
Spring 2020	ENC1102	5886	2. Schedule Change/New Faculty Assignment	
Spring 2020	ENC1102	5842	2. Schedule Change/New Faculty Assignment	
Spring 2020	ENC1102	6274	2. Schedule Change/New Faculty Assignment	
Spring 2020	SPC2608	5447	2. Schedule Change/New Faculty Assignment	
Spring 2020	MAC1105	5700	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1105	5798	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1105	5861	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1105	5986	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1105	6070	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1114	5710	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1140	5712	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC1147	5701	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC2233	6034	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAC2313	5706	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT0028	6044	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT0028	6181	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	5682	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	5792	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	5794	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	6035	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	6040	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MAT1033	6069	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MGF1106	4431	7. Data Reporting Error (book was adopted on time, but reported as late)	Error
Spring 2020	MGF1106	5660	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MGF1106	6016	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	MGF1106	6129	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	STA2023	5994	2. Schedule Change/New Faculty Assignment	This section was added/changed after the adoption deadline due to enrollment demands. (Class Number above 5000)
Spring 2020	AMH2020	5951	2. Schedule Change/New Faculty Assignment	
Spring 2020	DEP2004	5599		

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2019, SPRING 2020)

Terra	CourseID	Section	Reason	Explanation
Spring 2020	ECO1931	5941		
Spring 2020	ECO2013	5942		
Spring 2020	POS2041	6113	2. Schedule Change/New Faculty Assignment	
Spring 2020	PSY1012	6111	2. Schedule Change/New Faculty Assignment	
Spring 2020	PSY1012	6185	2. Schedule Change/New Faculty Assignment	
Spring 2020	SLS0005	6072	2. Schedule Change/New Faculty Assignment	
Spring 2020	SLS1103	5903	2. Schedule Change/New Faculty Assignment	
Spring 2020	SPM2000	5954	2. Schedule Change/New Faculty Assignment	
Spring 2020	ARH2050	1714	2. Schedule Change/New Faculty Assignment	
Spring 2020	HUM2020	5707	2. Schedule Change/New Faculty Assignment	
Spring 2020	HUM2230	5536	2. Schedule Change/New Faculty Assignment	
Spring 2020	HUM2450	6032	2. Schedule Change/New Faculty Assignment	

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

**AGENDA ITEM NO. A -10.**

Subject:	Online & Workforce Education: Florida Postsecondary Comprehensive Transition Program Intent to Apply/Project Vertical for Students with Intellectual Disabilities
Meeting Date:	September 8, 2020

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the College's intent to pursue two applications in support of our students with intellectual disabilities:

- 1) To apply to become a Florida Post-Secondary Comprehensive Transition Program (FPCTP)
- 2) To apply for federal status as a Comprehensive Transition Program (CTP)

**BACKGROUND:** The Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495) established the Florida Center for Students with Unique Abilities at the University of Central Florida (the Center) and charged the Center with managing the Florida Postsecondary Comprehensive Transition Program (FPCTP) application and approval process. The Act also established criteria for FPCTP approval, scholarship awards for eligible students to attend approved programs, and accountability requirements associated with program renewal and scholarship awards.

The College's Vocational and Employment Readiness Training in Comprehensive Adult Learning (VERTICAL) program has demonstrated that students with intellectual disabilities can participate and complete postsecondary career and technical education training programs that improve their employment opportunities. This program aligns with the mission of the College by providing post-secondary access to an underserved populations of students, that with the attainment of a state recognized credential are afforded better opportunities for employment which increase their earning potential and fosters their independence and overall, long-term quality of life.

The Florida legislation has recognized the positive impact of expanding post-secondary opportunities and has passed legislation SB850 in 2014 (repeal of special diploma), SB7030 in 2016 (Adult Education and Literacy Activities-Division of Career and Adult Education) and SB672 in 2016 (creates FS 1004.6495, the Florida Postsecondary Comprehensive Transition Program (the Act) and established the Florida Center for Students with Unique Abilities). The purpose of the Act is to "increase independent living, inclusive and experiential postsecondary education, and employment opportunities for students with intellectual disabilities through degree, certificate, or non-degree programs and to establish statewide coordination of the dissemination of information regarding programs and services for students with disabilities."

The passage of SB672 provides an opportunity for the College to collaborate with the Florida Center for Students with Unique Abilities at the University of Central Florida to submit a Florida Postsecondary Comprehensive Transition Program that would allow program participants to be eligible for PELL grant funding, in addition to scholarship funding of \$7,000.00 per student or greater. The additional PELL and scholarship funding would allow the College to cover program fees for supports and services to sustain the College's VERTICAL program. Currently, the College of the

Online & Workforce Education: Florida Postsecondary Comprehensive Transition Program Intent to Apply/Project Vertical for Students with Intellectual Disabilities  
(Continued)

Florida Keys, Santa Fe College, St. Petersburg College, and Indian River State College are approved FPCTP programs. Florida Atlantic University, Southeastern University, and the University of Central Florida are FPCPT approved University programs. Florida Panhandle Technical Center, McFatter Technical College, and Robert Morgan Technical College have FPCTP approved programs for the Career and Technical Education Centers.

**RATIONALE:** This program aligns with the mission of the College by providing post-secondary access to underserved populations of students, specifically students with intellectual disabilities. The program offers participants attainment of a state recognized credentials which offers better opportunities for employment, increases earning potential, and fosters independence. The FPCTP application is a pathway to sustainability of the VERTICAL program. VERTICAL students would be eligible to apply for PELL grant funding and would have access to scholarship funding through SB672. Additionally, students would have access to quality, wrap-around support services.

**FISCAL NOTES:** The pursuit of the state and federal designations will enable the College to apply for grant funding from the Florida Center for Students with Unique Abilities of approximately \$900,000 over a three-year project period. Grant funds would expand the capacity of the VERTICAL program to continue to provide inclusive post-secondary educational opportunities for FSCJ students with intellectual disabilities.

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

**INFORMATION ITEM I – A.**

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 8, 2020

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

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

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

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of September 8, 2020**

**Faculty Full-Time Appointments**

Breytaman	Yevgeniy	Professor of Nursing (ASN)
Gordon	Violeta	Professor of Surgical Services
Jativa	Wilson	Professor of Practical Nursing
Kadi	Laila	Temporary Professor of Building Construction
Legler	Jessica	Temporary Professor of Nursing
Smith	James	Temporary Professor of Electricity
Stanford	Jevetta	Professor of Clinical Research
Titus	Catherine	Temporary Professor of Ophthalmic Technician
Woods	Daniel	Professor of Aviation Maintenance Technology

**Job Title****A&P Full-Time Appointments**

Bellick	Morris	Associate Vice President for Facilities
Bodway	Lenora	Interim Associate Dean of Nursing
Burns	Kerri	Business Analyst - Curriculum and Scheduling
De Nose	Myisha	Associate Director of Academic Advising Services
Diaz	Alexandra	Associate Director of Academic Advising Services
Hart	Michael	Building and HVAC Controls Specialist
Jones	Mitessa	Instructional Program Manager
Marshall	Paula	Interim Dean of Nursing
Schmidt	Jennifer	Project Accounting Officer

**Job Title****Career Full-Time Appointments**

Cox	Jamie	Accounts Payable Supervisor
Crawford	Maliaha	Accountant IV
Dickerson	Debbie	Interim Project Coordinator
Ehlers	Blake	Project Coordinator
Halford	Lindsay	Student Success Advisor I
Harris	Nichole	Enrollment Development Coordinator
Isma	Ardine	Case Manager/Career Specialist
Johnson	LaSabra	Retention Specialist
Lee	Amber	Payroll Technical Support Specialist
Lee	Brianna	Student Success Advisor II
Marra	Daniela	Student Records Analyst I
McClain	Shirley	Armed Security Officer
Morris	Helen	Accounts Receivable Supervisor
Murdorf	Aaron	Tradesworker III
Parker	Samuel	Scene Shop Supervisor
Sarge	Robin	Administrative Project Manager
Williams	Chassidy	Interim Student Records Specialist
Williams	DeAngelo	Case Manager/Career Specialist

**Job Title****Career Part-Time Appointments**

Watkins	Jordan	Test Proctor
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**Job Title**

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

**INFORMATION ITEM I – B.**

<b>Subject:</b>	Purchasing: Purchase Orders Over \$195,000
<b>Meeting Date:</b>	September 8, 2020

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

Contract/ PO No.	Total	Supplier	Description	Authority
PO00010252	\$332,917	Oracle America, Inc.	Annual renewal of Oracle license and service agreement.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Strategic Technology Plan; FSCJ Contract 2014-01
PO00010253	\$396,000	ERP Analysts, Inc.	ERP managed services and transition fee.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; TRP #53AFD - Valencia College; Alabama State University Cooperative Agreement ITB 1966-2015; FSCJ Contract 2018-04
PO00010255	\$408,000	CentruryLink Communications, LLC	Century Link quickstart advanced onboarding and annual cloud services.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Strategic Technology Plan; FSCJ Contract 2018-9
PO00010316	\$711,000	Carnegie Communications, LLC	Media buying consulting services to raise awareness of the College, generate quality leads, drive applications and convert admitted students through enrollment.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; University of Cincinnati - Contract 1798-17L; University of Ohio - RFP #OU-021716DRM; Pennsylvania State System of Higher Education Slippery Rock University- RFP # SRU-RFP-004-16; State of Illinois Public Institutions of Higher Education, Northeastern Illinois University- RFP #201MARK1; FSCJ Contract 2018-21
PO00010344	\$262,834	Databank IMX, LLC	OnBase hosted annual online document management subscription, software and helpdesk support for document imaging storage.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; 2012-13 Collegewide Imaging; FSCJ Contract 2021-17

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

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

**FISCAL NOTES:** These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$2,110,751.

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

**INFORMATION ITEM I – C.**

Subject:	Finance: Investment Reports for Quarter Ended June 30, 2020
Meeting Date:	September 8, 2020

**INFORMATION:** The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending June 30, 2020 are presented to the District Board of Trustees (DBOT) for information.

**BACKGROUND:** The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund is invested largely in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, high quality corporates and mortgage backed securities with an average or effective duration of 2.20 years. The Operating Fund Portfolio's quarterly total return performance of 1.27% outperformed the benchmark performance of 0.69% by 0.58%. Over the past year, the Portfolio earned 2.71%, versus 4.36% for the benchmark, which can be ascribed to internal decisions to maintain higher levels of short-term liquidity in anticipation of higher cash needs.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of June 30, 2020, the College had surplus funds of approximately \$35.7 million under management with PFM.

Quasi Endowment Funds were derived largely from auxiliary activities. These funds are also managed by PFM and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of June 30, 2020 was \$5.5 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned 16.84% (net of mutual fund fees) in the 2nd quarter of 2020, outperforming its policy benchmark return of 15.58% by 1.26%. Over the past year, the portfolio had a return of 5.92%, outperforming its 4.52% benchmark return. Since the inception date of July 1, 2016, the portfolio returned 8.82% annually compared to its 8.60% benchmark. In dollar terms, the portfolio gained \$786,057 in return on investment over the quarter and gained \$304,994 over the past 12-months.

The Investment Performance Review for the quarter ending June 30, 2020 is being provided at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

**RATIONALE:** The sound investment of surplus funds and endowment funds can produce additional income to support the operations of the College and student financial aid programs while meeting the requirements of safety and liquidity.

**FISCAL NOTES:** As of June 30, 2020, the College had investment balances totaling \$41.2 million, which compares to \$42.3 million as of June 30, 2019.



# FSCJ

Florida State College  
at Jacksonville

## Investment Performance Review **SURPLUS FUNDS** For the Quarter Ended June 30, 2020

### Investment Advisors

### PFM Asset Management LLC

Steven Alexander, CTP, CGFO, CPPT, Managing Director  
Robert Cheddar, CFA, Chief Credit Officer, Managing Director  
Richard Pengelly, CFA, CTP, Director  
Scott Sweeten, BCM, CFS, Client Relationship Manager  
Sean Gannon, CTP, Senior Analyst

213 Market Street  
Harrisburg, PA 17101  
717.232.2723  
717.233.6073 fax

300 South Orange Avenue  
Suite 1170  
Orlando, FL 32804  
407.648.2200 fax  
407.648.1323 fax

0918158

## COVID-19 Impact Update

### Health Pandemic

- Confirmed cases exceed 10 million worldwide
- U.S. is leading the world with roughly 25% of cases and deaths
- Recent surge in new U.S. case numbers threatens economic reopening



### Effects on the Economy

- Significant negative impact of lockdowns apparent in Q1 and Q2 economic data
- Early signs of rebound have appeared as some states start to reopen



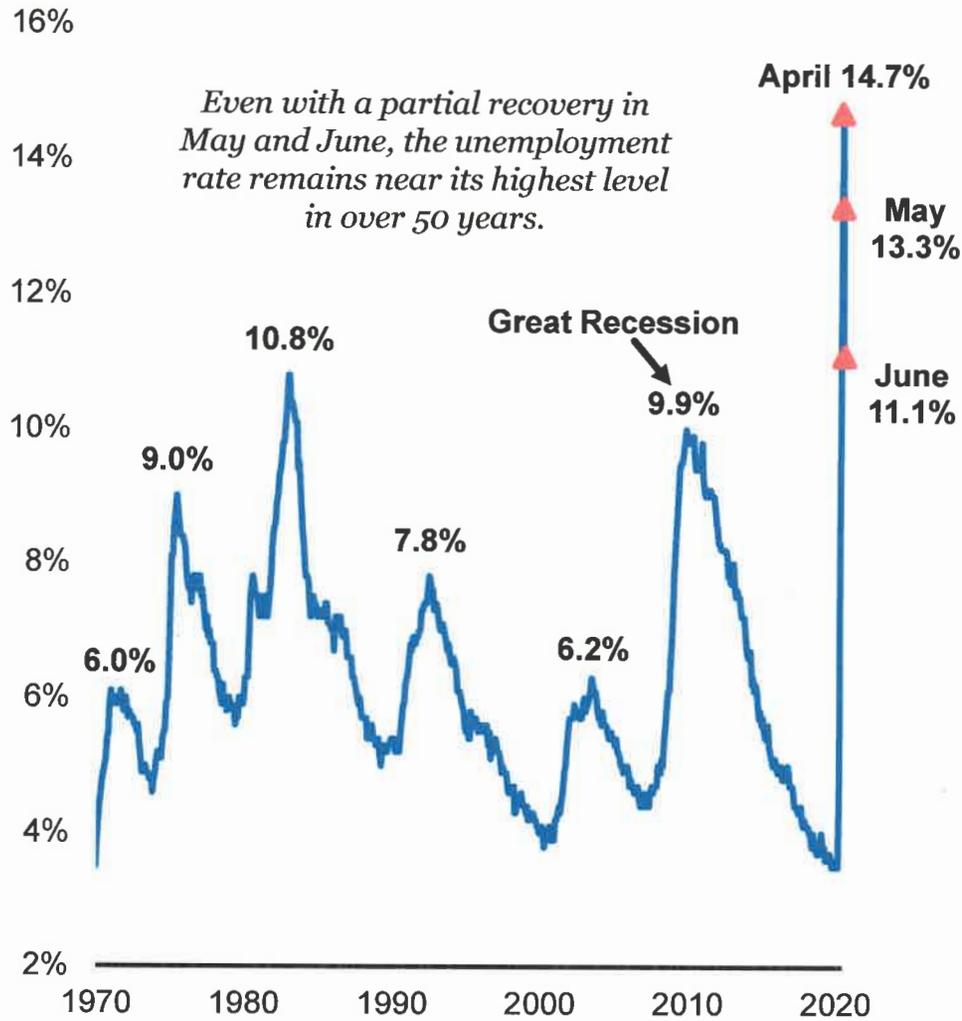
### Effects on the Financial Markets

- Yields remain very low and are not expected to move meaningfully over the near term
- Fed support stabilized the bond market and returned liquidity
- Equity markets substantially recovered in Q2

