

**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:** 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.

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

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.

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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.

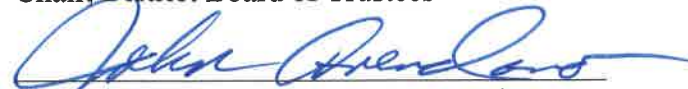
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ADJOURNMENT:

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

APPROVAL OF MINUTES:

  
\_\_\_\_\_  
Chair, District Board of Trustees

  
\_\_\_\_\_  
Executive Secretary, District Board of Trustees

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

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	\$ 8,893,322 <u>\$9,248,322</u>	\$49,113,515 <u>\$49,468,515</u>
Remodeling, New Construction, Replacement & Acquisition	\$11,308,371	\$22,029,378
<b>Total</b>	<u>\$20,201,693</u> <u>\$20,556,693</u>	<u>\$71,142,893</u> <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.

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2021-2022 through 2025-26**

COLLEGE: FLORIDA STATE COLLEGE AT JACKSONVILLE

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2020	Renovation	Fire Training renew Bds. 127,128,129,144,145 South		4 5,6,7	\$3,106,581	\$3,106,581				\$6,213,162		\$388,177	\$6,601,339	YES
3	2020	Maint/Repair	Roofing All sites	All	19,20	\$409,200	\$1,375,000	\$2,605,510			\$4,389,710		\$450,500	\$4,840,210	YES
4	2017	Renovation	URC/MSB/ North / and Main Street Exterior Glazing, Envelope, Doors	4.2,1,11	21,22	\$447,000	\$4,500,000				\$4,947,000		\$795,000	\$5,742,000	YES
5	2020	Maint/Repair	Elevator replacement All Sites	All	23,24	\$820,000	\$920,000	\$750,000			\$2,490,000		\$450,000	\$2,940,000	YES
6	2020	Maint/Repair	Security TV	All	25,26	\$875,000	\$450,776	\$525,000			\$1,850,776		\$275,610	\$2,126,386	YES
7	2020	Maint/Repair	HVAC	All	27,28	\$2,898,000	\$7,445,000	\$14,478,000			\$24,821,000		\$21,179,750	\$45,800,750	YES
8	2020	Maint/Repair	Plumbing	All	29,30	\$882,541	\$2,534,786	\$1,529,540			\$4,956,867		\$930,404	\$5,887,271	YES
											0			0	
											0			0	
<b>TOTAL MAINTENANCE, REPAIR &amp; RENOVATION PROJECTS</b>						<b>\$9,248,322</b>	<b>\$20,332,143</b>	<b>\$19,888,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,468,515</b>				

\*Total Project Cost includes funding from all sources

**REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS**

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2017	Remodel	Remodeling Renovation Building 201, 213 North Campus	2	8,9,10,11	\$11,308,371	\$10,721,007				\$22,029,378		\$2,251,580	\$24,280,958	YES
											0			0	
<b>TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT &amp; ACQUISITION PROJECTS</b>						<b>\$11,308,371</b>	<b>\$10,721,007</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,029,378</b>		<b>\$2,251,580</b>	<b>\$24,280,958</b>	

\*Total Project Cost includes funding from all sources

**GRAND TOTAL OF ALL PROJECTS**  
\$20,556,693
\$31,053,150
\$19,888,050
\$0
\$0
\$71,497,893

Appendix A (Page 2 of 2)

Replacement Page 20210907098

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

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr., Thomas R.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees	
MAILING ADDRESS 501 West State Street, Suite 408		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED August 11, 2020		NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville	
		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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**

<b>DATE/TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
<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](mailto: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", with a stylized flourish at the end.

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