

Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 13, 2019, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.

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

ABSENT: None

CALL TO ORDER: Vice Chair McGehee called the meeting to order at 1:06 p.m. and welcomed those in attendance. He shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Dr. Jennifer Brown, noting she succeeds Karen Bowling and her appointment is subject to confirmation by the Florida Senate. The Board welcomed Trustee Brown.

Vice Chair McGehee thanked former Trustee Karen Bowling for her efforts and numerous accomplishments while serving as a member of the DBOT. He noted the uniqueness of Trustee Bowling, as she is a FSCJ alumna who served as the institution's Board Chair – the impact that must have had on the students and College community! Vice Chair McGehee announced that the Board plans to recognize former Trustee Bowling at a future Board meeting.

PLEDGE: Vice Chair McGehee led the Pledge of Allegiance.

MINUTES: Vice Chair McGehee asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the May 21, 2019, Budget Workshop, on agenda pages 4 – 5; June 11, 2019, Workshop, on agenda pages 6 – 7; and June 11, 2019, Regular Meeting, on agenda pages 8 – 25; and there were none.

(Ref. Board Agenda for August 13, 2019; Pages 202000004 – 25)

MOTION: (Bell – Holloway) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the May 21, 2019, Budget Workshop; June 11, Workshop; and June 11, 2019, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
 PRESIDENT:

Acknowledgments/Gratitude: College President John Avendano, Ph.D. welcomed those in attendance at today's meeting. He then acknowledged and expressed his gratitude for the following:

- Thank you to the District Board of Trustees and entire College Community – for Warm Welcome ~ Open Arms
- Thank you to FSCJ – for Welcome Breakfast Reception and for Turn-out ~ 300-400 Employees
- Thank you to Attendees at DBOT Meetings – for Turn-out ~ Sign of Support
- Thank you to Board Members during Recent One-on-One Meetings – for their Openness ~ Candid Conversations

Highlights from First Few Weeks:

President Avendano shared with the Board highlights from his first few weeks:

Opportunities to Meet/Represent FSCJ at Events:

- UNF President Dr. David Szymanski
- WJCT President Mr. David McGowan
- WJCT First Coast Connect Hosted by Ms. Melissa Ross
- Operation New Hope Tour and Roundtable Discussion with Vice President Mike Pence and Advisor to the President Ivanka Trump
- College Affordability Roundtable Discussion with Senator Rick Scott

Trustee Young shared his appreciation for having the opportunity to attend the College Affordability Roundtable Discussion, and applauded Senator Scott's attentiveness to the concerns of the students attending the event.

SACSCOC Fifth-Year Interim Report:

President Avendano shared with the Board that the institution was currently in the final draft phase of the mandatory Fifth-Year Interim Report for the accrediting commission, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The report details the College's case for

compliance with 23 of 73 of the SACSCOC standards, as required. The final version of the report is due to SACSCOC by mid-September, and FSCJ can expect to hear from SACSCOC's regarding the compliance judgement in January 2020.

National Science Foundation
(NSF) Grants:

President Avendano announced that FSCJ received two new Advanced Technological Education grants from the National Science Foundation (NSF), which together total more than \$1 million.

The Industry 4.0 Tech project, in the amount of \$555,507, will work to address the widening skills gap in the advanced manufacturing industry due to emerging innovations in technology and processes.

In partnership with the College of Lake County (CLC) in Illinois, as well as business and industry associations, Industry 4.0 Tech will enroll 214 students in new courses, providing them the opportunity to earn multiple industry certifications. Over the three-year grant period, FSCJ and CLC will also incorporate high-level equipment training in a minimum of 20 courses.

One of the project's main objectives is to increase participation and persistence of underrepresented and underserved populations, so together with CLC, FSCJ will focus on connecting and supporting females, minorities and Veterans to create a more diverse technical workforce for the advanced manufacturing industry.

The grant will also allow the College to establish, outfit and elevate simulation labs, not only for the use of FSCJ's students, but also for faculty and K-12 teachers, affording them hands-on training opportunities that will improve their learning, skill development and ability to educate the workforce of tomorrow.

The second grant, named "DataTEC" for short, totals \$566,953. The project will work to develop data science technicians, who are expected to become increasingly critical in the coming years as employers lean more heavily on data to guide decision-making.

DataTEC will create educational and career pathways that will prepare students to step into data science roles, particularly in entry- and middle-skill positions. FSCJ is developing a Data Science Technology Associate in Science degree with two embedded technical certificates.

The College will also be updating the coursework for full online delivery to increase access for nontraditional and underrepresented students. Additionally, FSCJ will provide data science professional development opportunities for faculty, which will certainly enhance teaching and learning across the College.