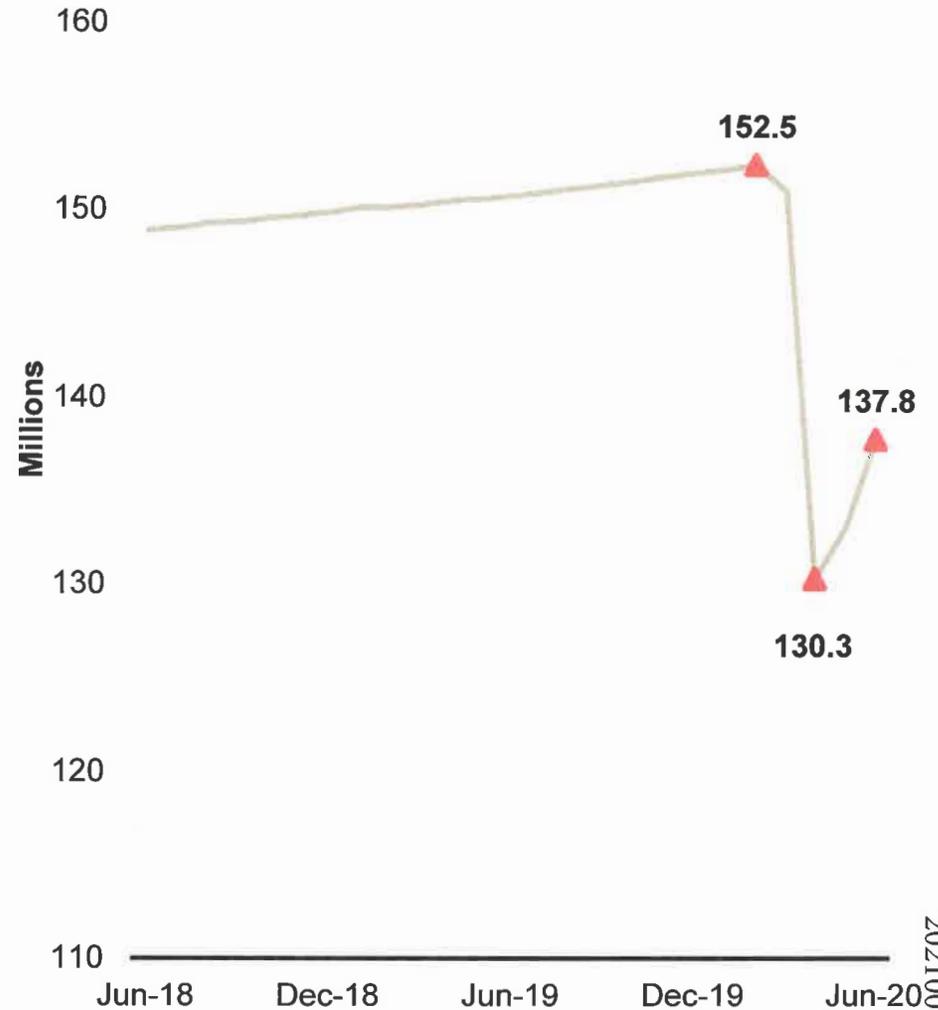


## Labor Market Struggling; Early Signs of Recovery Present

### Unemployment Rate

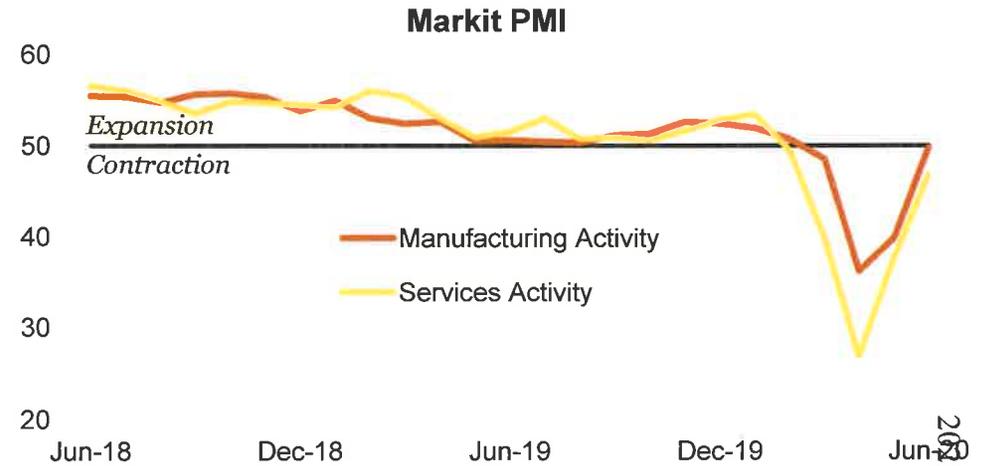
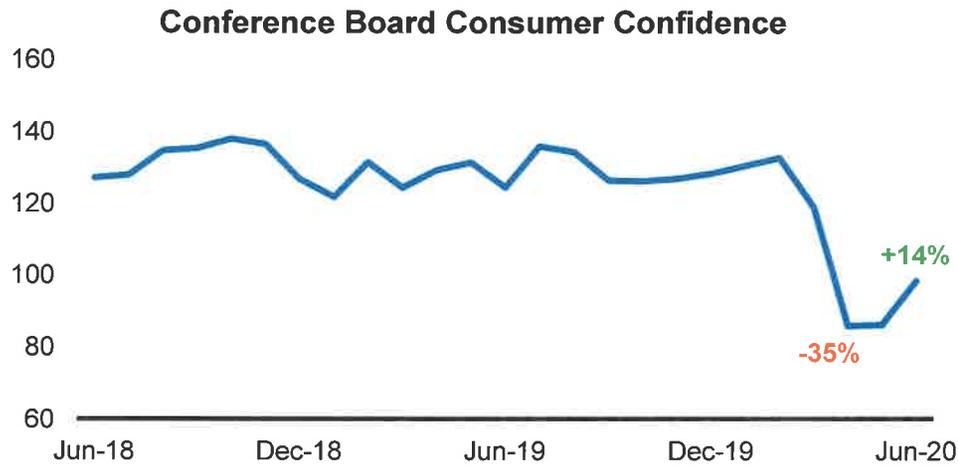
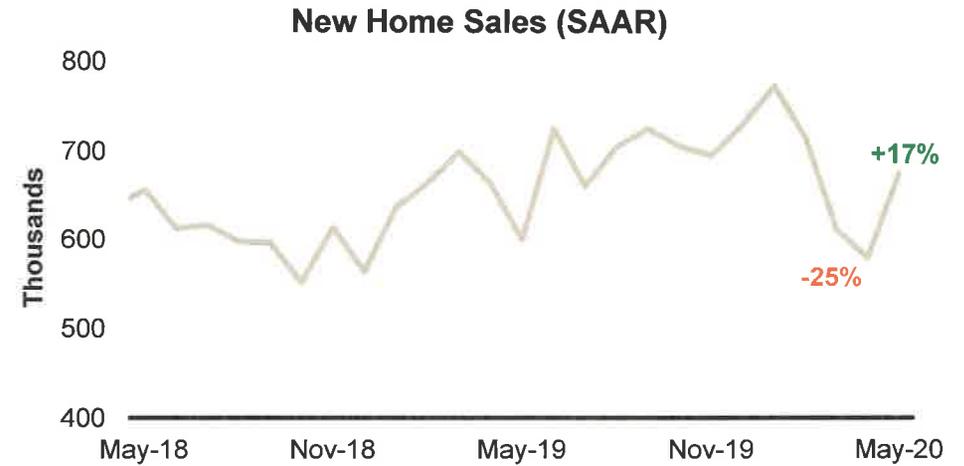


### Total Nonfarm Employment



Source: Bloomberg, as of 6/30/2020. Data is seasonally adjusted.

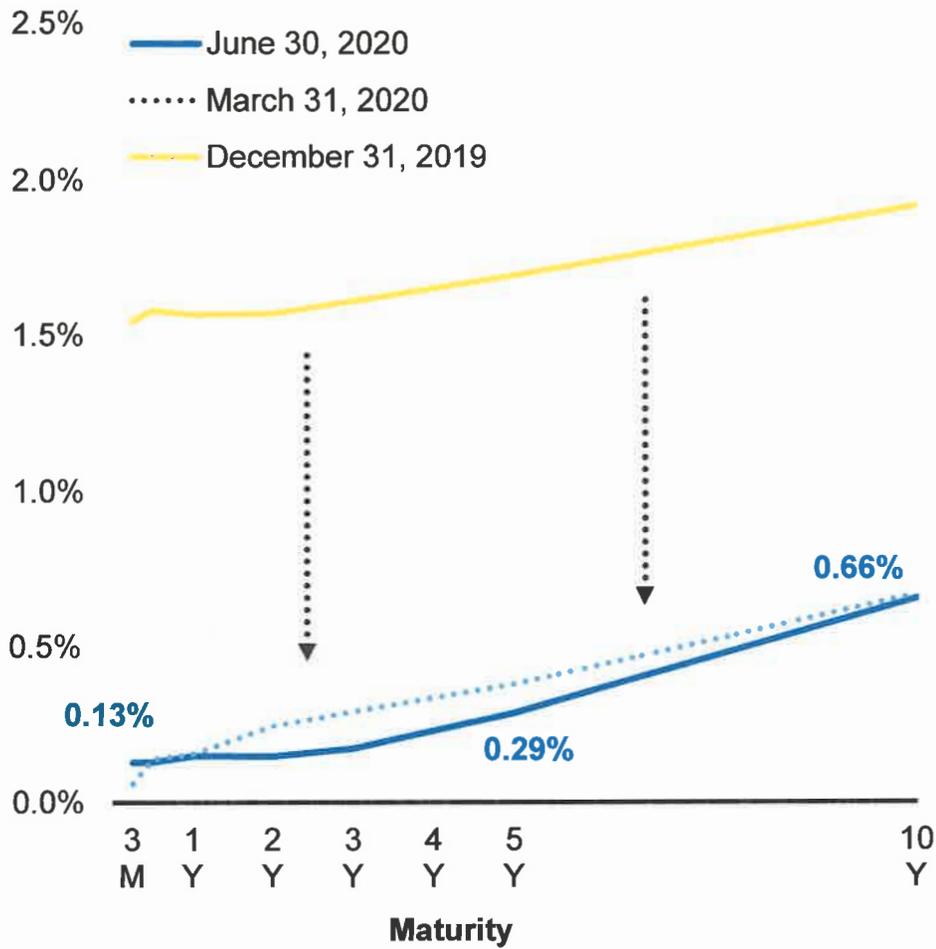
## Economic Conditions Are Depressed, But Appear to Have Bottomed



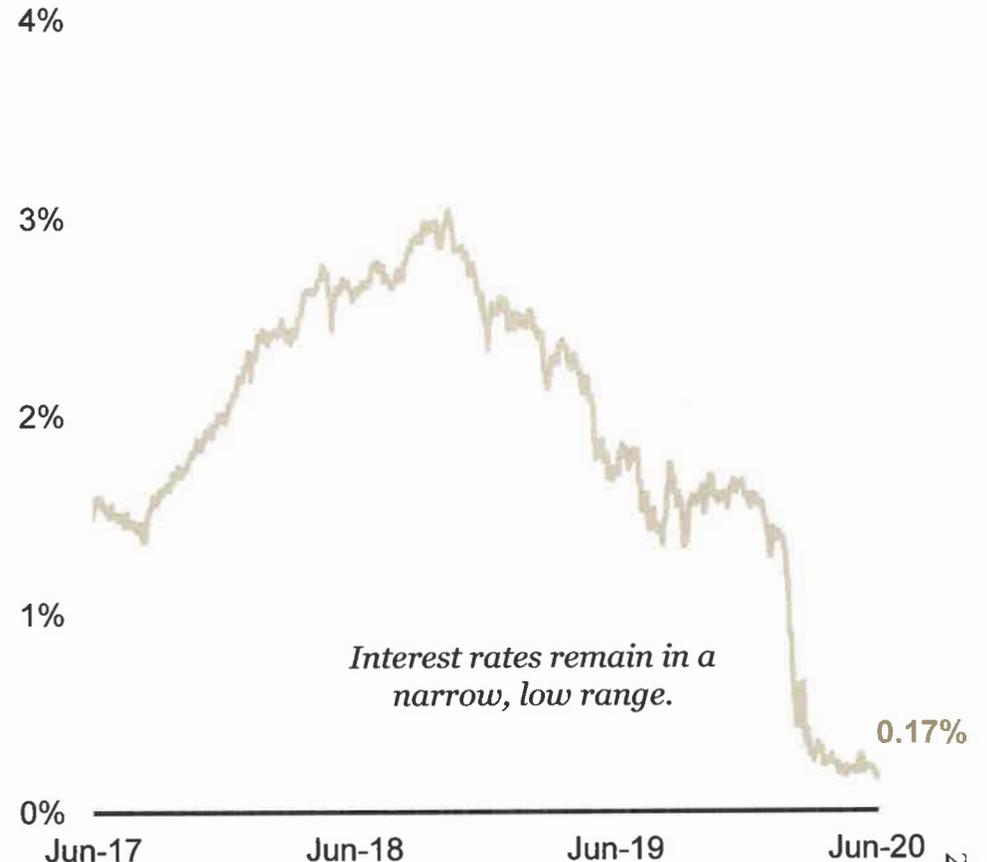
Source: Bloomberg, data available as of 6/30/2020.

### Interest Rates Traded in a Narrow Range During Q2

#### US Treasury Yield Curve



#### 3-Year Treasury Yield

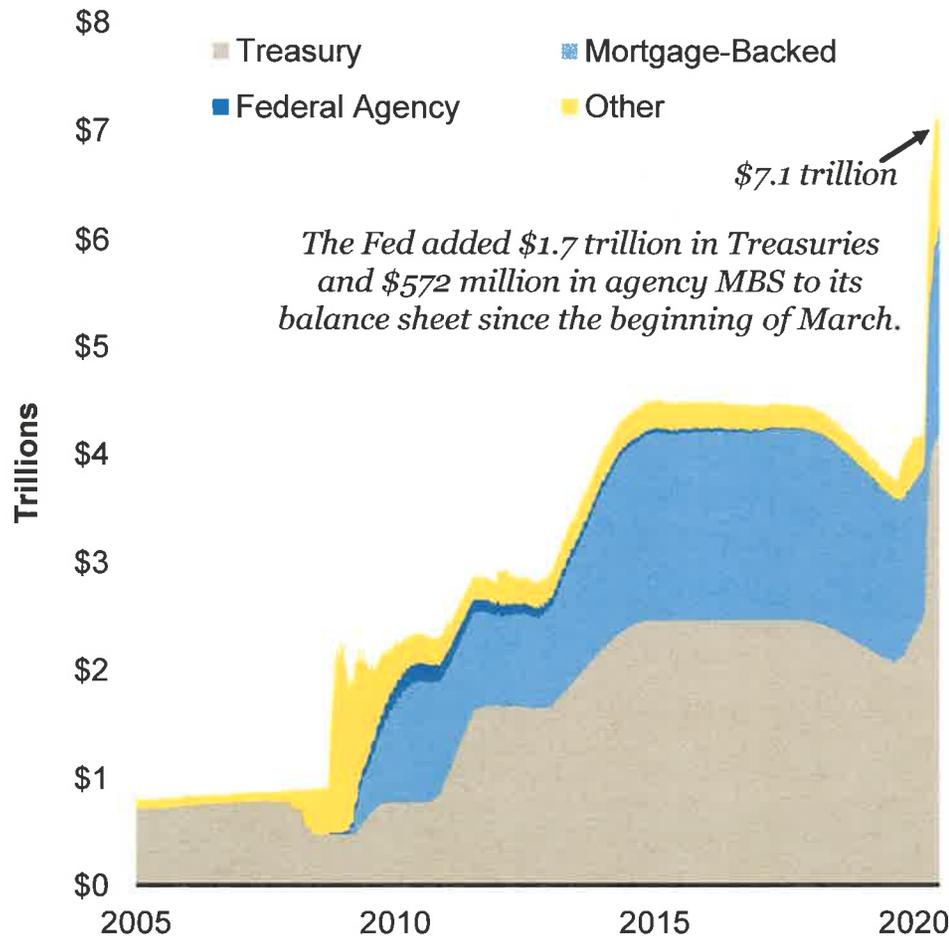


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Source: Bloomberg as of 6/30/2020.

## Federal Reserve Has Provided \$3 Trillion in Monetary Stimulus

### Assets of the Federal Reserve



Amount Allocated to Fed's Liquidity Programs	
Fed Facility	Holdings (billions)
Discount Window	\$7.1
Primary Dealer Credit Facility	\$4.0
Money Market Mutual Fund Liquidity Facility	\$23.5
Commercial Paper Funding Facility	\$12.8
Paycheck Protection Program Liquidity Facility	\$59.4
Swap Lines	\$276.7
Repurchase Agreements	\$73.1
Municipal Liquidity Facility	\$16.1
Main Street Lending Facility	\$32.7
Primary Corporate Credit Facility	\$0.0
Secondary Corporate Credit Facility	\$40.0
Term Asset-Backed Securities Loan Facility	\$7.3

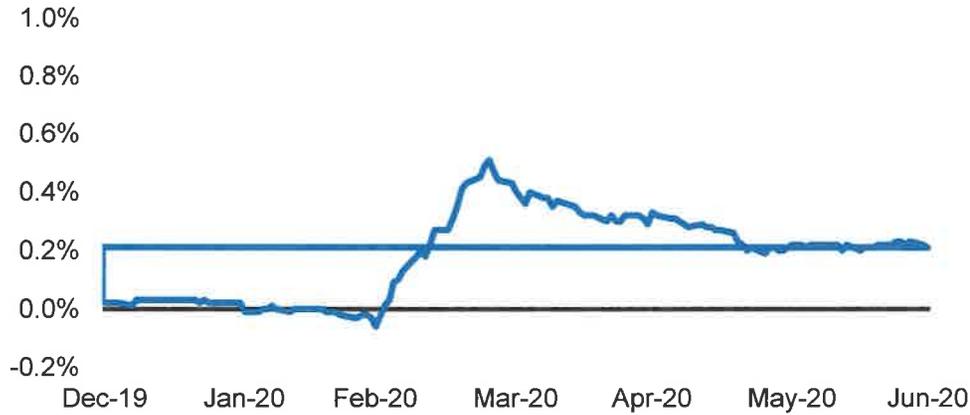
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Source: Federal Reserve, as of 6/26/2020.

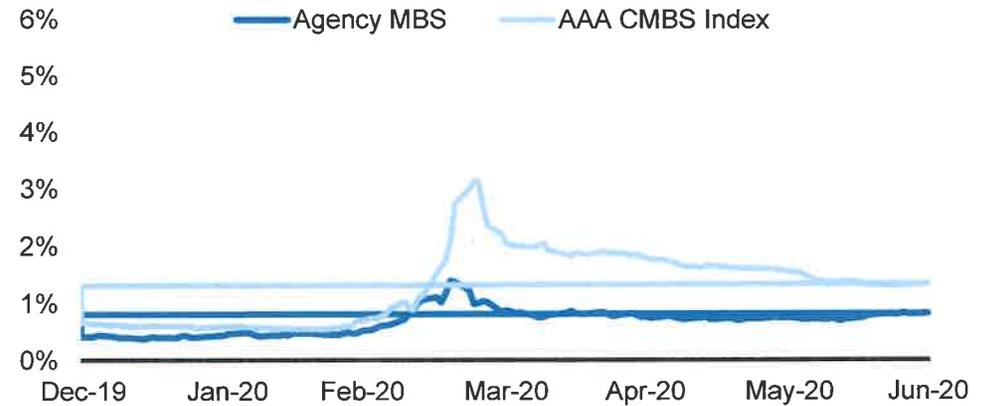
## Sector Spreads Tightened Significantly, Moving Toward Pre-COVID Levels

### 1-5 Year Indices

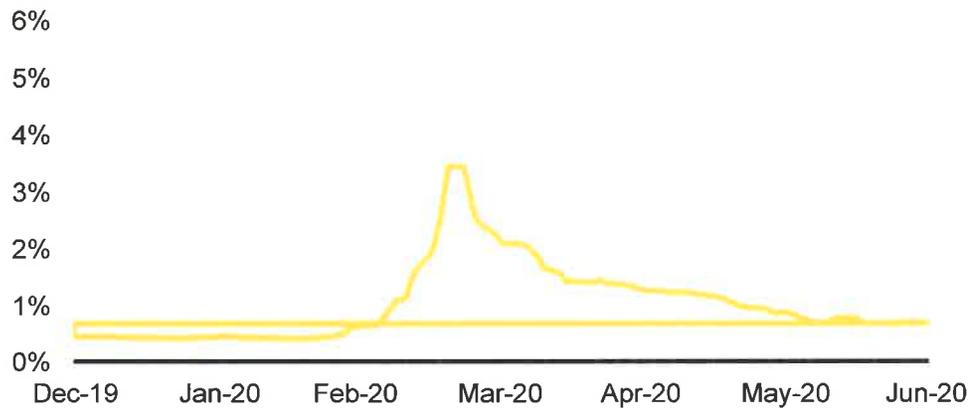
Federal Agency Yield Spreads



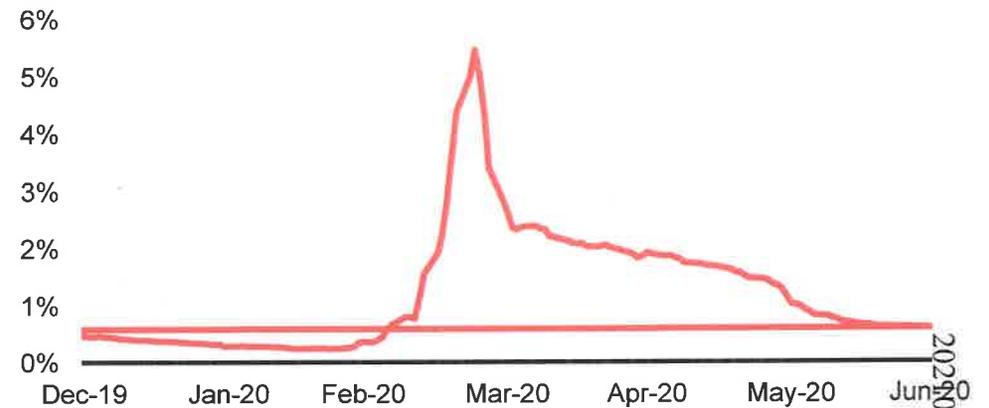
Mortgage-Backed Securities Yield Spreads



Corporate Notes A-AAA Yield Spreads



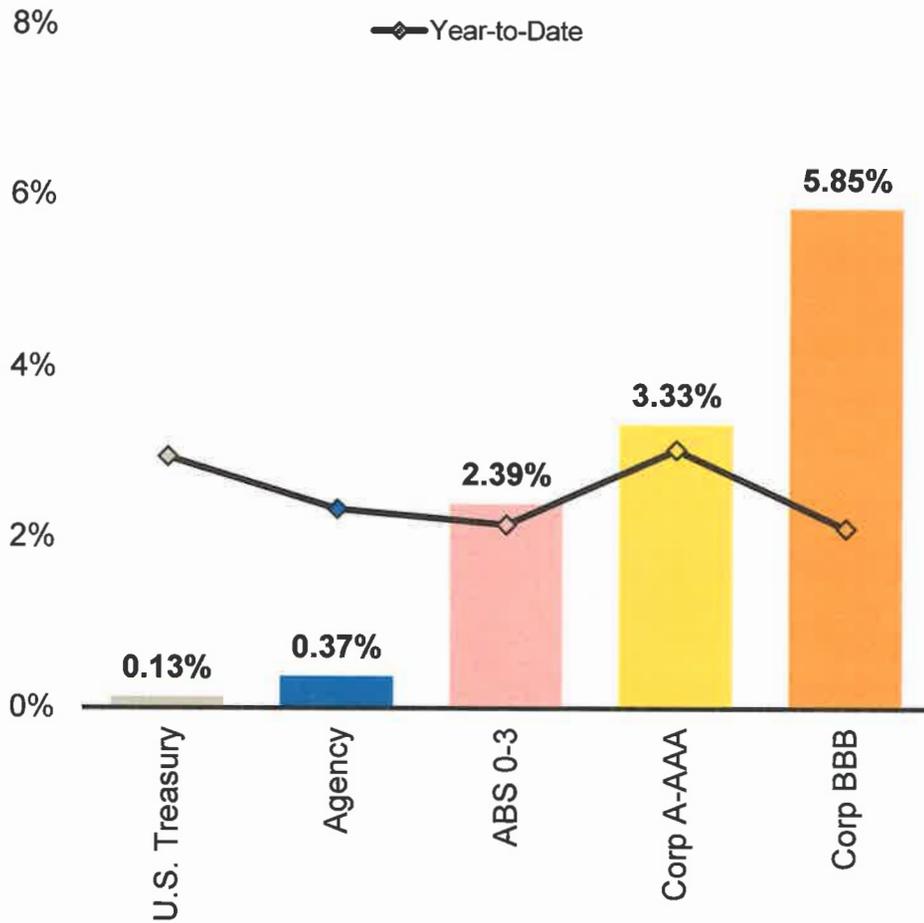
Asset-Backed Securities Yield Spreads



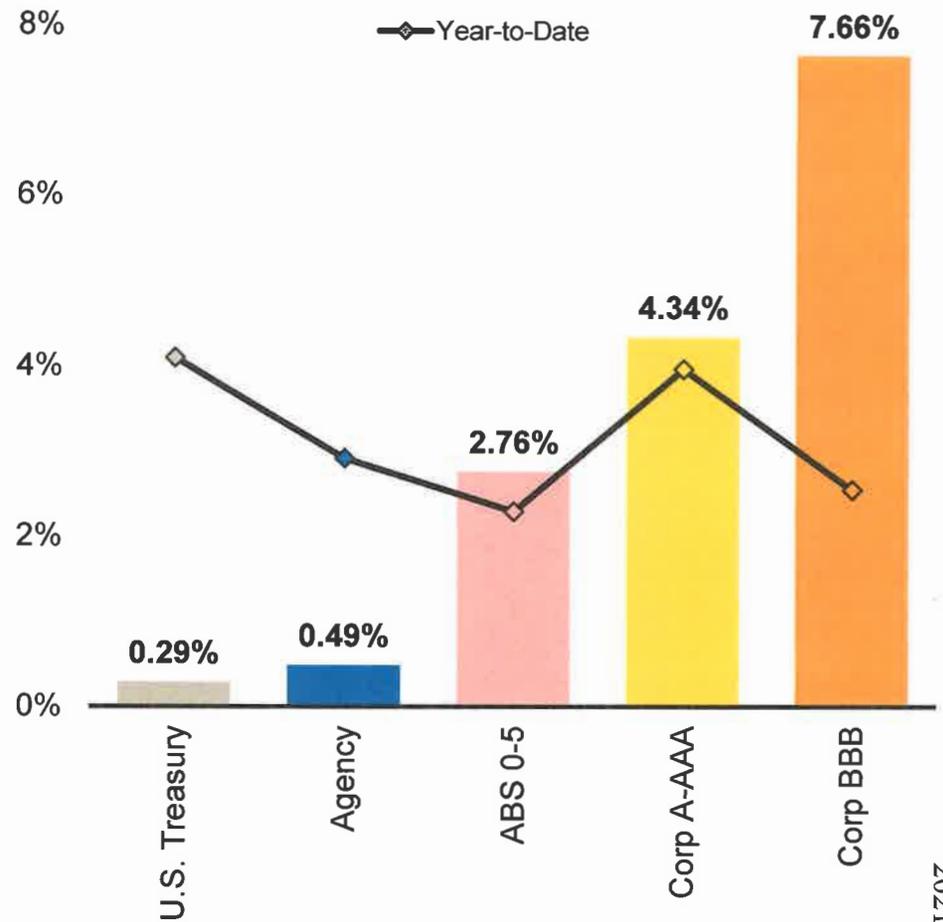
Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess and PFM as of 6/30/2020. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

### Credit Outperforms in Second Quarter Due to Massive Spread Tightening

**1-3 Year Indices  
Q2 Returns**



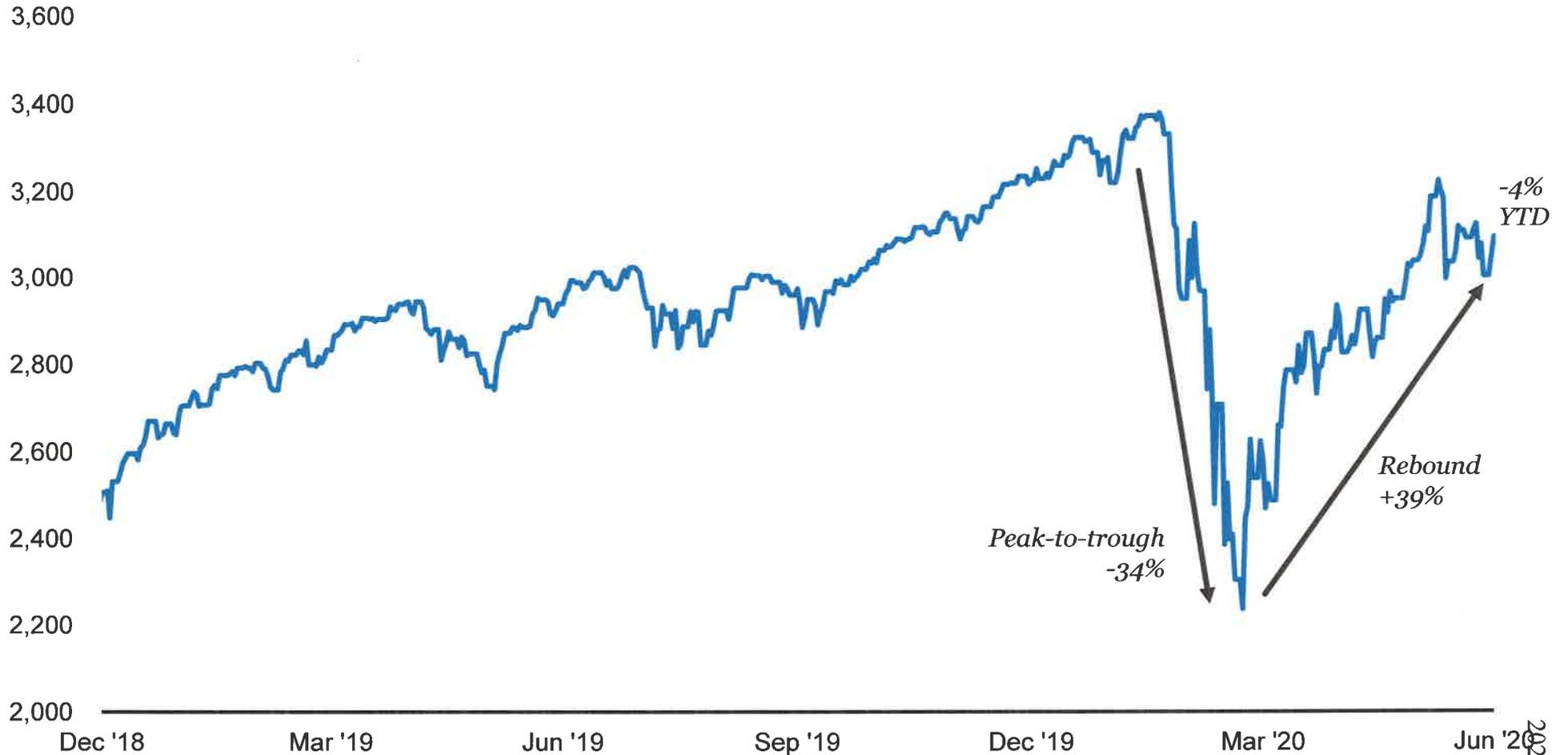
**1-5 Year Indices  
Q2 Returns**



Source: Bloomberg, as of 6/30/2020.