President Avendano thanked the following faculty and staff for their collaborative effort that helped secure the NSF's support through these two new grants:

- Dean Babi
- Professor Brauda
- Dean Brauer
- Mr. Ernie Friend
- Professor Singletary
- Professor Galatioto Wilson
- Professor Zube

Convocation:

President Avendano announced that Convocation is only a week and a half a way, and that he is looking forward to his first official day of school at FSCJ. He noted that the event is a time to celebrate the institution's accomplishments and share the vision for the coming year. President Avendano invited the Board to attend the ceremony being held the morning of Thursday, August 22. Breakfast starts in the South Campus Cafeteria at 8:30 a.m., with Convocation beginning at 9:45 a.m.

My first month at FSCJ:

President Avendano shared with Trustees that in addition to the event opportunities he stated earlier in his report, he was looking forward to spending the next couple of months getting to know the College, faculty and staff more intimately, as well as business and industry leaders of the community. He thanked the Board for their support, noting he looks forward to the opportunities to represent FSCJ within the coming months and years to come.

COMMENTS BY THE PUBLIC:

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

Vice 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.

CONSENT AGENDA:
 (Ref. Board Agenda for
 August 13, 2019; Items 1
 through 4, Pages 202000026 –
 31)

Vice 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, should they so desire. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items.

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

CA-2. Purchasing: HVAC Delivery Order/Job Order Contracting Services, on agenda page 29.

Vice 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 13, 2019; Items 1
 through 16, Pages 202000032
 – 53)

MOTION: (Hawkins – Holloway) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 2, which was moved to Action Items.

Vice 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 33 – 35.

MOTION: (Holloway – Bell) The motion was made to approve revisions to Board Rule 6Hx7-9.10, Global Education, as recommended.

Vice 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, Finance: Fees and Charges, on agenda page 36.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 4, on agenda pages 37 – 38.

MOTION: (Holloway – Young) The motion was made to approve the Fiscal Year 2018-19 Operating Budget Amendment No. 4, as recommended.

Vice Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding the \$12,000,000 transfer, emergency fund for hurricane recovery and balance of the Capital Outlay fund.

Vice 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, Facilities: Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025, on agenda pages 39 – 42.

MOTION: (Holloway – Hawkins) The motion was made to approve the Capital Improvement Plan, Fiscal Year 2020-21 through Fiscal Year 2024-25, and Five-Year Educational Plant Survey, Fiscal Years 2020 to 2025, as recommended.

Vice 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: Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science, on agenda page 43.

MOTION: (Bell – Young) The motion was made to approve the Activation of Aviation Mechanics in Aviation Maintenance Management Associate in Science, as recommended.

Vice 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, Academic Affairs: Activation of Commercial Pilot in Professional Pilot Associate in Science, on agenda page 44.

MOTION: (Hawkins – Holloway) The motion was made to approve the Activation of Commercial Pilot in Professional Pilot Associate in Science, as recommended.

Vice 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, Academic Affairs: Activation of Computer Related Crime Investigation Associate in Science, on agenda page 45.

MOTION: (Clarkson – Hawkins) The motion was made to approve the Activation of Computer Related Crime Investigation Associate in Science, as recommended.

Vice 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, Academic Affairs: Activation of Health Navigator Associate in Science, on agenda page 46.

MOTION: (Holloway – Clarkson) The motion was made to approve the Activation of Health Navigator Associate in Science, as recommended.

Vice 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 10, Academic Affairs: Activation of Health Navigator Specialist in Health Navigator Associate in Science, on agenda page 47.

MOTION: (Holloway – Bell) The motion was made to approve the Activation of Health Navigator Specialist in Health Navigator Associate in Science, as recommended.

Vice 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 11, Academic Affairs: Activation of Property Adjuster Estimating Post-Secondary Adult Vocational Program, on agenda page 48.

MOTION: (Holloway – Hawkins) The motion was made to approve the Activation of Property Adjuster Estimating Post-Secondary Adult Vocational Program, as recommended.

Vice 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 12, Academic Affairs: Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program, on agenda page 49.

MOTION: (DiBella – Clarkson) The motion was made to approve the Reactivation of the Real Estate Sales Associate Post Licensing Post-Secondary Adult Vocational Program, as recommended.

Vice 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 13, Academic Affairs: Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program, on agenda page 50.

MOTION: (Hawkins – Clarkson) The motion was made to approve the Inactivation of Aviation Airframe Mechanics Post-Secondary Adult Vocational Certificate Program, as recommended.

Vice 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 14, Academic Affairs: Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program, on agenda page 51.