### Stocks Staged an Impressive Rebound in Q2 After Pandemic-Driven Sell-Off

#### S&P 500 Price Change



202100166

Source: Bloomberg, as of 6/30/2020.

### Fixed-Income Sector Outlook – July 2020

Sector	Our Investment Preferences	Comments
<b>COMMERCIAL PAPER / CD</b>		<ul style="list-style-type: none"> <li>Short-term credit spreads widened slightly in recent days as T-Bills rallied and more issuers re-entered the market after quarter-end.</li> </ul>
<b>TREASURIES</b>		
<b>T-Bill</b>		<ul style="list-style-type: none"> <li>T-Bill yields remain a very attractive investment option, although yields have fallen several basis points across the curve.</li> </ul>
<b>T-Note</b>		<ul style="list-style-type: none"> <li>Treasury yields remain in a defined range. Front to intermediate maturities are anchored by the Fed Funds Rate near 0%. Longer maturities may see upward pressure from increased issuance, although Fed purchases provide support.</li> </ul>
<b>FEDERAL AGENCIES</b>		
<b>Bullets</b>		<ul style="list-style-type: none"> <li>Bullet agency spreads continue to narrow but remain wider than pre-pandemic levels. While the spread curve has flattened as spreads have tightened, the 3s/5s spread curve still appears steep making longer maturity bullets attractive. New issue securities at concessions to the curve also represent good value.</li> </ul>
<b>Callables</b>		<ul style="list-style-type: none"> <li>Callable spreads continue to march tighter vs like maturity Treasuries but remain near the middle of the range YTD. Value remains on a structure by structure basis.</li> </ul>
<b>SUPRANATIONALS</b>		<ul style="list-style-type: none"> <li>Supranational spreads tightened across the curve. Most secondary offerings are trading at lower spreads than GSEs, erasing much of the sector's relative value. Seasonality suggests light issuance during the summer that will pick up in the fall.</li> </ul>
<b>CORPORATES</b>		
<b>Financials</b>		<ul style="list-style-type: none"> <li>Corporates recovered most of their Q1 underperformance during Q2, helped by the Fed's unprecedented support and signs of recovery in economic activity.</li> </ul>
<b>Industrials</b>		<ul style="list-style-type: none"> <li>We remain cautious on the sector, however, due to concerns around consumer finances and weak corporate balance sheets. The recent trend of rising coronavirus infections in parts of the country is worrying and the Presidential election and geopolitical tensions could be another source of market volatility.</li> </ul>
<b>SECURITIZED</b>		
<b>Asset-Backed</b>		<ul style="list-style-type: none"> <li>ABS yield spreads tightened but still offer some relative value to industrial corporate securities. Credit enhancements have increased in new ABS deals to offset increased concerns regarding consumer stress.</li> </ul>
<b>Agency Mortgage-Backed</b>		<ul style="list-style-type: none"> <li>The Fed reaffirmed its commitment "to support the smooth functioning" of the MBS market through its ongoing purchase program. However, prepayments may stay elevated over the near-term as refinancings remain robust.</li> </ul>
<b>Agency CMBS</b>		<ul style="list-style-type: none"> <li>Agency CMBS spreads continue to move lower as fear regarding renters' ability to pay has decreased to some degree. Spreads are still above historical averages.</li> </ul>
<b>MUNICIPALS</b>		<ul style="list-style-type: none"> <li>Taxable supply continues to come to market at attractive spreads. We remain focused on the largest issuers, and cautious on many sub-sectors given the fiscal impact from COVID-19.</li> </ul>

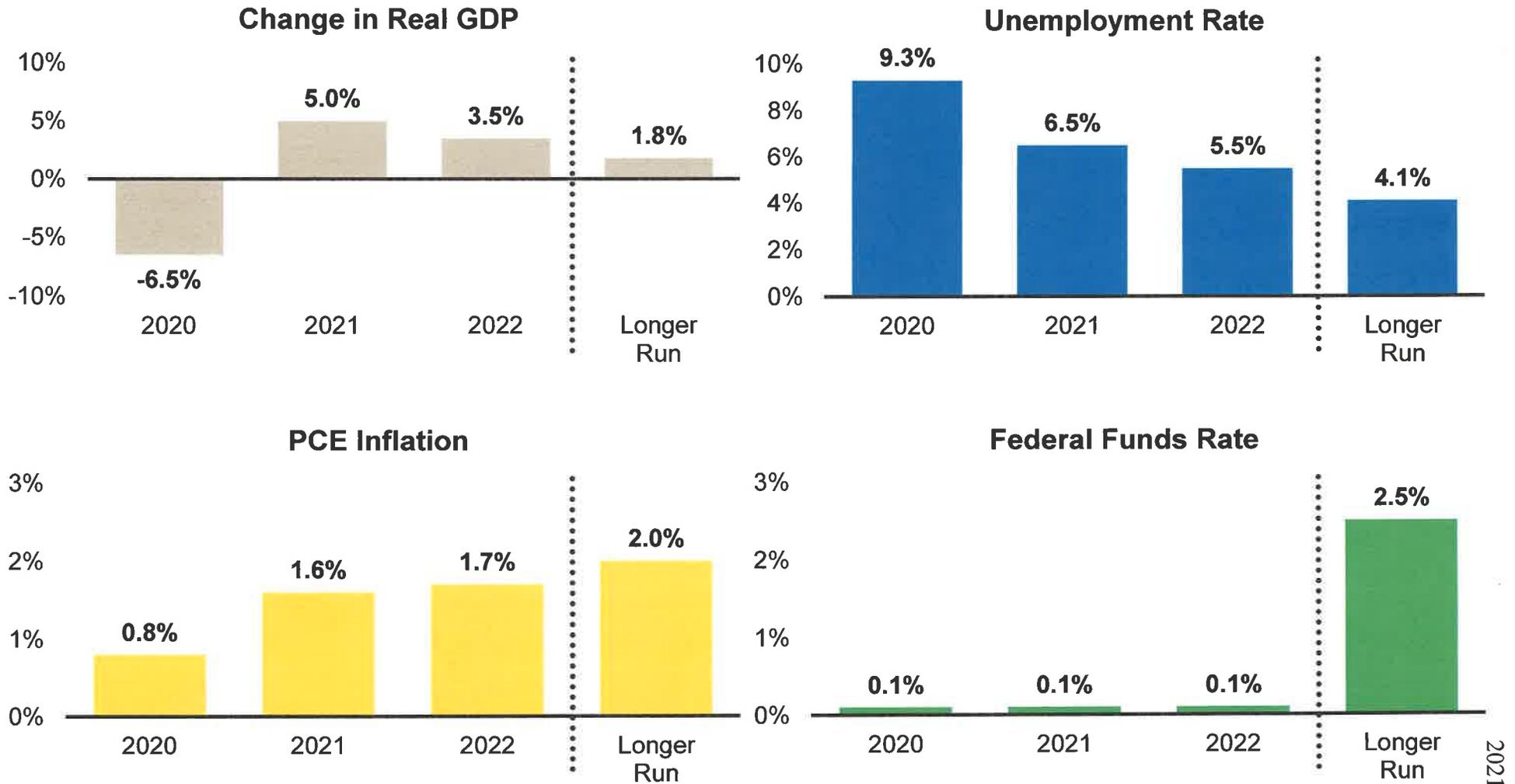
● Current outlook

○ Outlook one month ago



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### Fed's June Economic Projections Indicate Long Recovery Ahead



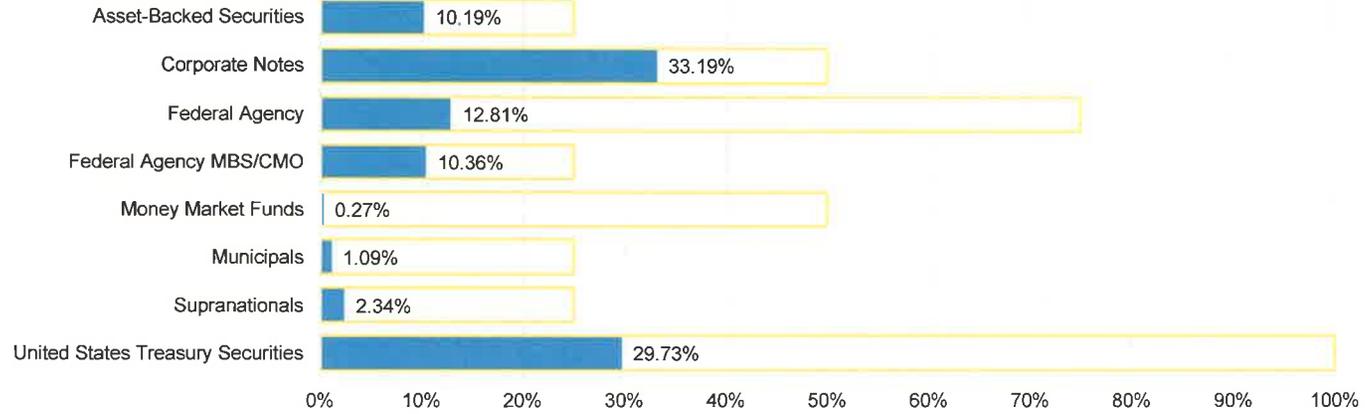
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Source: Federal Reserve, economic projections as of June 2020.

- The College's Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, federal agency/GSE, federal agency/CMO, corporate note, asset-backed, mortgage-backed, municipal, and supranational securities.
- The Operating Fund Portfolio's quarterly total return performance of 1.27% outperformed the benchmark performance of 0.69% by 0.58%. Over the past year, the Portfolio earned 2.71%, versus 4.36% for the benchmark.
- The pandemic-induced, three-fold crisis continued to affect the U.S. in Q2:
  - **Global health crisis** – Broad lockdowns and stay-at-home orders were effective in initially slowing the spread of COVID-19 and easing stress on the U.S. healthcare system, but late in Q2 as social distancing measures were eased, daily confirmed coronavirus cases in the U.S. began to spike sharply higher.
  - **Economic shutdown** – The pandemic upended economies across the globe. U.S. GDP fell at an annualized rate of 5% in the first quarter and the pandemic-induced shutdown shocked the labor market, which shed 17 million jobs from February to June, causing the unemployment rate to spike to 11.1%. Economic data improved markedly in May and early June, bouncing off cyclical lows, but the resurgence of virus cases near the end of Q2 may limit further improvement in the near term.
  - **Financial markets** – After having reducing rates to zero in March, the Federal Reserve (Fed), mobilized its arsenal of emergency lending programs to stabilize fragile markets and shore up market liquidity. The Fed's balance sheet expanded from \$4 trillion to more than \$7 trillion and included the first purchases of corporate bond exchange-traded funds and individual corporate bonds. Measures of market stress experienced notable improvements as a result.
- Following the plunge in the U.S. Treasury yield curve during Q1, yields were relatively stable over the second quarter, leading to muted returns for Treasury indexes.
  - Yield spreads on all other asset classes retraced significantly from the wide levels experienced in March, as unprecedented fiscal and monetary stimulus helped support the economy and financial markets.
- A cloud of uncertainty hangs over the U.S. and global economies entering the second half of 2020. Economic data has rebounded significantly from the April lows, but remains well below pre-pandemic levels.
  - To recapture previous economic highs, it will be important that COVID-19 hotspots are contained, so that public confidence can be restored. Considering these uncertainties, we plan on structuring portfolios to have neutral duration to their respective benchmarks.

FLORIDA STATE COLLEGE AT JACKSONVILLE

Asset Allocation



Security Type	Amortized Cost (Includes Interest)	Allocation Percentage	Permitted by Policy	In Compliance
Asset-Backed Securities	3,567,238.65	10.19%	25%	Yes
Bankers' Acceptances	-	-	10%	Yes
Certificates of Deposit and Savings Accounts	-	-	50%	Yes
Commercial Paper	-	-	50%	Yes
Corporate Notes	11,615,330.19	33.19%	50%	Yes
Federal Agency	4,483,659.33	12.81%	75%	Yes
Intergovernmental Pools	-	-	50%	Yes
Federal Agency MBS/CMO	3,626,838.79	10.36%	25%	Yes
Money Market Funds	95,487.28	0.27%	50%	Yes
Municipals	381,721.41	1.09%	25%	Yes
Repurchase Agreements	-	-	40%	Yes
Supranationals	820,391.97	2.34%	25%	Yes
United States Treasury Securities	10,403,629.09	29.73%	100%	Yes
<b>Total</b>	<b>34,994,296.71</b>	<b>100.00%</b>		

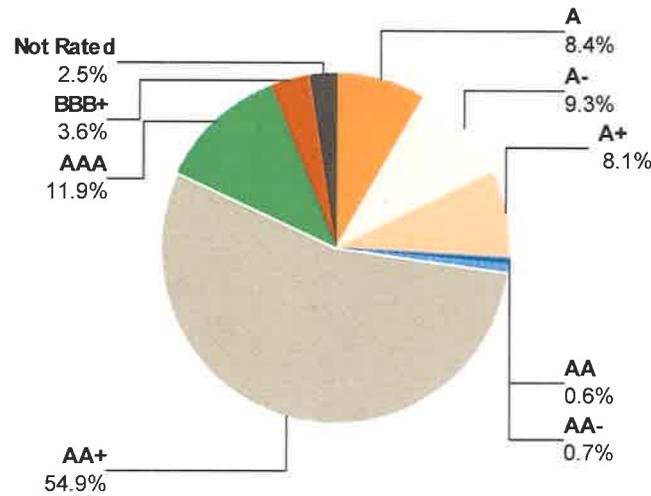
End of month trade-date amortized cost of portfolio holdings, including accrued interest.

**Portfolio Statistics**

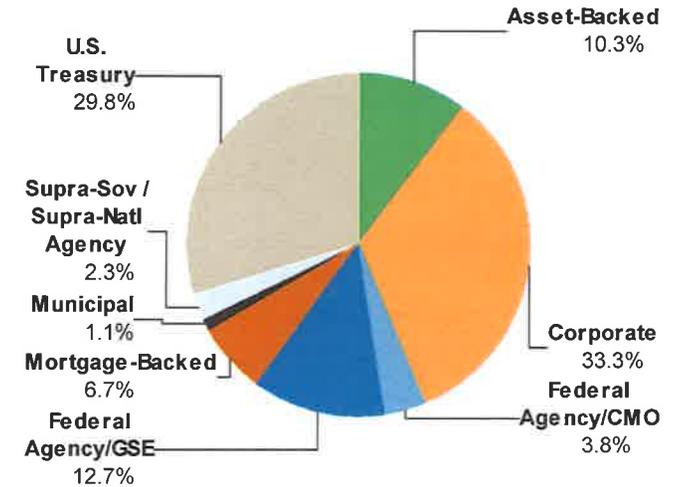
As of June 30, 2020

Par Value:	\$34,647,328
Total Market Value:	\$35,688,714
Security Market Value:	\$35,470,580
Accrued Interest:	\$122,647
Cash:	\$95,487
Amortized Cost:	\$34,776,162
Yield at Market:	0.65%
Yield at Cost:	1.74%
Effective Duration:	1.83 Years
Average Maturity:	2.75 Years
Average Credit: *	AA

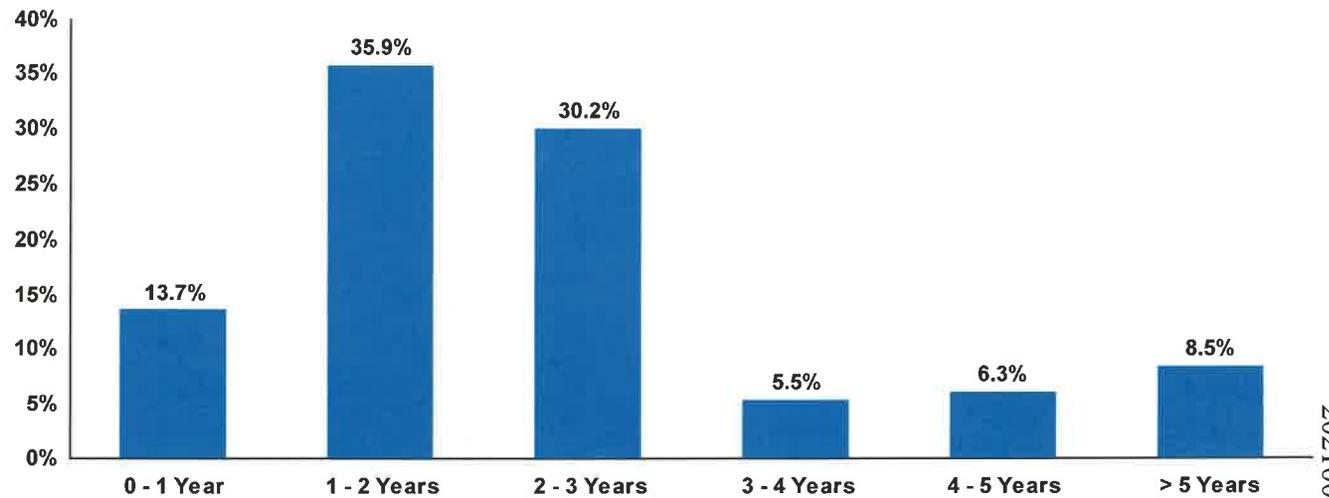
**Credit Quality (S&P Ratings)**



**Sector Allocation**



**Maturity Distribution**

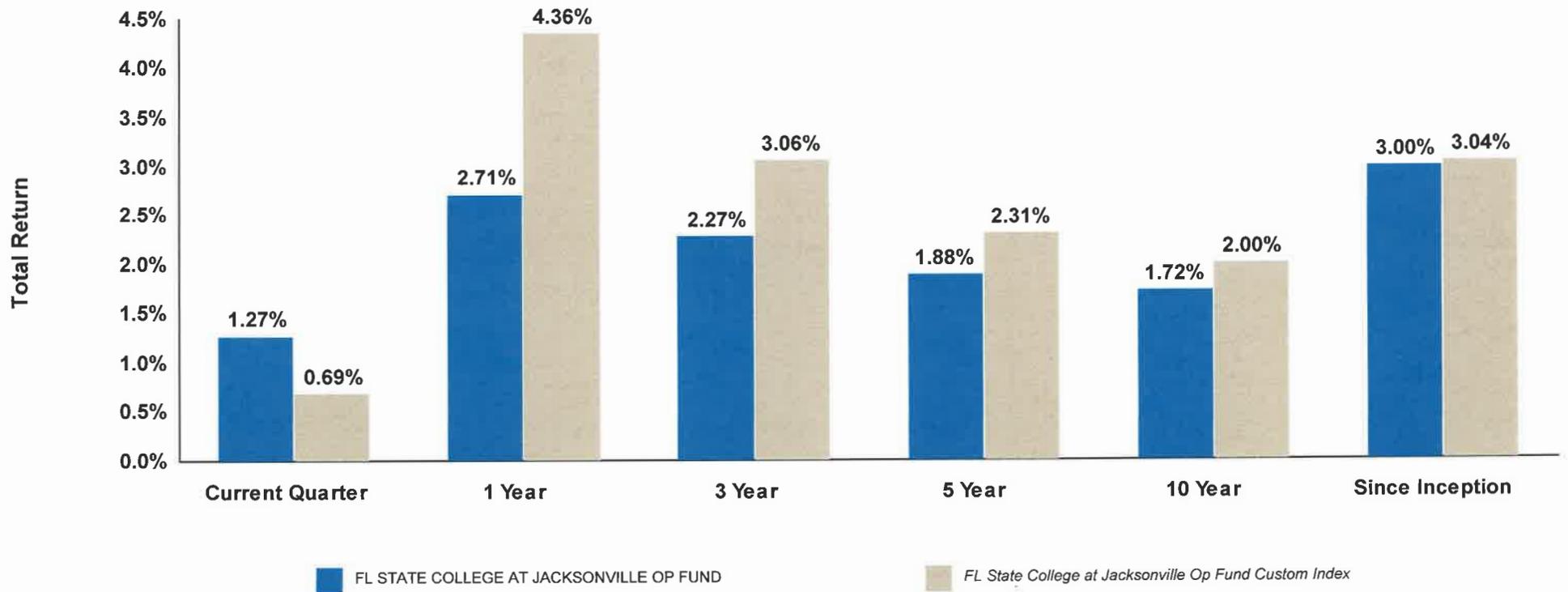


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\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				
			1 Year	3 Year	5 Year	10 Year	Since Inception (06/30/06) **
FL STATE COLLEGE AT JACKSONVILLE OP FUND	1.83	1.27%	2.71%	2.27%	1.88%	1.72%	3.00%
FL State College at Jacksonville Op Fund Custom Index	1.81	0.69%	4.36%	3.06%	2.31%	2.00%	3.04%
Difference		0.58%	-1.65%	-0.79%	-0.43%	-0.28%	-0.04%

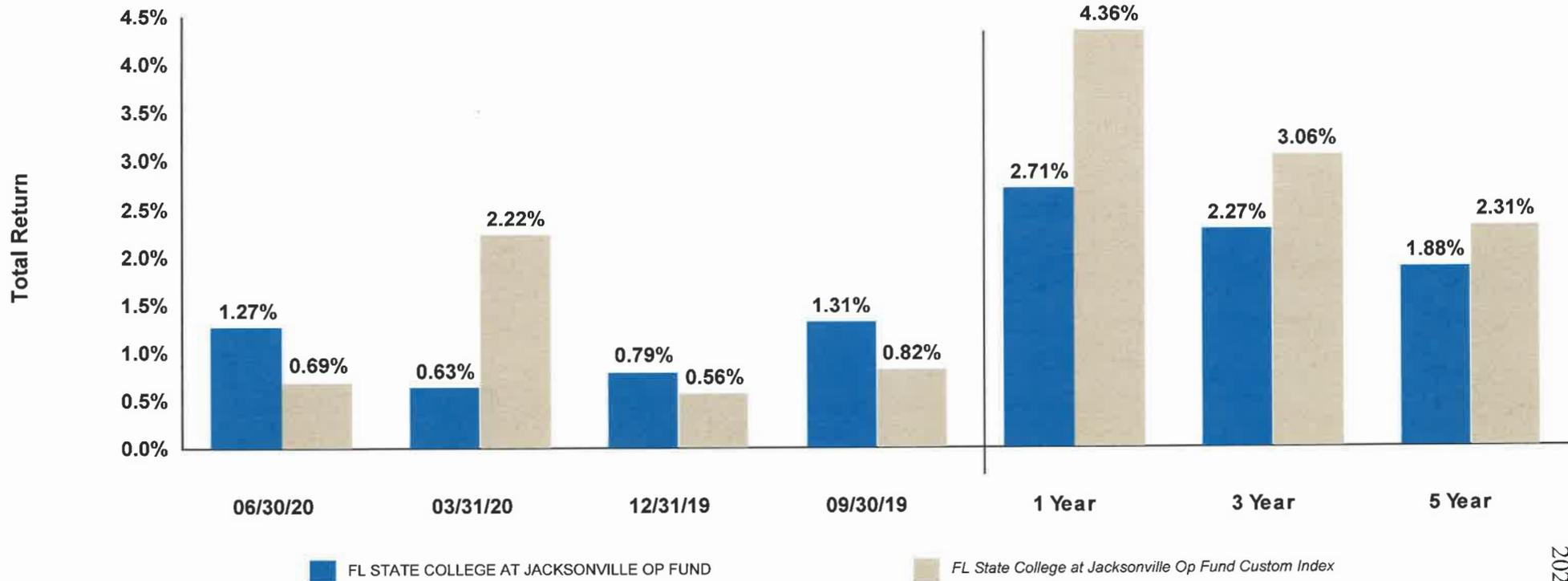


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Portfolio performance is gross of fees unless otherwise indicated. \*\*Since Inception performance is not shown for periods less than one year.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Quarter Ended				1 Year	Annualized Return	
		06/30/20	03/31/20	12/31/19	09/30/19		3 Year	5 Year
FL STATE COLLEGE AT JACKSONVILLE OP FUND	1.83	1.27%	0.63%	0.79%	1.31%	2.71%	2.27%	1.88%
FL State College at Jacksonville Op Fund Custom Index	1.81	0.69%	2.22%	0.56%	0.82%	4.36%	3.06%	2.31%
Difference		0.58%	-1.59%	0.23%	0.49%	-1.65%	-0.79%	-0.43%



Portfolio performance is gross of fees unless otherwise indicated.

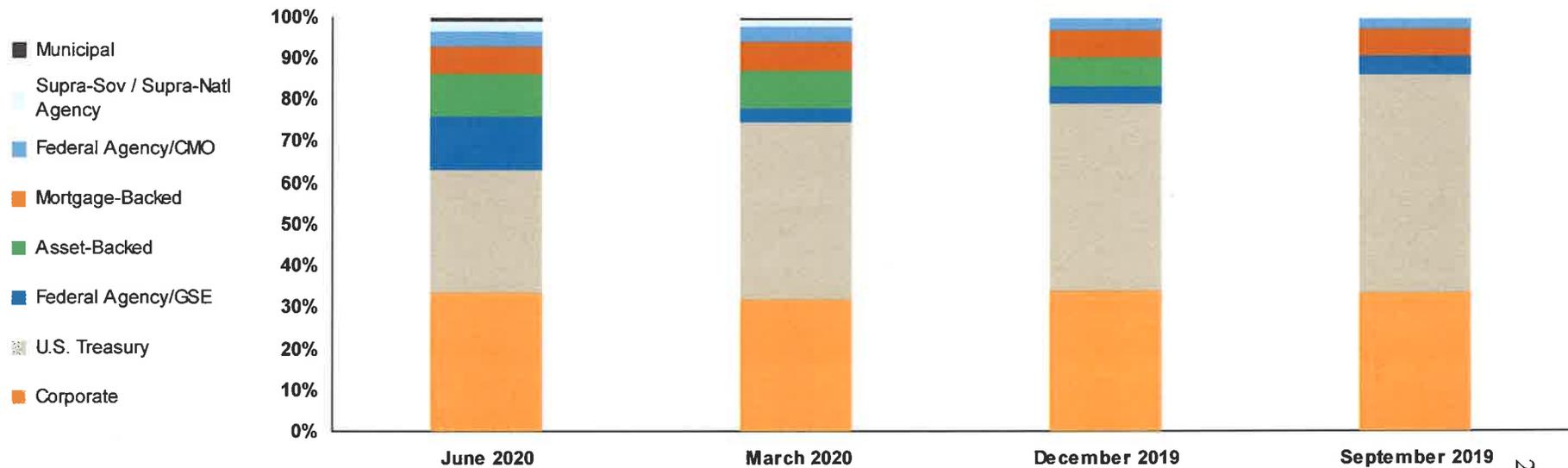
**Portfolio Earnings***Quarter-Ended June 30, 2020*

	<b>Market Value Basis</b>	<b>Accrual (Amortized Cost) Basis</b>
<b>Beginning Value (03/31/2020)</b>	\$34,849,170.83	\$34,513,221.21
<b>Net Purchases/Sales</b>	\$212,135.63	\$212,135.63
<b>Change in Value</b>	\$409,273.07	\$50,805.18
<b>Ending Value (06/30/2020)</b>	\$35,470,579.53	\$34,776,162.02
<b>Interest Earned</b>	\$174,331.89	\$174,331.89
<b>Portfolio Earnings</b>	\$583,604.96	\$225,137.07

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Sector Allocation

Sector	June 30, 2020		March 31, 2020		December 31, 2019		September 30, 2019	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
Corporate	11.8	33.3%	11.1	31.7%	11.5	33.7%	11.3	33.3%
U.S. Treasury	10.6	29.8%	15.0	42.9%	15.6	45.3%	18.0	52.9%
Federal Agency/GSE	4.5	12.7%	1.1	3.3%	1.5	4.5%	1.5	4.5%
Asset-Backed	3.6	10.3%	3.3	9.4%	2.3	6.7%	0.0	0.0%
Mortgage-Backed	2.4	6.7%	2.3	6.7%	2.3	6.7%	2.3	6.6%
Federal Agency/CMO	1.3	3.8%	1.3	3.7%	1.1	3.1%	0.9	2.7%
Supra-Sov / Supra-Natl Agency	0.8	2.3%	0.6	1.6%	0.0	0.0%	0.0	0.0%
Municipal	0.4	1.1%	0.2	0.7%	0.0	0.0%	0.0	0.0%
<b>Total</b>	<b>\$35.5</b>	<b>100.0%</b>	<b>\$34.8</b>	<b>100.0%</b>	<b>\$34.3</b>	<b>100.0%</b>	<b>\$34.1</b>	<b>100.0%</b>

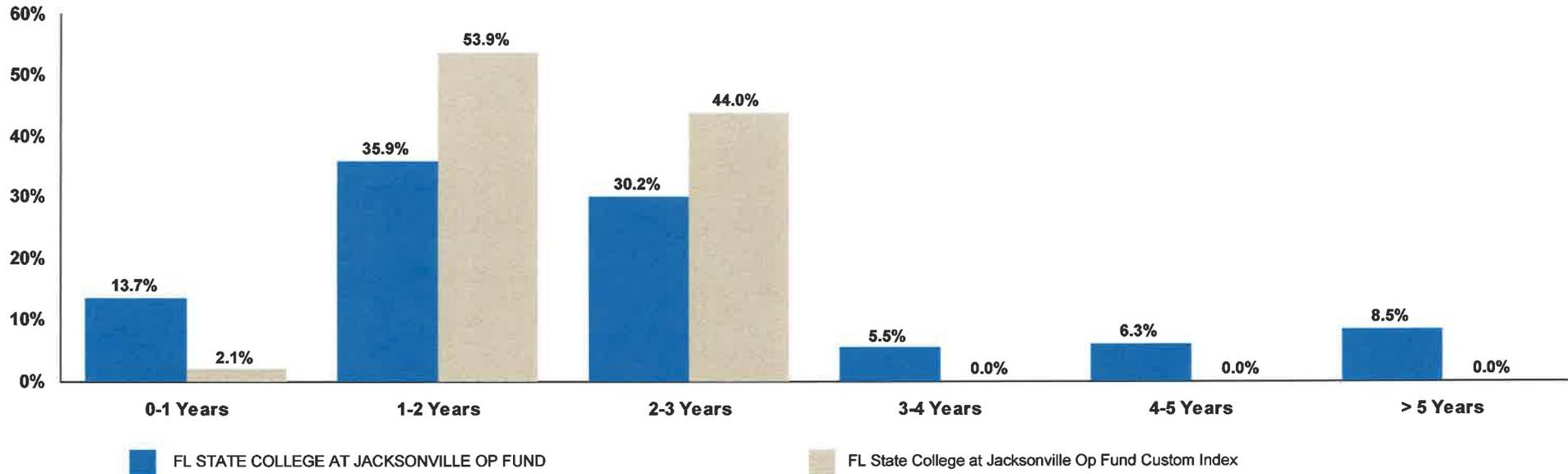


Detail may not add to total due to rounding.

**Maturity Distribution**

*As of June 30, 2020*

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
FL STATE COLLEGE AT JACKSONVILLE OP FUND	0.65%	2.75 yrs	13.7%	35.9%	30.2%	5.5%	6.3%	8.5%
FL State College at Jacksonville Op Fund Custom Index	0.28%	1.95 yrs	2.1%	53.9%	44.0%	0.0%	0.0%	0.0%

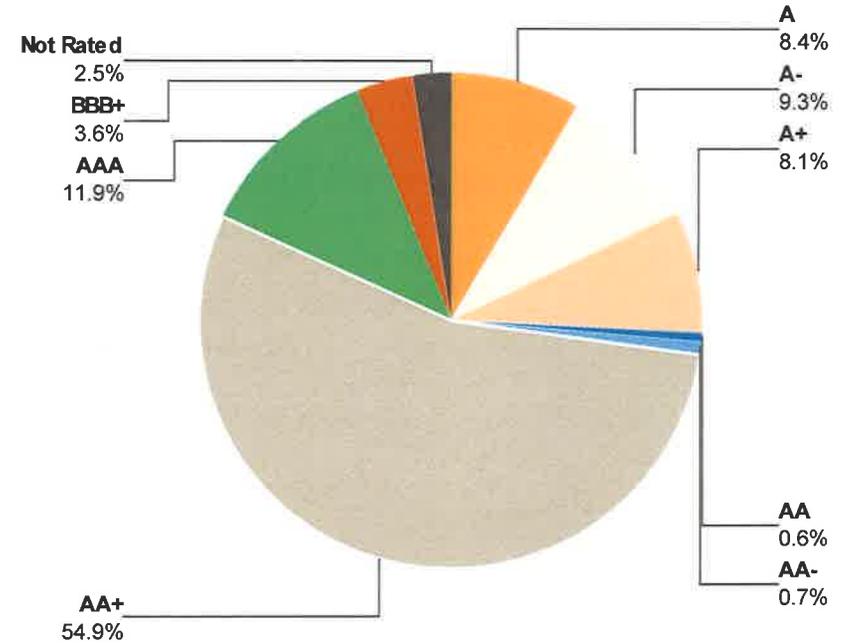


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**Credit Quality**

As of June 30, 2020

S&P Rating	Market Value (\$)	% of Portfolio
AA+	\$19,457,248	54.9%
AAA	\$4,231,118	11.9%
A-	\$3,300,320	9.3%
A	\$2,979,669	8.4%
A+	\$2,871,806	8.1%
BBB+	\$1,277,407	3.6%
Not Rated	\$896,503	2.5%
AA-	\$250,762	0.7%
AA	\$205,748	0.6%
<b>Totals</b>	<b>\$35,470,580</b>	<b>100.0%</b>



Detail may not add to total due to rounding.

**IMPORTANT DISCLOSURES**

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.



Florida State College  
at Jacksonville

**Investment Performance Review**  
**QUASI ENDOWMENT FUND**  
**For the Quarter Ended June 30, 2020**

**Investment Advisors**

Steven Alexander, CTP, CGFO, CPPT, Managing Director  
Khalid Yasin, CIMA®, CHP, Director  
Richard Pengelly, CFA, CTP, Director  
Sean Gannon, CTP, Senior Analyst  
Melissa Lindman, Senior Associate

**PFM Asset Management LLC**

1735 Market Street  
43<sup>rd</sup> Floor  
Philadelphia, PA 19103  
215.567.6100  
215.567.4180 fax

300 South Orange Avenue  
Suite 1170  
Orlando, FL 32801  
407.648.2208  
407.648.1323 fax

## Executive Summary

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The Florida State College at Jacksonville Quasi Endowment Fund portfolio (the “Portfolio”) returned 16.84% (net of mutual fund fees) in the 2nd quarter of 2020, outperforming its policy benchmark return of 15.58% by 1.26%. Over the past year, the portfolio had a return of 5.92%, outperforming its 4.52% benchmark return. Since the inception date of July 1, 2016, the portfolio returned 8.82% annually compared to its 8.60% benchmark. In dollar terms, the portfolio gained \$786,057 in return on investment over the quarter and gained \$304,994 over the past 12-months.

The S&P posted a return of 20.5% for the quarter, a near reversal from the first quarter. It benefited from the \$2.2 trillion stimulus package and states reopening from the COVID-19 pandemic shut down. Markets outside the United States, as measured by the MSCI ACWI ex-U.S. Index, slightly lagged their domestic equity counterparts, returning 16.1% for the second quarter. The U.S. bond market, as represented by the Bloomberg Barclays U.S. Aggregate (Aggregate) Index, returned 2.9%.

Currently, the portfolio is approximately 1.4% underweight to domestic and international equities, and relatively in line with fixed income. The ongoing economic recovery experienced a meaningful setback in late June as new cases of COVID-19 surged across many U.S. states. Given the Endowment’s goals and objectives are long-term in nature, the portfolio continues to be appropriately diversified and in compliance with its investment policy guidelines.



# Executive Summary

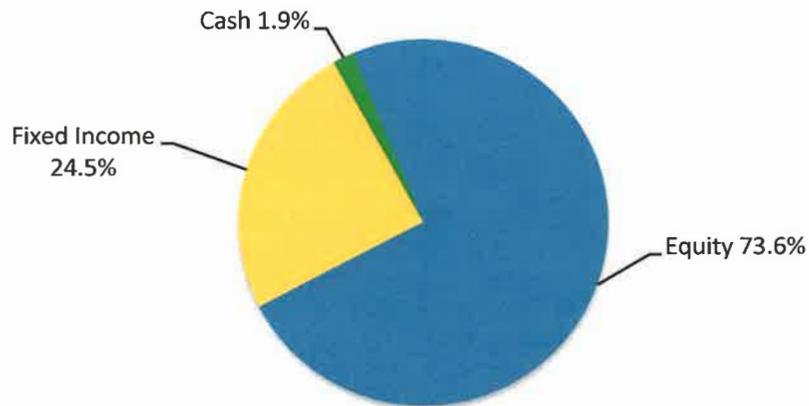
## Current Asset Allocation

Asset Class	Market Value	Pct (%)
Cash	\$101,043	1.9%
Equity	4,015,091	73.6%
Fixed Income	1,338,996	24.5%
<b>Total</b>	<b>\$5,455,131</b>	<b>100.0%</b>

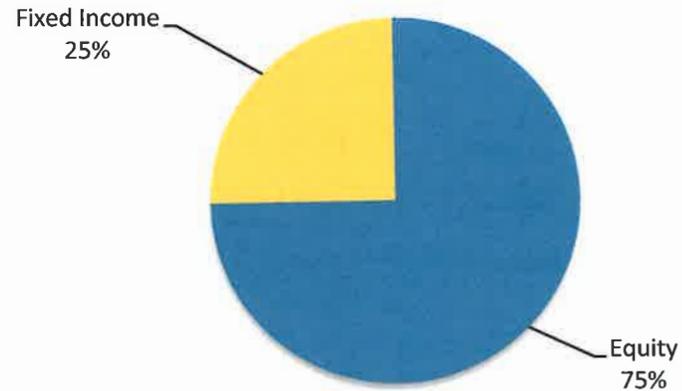
## Target Asset Allocation

Asset Class	Market Value	Pct (%)	Range
Cash	\$0	0%	0% - 20%
Equity	4,091,348	75%	70%-80%
Fixed Income	1,363,783	25%	20%-30%
<b>Total</b>	<b>\$5,455,131</b>	<b>100%</b>	

## Current Asset Allocation



## Target Asset Allocation



## QUARTERLY MARKET SUMMARY

## Market Index Performance

As of June 30, 2020

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years
<b>DOMESTIC EQUITY</b>							
S&P 500	20.54%	-3.08%	7.51%	10.73%	10.73%	12.13%	13.99%
Russell 3000 Index	22.03%	-3.48%	6.53%	10.04%	10.03%	11.68%	13.72%
Russell 1000 Value Index	14.29%	-16.26%	-8.84%	1.82%	4.64%	7.11%	10.41%
Russell 1000 Growth Index	27.84%	9.81%	23.28%	18.99%	15.89%	16.62%	17.23%
Russell Midcap Index	24.61%	-9.13%	-2.24%	5.79%	6.76%	9.40%	12.35%
Russell 2500 Index	26.56%	-11.05%	-4.70%	4.08%	5.41%	8.15%	11.46%
Russell 2000 Value Index	18.91%	-23.50%	-17.48%	-4.35%	1.26%	3.98%	7.82%
Russell 2000 Index	25.42%	-12.98%	-6.63%	2.01%	4.29%	7.17%	10.50%
Russell 2000 Growth Index	30.58%	-3.06%	3.48%	7.86%	6.86%	10.03%	12.92%
<b>INTERNATIONAL EQUITY</b>							
MSCI EAFE (Net)	14.88%	-11.34%	-5.13%	0.81%	2.05%	3.93%	5.73%
MSCI AC World Index (Net)	19.22%	-6.25%	2.11%	6.14%	6.46%	7.81%	9.16%
MSCI AC World ex USA (Net)	16.12%	-11.00%	-4.80%	1.13%	2.26%	3.71%	4.97%
MSCI AC World ex USA Small Cap (Net)	22.83%	-12.80%	-4.34%	-0.17%	2.50%	4.74%	6.05%
MSCI EM (Net)	18.08%	-9.78%	-3.39%	1.90%	2.86%	3.22%	3.27%
<b>ALTERNATIVES</b>							
FTSE NAREIT Equity REIT Index	11.82%	-18.71%	-13.04%	0.03%	4.06%	5.36%	9.05%
FTSE EPRA/NAREIT Developed Index	10.33%	-20.93%	-15.46%	-0.67%	2.22%	3.61%	7.17%
Bloomberg Commodity Index Total Return	5.08%	-19.40%	-17.38%	-6.14%	-7.69%	-8.11%	-5.82%
<b>FIXED INCOME</b>							
Blmbg. Barc. U.S. Aggregate	2.90%	6.14%	8.74%	5.32%	4.30%	3.96%	3.82%
Blmbg. Barc. U.S. Government/Credit	3.71%	7.21%	10.02%	5.87%	4.74%	4.24%	4.13%
Blmbg. Barc. Intermed. U.S. Government/Credit	2.81%	5.28%	7.12%	4.43%	3.46%	3.12%	3.13%
Blmbg. Barc. U.S. Treasury: 1-3 Year	0.25%	3.01%	4.14%	2.70%	1.86%	1.56%	1.34%
Blmbg. Barc. U.S. Corp: High Yield	10.18%	-3.80%	0.03%	3.33%	4.79%	4.99%	6.68%
Credit Suisse Leveraged Loan index	9.71%	-4.75%	-2.26%	2.14%	2.94%	3.27%	4.33%
ICE BofAML Global High Yield Constrained (USD)	11.44%	-4.28%	-0.64%	2.93%	4.61%	4.57%	6.47%
Blmbg. Barc. Global Aggregate Ex USD	3.38%	0.61%	0.71%	2.52%	2.89%	1.31%	1.98%
JPM EMBI Global Diversified	12.26%	-2.76%	0.49%	3.60%	5.30%	5.48%	6.03%
<b>CASH EQUIVALENT</b>							
90 Day U.S. Treasury Bill	0.02%	0.60%	1.63%	1.77%	1.17%	0.85%	0.62%

Source: Investment Metrics. Returns are expressed as percentages. Please refer to the last page of this document for important disclosures relating to this material.

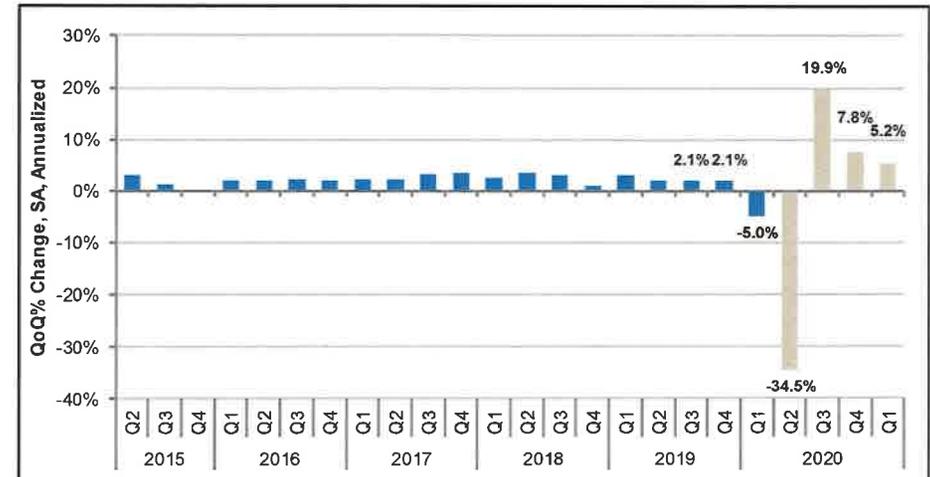


# QUARTERLY MARKET SUMMARY

## THE ECONOMY

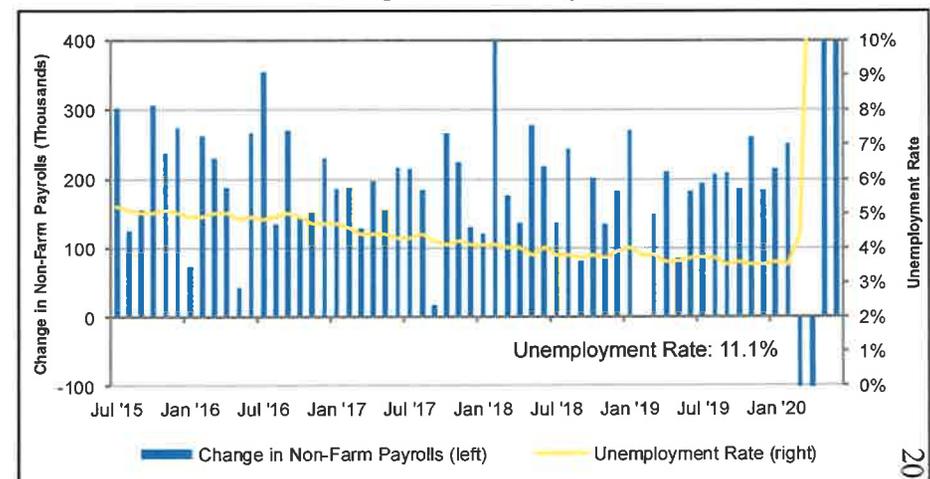
- The coronavirus (COVID-19) pandemic continues to shape the global markets and economy. Until late June, the second quarter saw a flattening of the curve as the pace of new COVID-19 cases and fatalities fell. In the last two months of the quarter, many states began to ease lockdowns, but relaxed social distancing and a reduction of other precautionary measures led to a surge in new cases to start the third quarter. The recent developments confirm that business as usual is not likely to return until a vaccine is widely distributed, which is currently expected by spring 2021. A similar trend is emerging globally, with daily new cases rising in Asia, developing countries and, to a lesser extent, Africa and the Middle East.
- U.S. gross domestic product (GDP) is expected to fall approximately 35% year-over-year in the second quarter, following a 5% decline in the first quarter. Many states rolled back or paused reopening plans in response to the recent surge in new COVID-19 cases, putting early pressure on third-quarter GDP, which is expected to rise by about 20%.
- Record job losses were followed by record job gains in the second quarter. Non-farm payrolls fell by 22.2 million in March and April, and the unemployment rate quickly spiked from 3.5% to 14.7%. In May and June, however, 7.5 million jobs were added back to the economy, driven by gains in hospitality, retail, education and healthcare, and the unemployment rate fell to 11.1%. Despite the declines in unemployment, initial and continuous jobless claims rose in the last week of the quarter.
- Equity markets experienced a historic rebound in the second quarter, driven by fiscal and monetary policy support, promising data related to COVID-19 cases, and expectations of a relatively quick economic recovery. In early June, the S&P 500 Index (S&P) turned positive for the year before falling slightly to end the quarter. Though the index has not returned to its all-time peak in February, the market's decoupling from economic fundamentals has surprised investors in the first half of the year.
- As would be expected with a meaningful contraction in economic growth, corporate earnings are anticipated to decline. According to FactSet's earnings insight, estimated earnings are -44.6% for the second quarter, which would mark the largest drawdown since a -69.1% decline in the fourth quarter of 2008. Just 49 companies are offering earnings guidance for the second quarter compared to the five-year average of 106.

**U.S. Real GDP Growth**  
Seasonally Adjusted (SA)



Source: Bloomberg. Blue bars indicate actual numbers; taupe bars indicate forecasted estimates.

**Change in Non-Farm Payrolls**



Source: Bloomberg.

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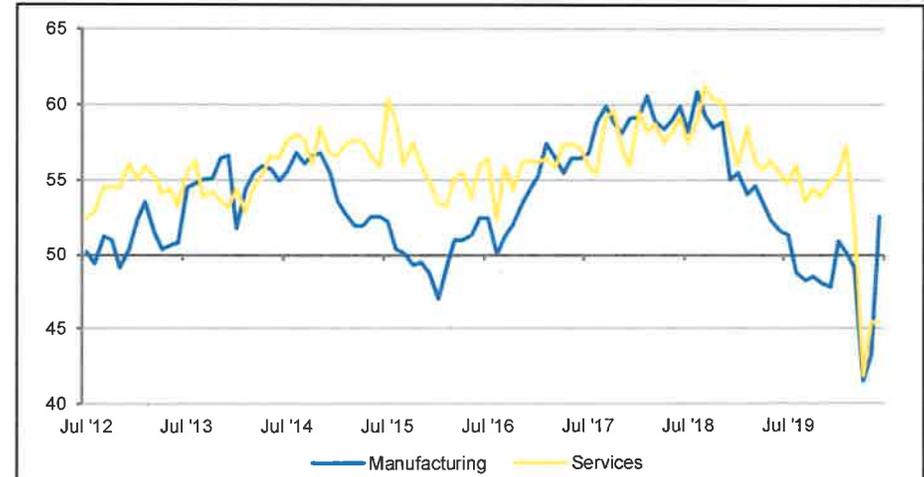


# QUARTERLY MARKET SUMMARY

## WHAT WE'RE WATCHING

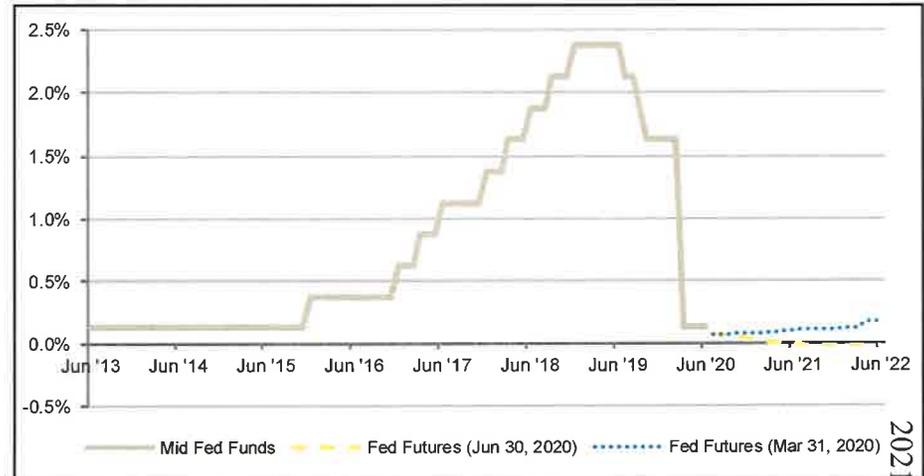
- The ongoing economic recovery experienced a meaningful setback in late June as new cases of COVID-19 surged across many U.S. states. As of the end of the second quarter, more than a dozen states have paused or rolled back reopening plans, threatening to erase recent payroll gains and suspend economic activity into the fall. The U.S. is recording its highest daily infection rate since the pandemic began, and investors are now watching the developments of the virus and the response of economies worldwide.
- A return to normalcy will require the introduction of an effective vaccine, and the development of one is being viewed with continued optimism. Though some drugs have been discovered to speed up recovery times or decrease the chances of death, researchers have not found a cure for the disease. Vaccine researchers have been working with the FDA at a blistering pace, and most timelines put the widespread availability of a vaccine in the first half of 2021. The 12- to 18-month timeframe is just a fraction of the usual timeframe for vaccine development.
- The second wave of infections has shifted more attention toward additional fiscal stimulus programs expected in late July or August. To date, four relief packages have been passed at a total cost of \$2.4 trillion, and the Federal Reserve (Fed) continues to provide strong monetary support. Congress is now debating a \$1-3 trillion spending bill for economic relief. The bill could include additional stimulus checks, extended jobless benefits and back-to-work bonuses. The Senate has indicated the bill would be its top priority when it reconvenes in late July.
- The U.S. is just five months away from its presidential election, and both major party candidates will be expected to demonstrate their ability to lead the country out of the current economic climate. Much of the next presidential term will be focused on rebuilding the economy and taking on immense federal debt and budget deficits. Incumbent presidents have typically won reelection unless there was a recession during their term. Market volatility generally increases in election years, but the current circumstances will skew that data.
- Given the extraordinary amount of monetary and fiscal stimulus that has been injected into the economy, a long-term development worth watching is the potential for higher inflation, interest rates and taxes when the economy fully recovers. Inflation has fallen during the current recession and could continue to fall in the near-term. Still, unprecedented policy support will generate a high cost to be paid when the economy stabilizes.

ISM Manufacturing & Services PMI



Source: Bloomberg.

Federal Funds Target Rate



Source: Bloomberg.

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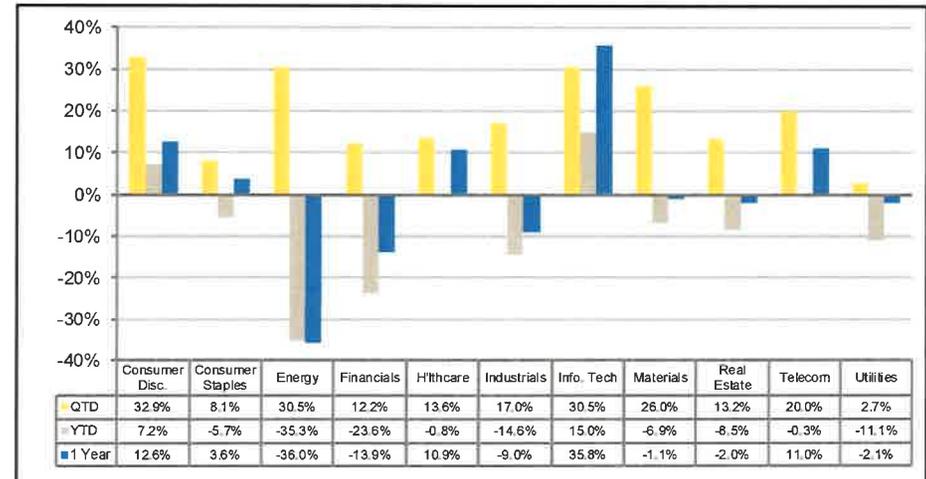


## QUARTERLY MARKET SUMMARY

### DOMESTIC EQUITY

- The S&P posted a return of 20.5% for the quarter, a near reversal from the first quarter. It benefited from the \$2.2 trillion stimulus package and states reopening from the COVID-19 pandemic shut down.
- Nine of the eleven S&P sectors produced positive returns with Consumer Discretionary (+32.9%) and Energy (+30.5%) leading the way. After a difficult first quarter from lockdown and the price war between Saudi Arabia and Russia, there was a strong bounce back in both sectors as people began to adapt to the new normal.
- Value stocks, as represented by the Russell 1000 Value Index, returned 14.3%, and lagging growth stocks, as represented by the Russell 1000 Growth Index, which returned 27.8%. The divergence between value and growth performance continued for the first half of 2020. Russell 1000 Growth is now positive for the year with the strongest performance across domestic equities.
- Small-caps, as represented by the Russell 2000 Index, returned 25.4% during the quarter and outperformed mid- and large-caps. This quarter, there was a shift in that small-cap stocks were rewarded greater than large-caps. This relative outperformance is similar to previous recovery periods.

S&P 500 Index Performance by Sector  
Periods Ended June 30, 2020



Source: Bloomberg.

P/E Ratios of Major Stock Indices\*



Source: Bloomberg.

\*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

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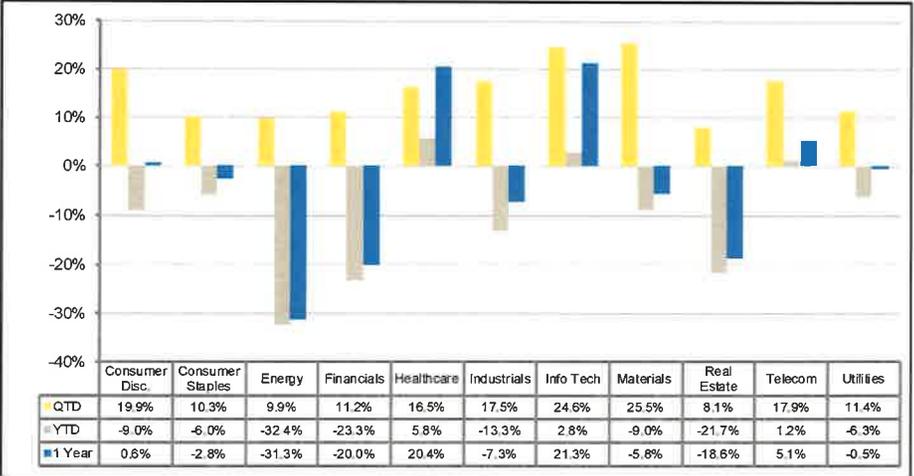


QUARTERLY MARKET SUMMARY

NON-U.S. EQUITY

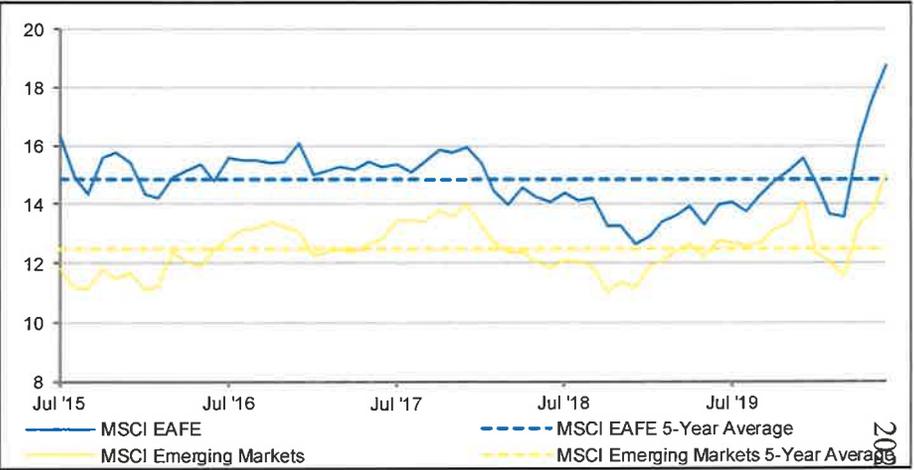
- Markets outside the United States, as measured by the MSCI ACWI ex-U.S. Index, slightly lagged their domestic equity counterparts, returning 16.1% for the second quarter. All 11 sectors had positive returns for the quarter with Consumer Discretionary (+32.9%) performing best, as economies around the world reopened. The worst performer in the index was Utilities, which returned 2.7%.
- Emerging Markets (EM), as represented by MSCI Emerging Market Index, outperformed Developed ex-U.S. Markets, represented by the MSCI EAFE Index, returning 18.1% versus 14.9% for the quarter, respectively. EM Latin America returned 19.1%, while EM Asia returned 17.8%.
- Value continued to underperform growth for the quarter across the international markets (MSCI AC World ex-USA Growth 19.1% versus MSCI AC World ex-USA Value 13.0%).
- International small-caps, as represented by MSCI ACWI ex U.S. Small Cap Index, performed well, returning 22.8% for the quarter.

MSCI ACWI ex-U.S. Sectors  
Periods Ended June 30, 2020



Source: Bloomberg.

P/E Ratios of MSCI Equity Indices\*



Source: Bloomberg.

\*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

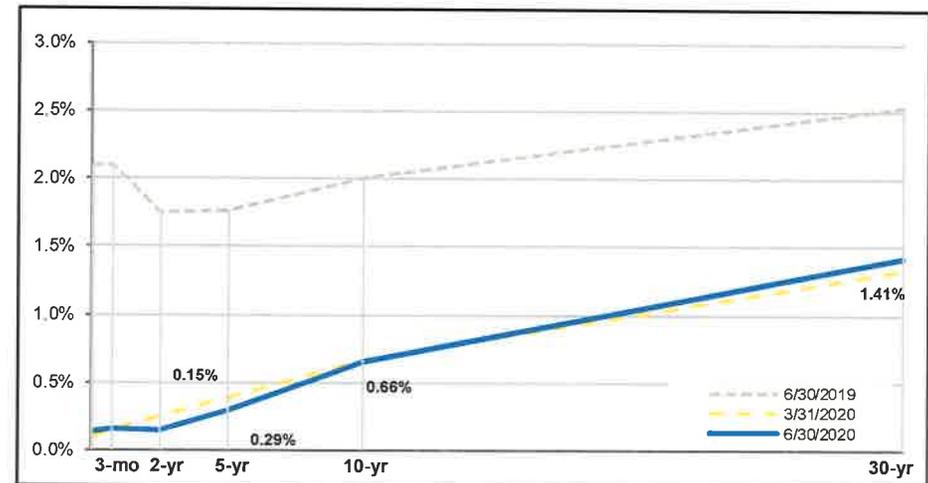


## QUARTERLY MARKET SUMMARY

### FIXED INCOME

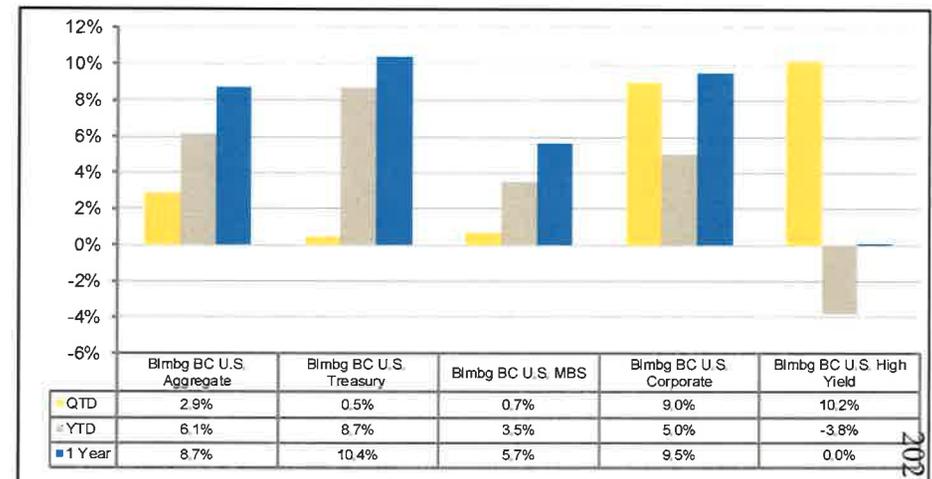
- The U.S. bond market, as represented by the Bloomberg Barclays U.S. Aggregate (Aggregate) Index, returned 2.9%.
- Rates remained relatively stable during the quarter, but experienced minor changes in direction across various tenors. The 2-year and 10-year treasury rates fell while the 30-year rate slightly increased. Much of the Aggregate return came from spread compression in credit.
- Investment-grade (IG) corporate spreads declined during the quarter. The Bloomberg Barclays U.S. Corporate Index gained 9.0% as credit rallied given unprecedented support from the Fed, which provided liquidity to the market and began a corporate bond-buying program. High yield bonds, as represented by the Bloomberg Barclays U.S. Corporate High Yield (HY) Index had an even sharper rally, gaining 10.2%. The strongest part of the corporate market was in the BBB-rated IG and BB-rated HY space, each gaining 11.5% in the quarter.
- The fixed-rate mortgage market, as measured by the Bloomberg Barclays U.S. Mortgage-Backed Securities (MBS) Index, gained 0.7%. Meanwhile, the Bloomberg Barclays U.S. Agency CMBS Index (measuring commercial MBS) gained 3.5%, while non-index mezzanine tranches of CMBS remained stressed as a result of continued office and retail shutdowns.
- EM USD sovereign bonds, as represented by the JP Morgan EMBI Global Diversified index, gained 12.3% as oil prices began to rise and investors added to this high yielding asset class.

U.S. Treasury Yield Curve



Source: Bloomberg.

Returns for Fixed-Income Segments  
Periods Ended June 30, 2020



Source: Bloomberg. "Bimbg BC" is Bloomberg Barclays.

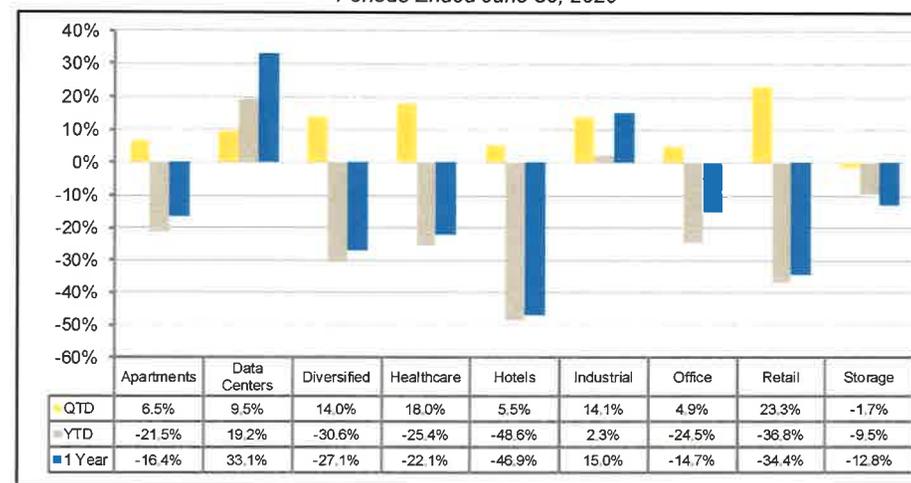


## QUARTERLY MARKET SUMMARY

### ALTERNATIVES

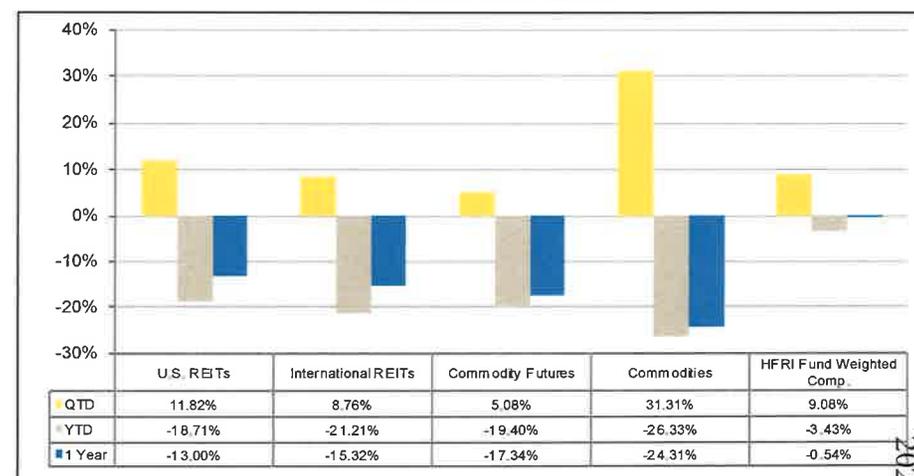
- REITs, as measured by the FTSE NAREIT Equity REITs Index, returned 11.8% in the second quarter, making up for a portion of the 27.3% loss in the first quarter. Most REIT sectors posted moderate to large gains in the second quarter. The Self-Storage sector was the exception, which posted a return of -1.7% over the quarter. The largest gains were seen in the Retail, Health Care and Industrial sectors, which posted returns of 23.3%, 18.0% and 14.1%, respectively.
- Private real estate, as measured by the NCREIF Property Index, generated a total return of 0.7% in the first quarter, resulting in a 5.3% return over the last 12-month period. In the first quarter, industrial properties were the top-performing sector, with a total return of 2.6%. Hotel properties were the worst-performing sector in the first quarter with a total return of -3.7%, comprised of 1.1% in income return and -4.8% in appreciation return.
- Hedge funds generated positive returns in the second quarter through May 2020 with the HFRI Fund Weighted Composite Index returning 7.1%. During the same period, the HFRI Macro (Total) Index returned 1.2%. The HFRI Equity Hedge (Total) Index and the HFRI Fund of Funds Index returned 10.4% and 5.8%, respectively.
- In the first quarter of 2020, private capital fundraising was once again led by private equity funds, which closed on \$133 billion, followed by \$38 billion raised by infrastructure funds, \$18 billion raised by private real estate funds and \$14 billion raised by private debt funds. Private equity dry powder, which accounts for the bulk of private capital dry powder, reached \$1.43 trillion as of year-end 2019. According to Cambridge Associates, U.S. private equity generated a return of 12.0% for the five years ending Q4 2019. According to Cliffwater Direct Lending Index, U.S. middle-market loans, a proxy for private debt, generated a return of 6.92% for the five years ending Q1 2020.
- Commodity futures, represented by the Bloomberg Commodity Total Return Index, returned 5.1% in the second quarter. The U.S. Dollar Index (DXY) fell 1.7% over the same period. Gold spot price ended the quarter at \$1,780.96 per ounce, representing a 12.9% gain over the period. The West Texas Intermediate (WTI) Crude Oil spot price increased by 91.7% from \$20.48 to \$39.27 during the second quarter.

FTSE NAREIT Sectors  
Periods Ended June 30, 2020



Source: Bloomberg.

Returns for Alternative Assets  
Periods Ended June 30, 2020



Sources: Bloomberg and Hedge Fund Research, Inc.

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QUARTERLY MARKET SUMMARY

Investment Strategy Overview  
For the Third Quarter 2020

Asset Class	Our Investment Outlook	Comments
<b>U.S. EQUITIES</b>		<ul style="list-style-type: none"> <li>Improving fundamentals have made us cautiously optimistic, but we believe that the economic recovery will be gradual and protracted, rather than V-shaped. We remain defensive in our allocation to equities. The Fed's accommodative stance and continued expectation of a low level of interest rates remains a tailwind to equity valuations.</li> <li>Uncertainty around earnings and profit margins remain as some states are backtracking reopening efforts, impacting labor markets, consumer confidence and consumer spending.</li> <li>Small-caps are expected to be more vulnerable to cash flow disruptions. Currently, fiscal and monetary stimulus are backstopping some of the weaker companies.</li> </ul>
<b>Large-Caps</b>		
<b>Mid-Caps</b>		
<b>Small-Caps</b>		
<b>NON-U.S. EQUITIES</b>		<ul style="list-style-type: none"> <li>International equities continue to trade at a discount to U.S. equities but a sharp recession followed by gradual protracted recovery makes us cautious.</li> <li>The COVID-19 pandemic is impacting Brazil and India substantially; we are concerned that EM economies with stressed healthcare infrastructure are the most vulnerable, leading us to be cautious.</li> <li>International small caps are expected to be impacted more due to the slowdown as smaller companies are typically more vulnerable to cash flow disruption.</li> </ul>
<b>Developed Markets</b>		
<b>Emerging Markets</b>		
<b>International Small-Caps</b>		
<b>FIXED INCOME</b>		<ul style="list-style-type: none"> <li>Continued globally coordinated accommodative monetary policy measures have been a tailwind to fixed income returns. In the current period of uncertainty, our allocation to fixed income is driven by our defensive stance.</li> <li>We continue to monitor downgrades and defaults within the corporate bond space while opportunistically adding to areas of dislocation within spread sectors.</li> </ul>
<b>Long Duration, Interest-Rate-Sensitive Sectors</b>		
<b>Credit-Sensitive Sectors</b>		
<b>ALTERNATIVES</b>		<ul style="list-style-type: none"> <li>While valuations look attractive, disruption to rental income due to broad shutdowns, impacting residential and retail sectors, along with possibility of defaults in the future, makes us cautious.</li> <li>Tighter credit market conditions and prolonged business disruptions could hurt access to capital thereby impacting valuations, especially in the case of a prolonged slowdown.</li> <li>Private debt strategies are expected to be impacted by cash flow uncertainty as businesses adjust to lack of demand in the short-term.</li> <li>Select hedge fund strategies managed by talented managers may provide some benefit in the current market environment of increased volatility. We remain cautious on the overall hedge fund universe.</li> </ul>
<b>Real Estate</b>		
<b>Private Equity</b>		
<b>Private Debt</b>		
<b>Hedge Funds</b>		

● Current outlook      ○ Outlook one quarter ago

Negative    Slightly Negative    Neutral    Slightly Positive    Positive



QUARTERLY MARKET SUMMARY

Factors to Consider Over the Next 6-12 Months  
For the Third Quarter 2020

<p><b>Monetary Policy:</b></p>  <ul style="list-style-type: none"> <li>Fed has embarked on accommodative monetary policy along with quantitative easing and other measures to offer liquidity and stability.</li> <li>Globally, all major central banks continue on the path of accommodative monetary policy.</li> </ul>	<p><b>Economic Growth:</b></p>  <ul style="list-style-type: none"> <li>In the U.S., improving fundamentals recently point to a recovery from the lows of April. Recovery is expected to be gradual rather than sharp.</li> <li>Global growth expectations are sharply lower with a possibility of second wave of infections leading it even lower.</li> </ul>	<p><b>Fiscal Stimulus:</b></p>  <ul style="list-style-type: none"> <li>Extension of unemployment benefits under CARES Act needs unified policy action, which might be difficult to achieve.</li> <li>Stimulus focused on infrastructure spending should be a positive.</li> </ul>
<p><b>COVID-19 Containment:</b></p>  <ul style="list-style-type: none"> <li>Rise in number of cases in the U.S. and the continued rise in economies that have reopened continues to impact reopening measures. Concerns around rise in second wave of infections remain a focal point for economic recovery in the fall.</li> </ul>	<p><b>Consumer Confidence (U.S.):</b></p>  <ul style="list-style-type: none"> <li>Labor market conditions have improved from the historic lows but the recent surge in cases could further increase jobless claims.</li> <li>Next round of fiscal stimulus support or extension of unemployment benefits will be a positive as will be the reopening of states.</li> </ul>	<p><b>Inflation (U.S.):</b></p>  <ul style="list-style-type: none"> <li>Range-bound inflation remains but concerns are rising that inflation could increase as the latent demand hits the economy post the relaxation of social distancing efforts.</li> </ul>
<p><b>Corporate Fundamentals:</b></p>  <ul style="list-style-type: none"> <li>Profit margins are expected to contract globally as a result of both demand and supply shocks. Uncertainty around earnings remains.</li> <li>Credit markets have continued to stabilize; rise in downgrades and defaults needs to be closely watched.</li> </ul>	<p><b>Valuations:</b></p>  <ul style="list-style-type: none"> <li>Equity market valuations look less attractive given the strong rebound but the low level of rates continues to be a tailwind.</li> <li>Fed's actions that provide support to certain spread sectors is a tailwind to fixed income assets.</li> </ul>	<p><b>Political Risks:</b></p>  <ul style="list-style-type: none"> <li>Upcoming U.S. elections could cause policy uncertainty, especially as the focus to reopen the economy continues.</li> <li>Rising tensions in the U.S. – China relations adds to the political uncertainty.</li> </ul>

Stance  
Unfavorable to  
Risk Assets



Stance  
Favorable to  
Risk Assets

The view expressed within this material constitute the perspective and judgment of PFM Asset Management LLC at the time of distribution (6/30/2020) and are subject to change.



Account Reconciliation

QTR

	Market Value As of 04/01/2020	Net Flows	Return On Investment	Market Value As of 06/30/2020
Total Fund	4,669,073	-	786,057	5,455,131

YTD

	Market Value As of 01/01/2020	Net Flows	Return On Investment	Market Value As of 06/30/2020
Total Fund	5,562,841	-	(107,711)	5,455,131

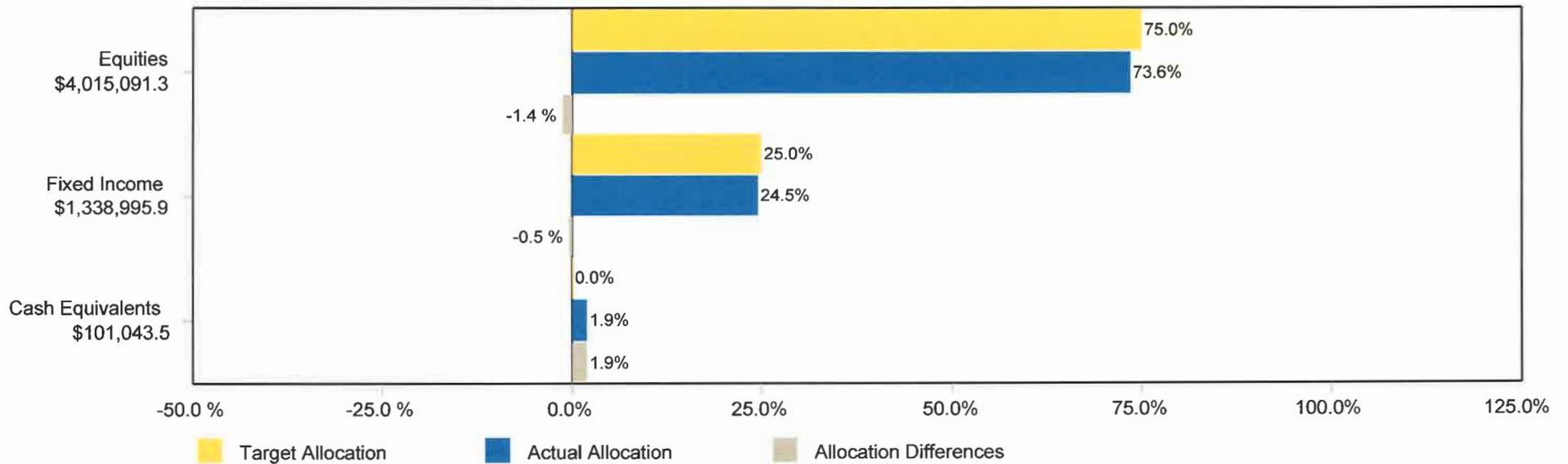
1 Year

	Market Value As of 07/01/2019	Net Flows	Return On Investment	Market Value As of 06/30/2020
Total Fund	5,150,137	-	304,994	5,455,131



Asset Allocation Summary

	Asset Allocation (%)	Target Allocation (%)	Minimum Allocation (%)	Maximum Allocation (%)	Differences (%)
Total Fund	100.0	100.0	N/A	N/A	0.0
Equities	73.6	75.0	70.0	80.0	-1.4
Fixed Income	24.5	25.0	20.0	30.0	-0.5
Cash Equivalents	1.9	0.0	0.0	10.0	1.9



## IMPORTANT DISCLOSURES

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