MOTION: (Holloway – Clarkson) The motion was made to approve the Inactivation of Aviation Powerplant Mechanics Post-Secondary Adult Vocational Certificate Program, as recommended.

Vice 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 15, Academic Affairs: Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program, on agenda page 52.

MOTION: (Holloway – Hawkins) The motion was made to approve the Inactivation of Commercial Foods and Culinary Arts Post-Secondary Adult Vocational Certificate Program, as recommended.

Vice Chair McGehee asked if there were any questions or comments by the Board. There was discussion by the Board regarding the culinary arts aspect of the program, noting it was originally created as a local workforce program.

Vice 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 16, Academic Affairs: Inactivation of Citizenship Adult Education Program, on agenda page 53.

MOTION: (Bell – Clarkson) The motion was made to approve the Inactivation of Citizenship Adult Education Program, as recommended.

Vice 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 2, Purchasing: HVAC Delivery Order/Job Order Contracting Services, on agenda page 29.

MOTION: (Holloway – Hawkins) The motion was made to approve the HVAC Delivery Order/Job Order Contracting Services, as recommended.

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

Trustee McGehee declared a conflict of interest on Consent Agenda Item CA-2 and recused himself from voting on the item. He stated he has family members who are associated with the contractor, W.W. Gay Mechanical Contractors, Inc. (Appendix A)

Vice 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 13, 2019; Items
 A – B, Pages 202000054
 – 57)

Vice Chair McGehee asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 54 – 57, and there were none.

Trustee Majdanics requested administration to provide information regarding enrollment as part of the August 2019 Data Dashboard. Vice President of Student Services Dr. Linda Herlocker and Associate Vice President of Enrollment Management Ms. Jacquelyn Thompson shared with the Board an update on enrollment to include trends on enrollment for the fall quarter, enrollment practices, enrollment targets and information pertaining to the College's new Contact Center.

There was discussion by the Board regarding FSCJ high school matriculation comparison to peer institutions, student online registration, long-term education plans and communication practices.

INTRODUCTION OF NEW
 EMPLOYEE(S):

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

REPORT OF THE BOARD
 CHAIR:

There was no report provided by the Chair.

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

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

REPORT OF TRUSTEES:

Trustee DiBella shared her appreciation for President Avendano, noting it had been a wonderful first three weeks.

ORGANIZATION OF THE
 BOARD:

Vice 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 2019-20.

A. Election of Officers:

President Avendano noted 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. He opened the floor for nominations of officers.

Trustee Hawkins nominated the following officers:

Trustee Thomas R. McGehee, Jr. for the officer position of Board Chair. Trustee McGehee accepted the nomination.

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

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

MOTION: (Hawkins – Holloway) To close the nominations and approve the proposed three Board officers, as recommended.

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

Motion carried unanimously.

B. Approval of Meeting Schedule for Fiscal Year 2019-20:

President Avendano stated that before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2019-20, noting a copy of the proposed schedule was previously provided to Trustees' for their review and consideration.

MOTION: (McGehee – Holloway) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2019-20, as recommended. (Appendix C)

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

Motion carried unanimously.

C. 2019-20 Liaison/ Committee Appointments:

President Avendano stated that before the Board was the selection of the 2019-20 Liaison and Committee Appointments, noting the appointments would be the first official actions of the newly elected Board Chair.

The actions of the newly appointed Board Chair would be to appoint a Trustee to serve as the Liaison to the FSCJ Foundation Board of Directors and to appoint three to four Trustees to be members of the Finance & Audit Committee.

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

District Board of Trustees
 Minutes of the August 13, 2019, Regular Meeting
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1. Appointment of Liaison – FSCJ Foundation Board of Directors: Chair McGehee appointed Trustee Jennifer D. Brown to represent the Board as Liaison to the FSCJ Foundation Board of Directors, noting it would be an exceptional learning experience for the newest member of the Board. Trustee Brown accepted the appointment.
2. Appointment of Committee Members – Finance & Audit Committee: Chair McGehee appointed Trustees J. Palmer Clarkson, Laura M. DiBella, D. Hunt Hawkins and O. Wayne Young to represent the Board as the 2019-20 Finance & Audit Committee. Trustees Clarkson, DiBella, Hawkins and Young accepted the appointments.

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Ms. 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 Vice Chair Ms. Camilla Collins provided the Board with a memo stating there would be no August report. (Appendix E)

REPORT OF THE FACULTY SENATE (Senate):

Faculty Senate President Dr. John Woodward addressed the Board and presented an overview of the written report relating to current Senate initiatives and activities. (Appendix F)

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (SGA):

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

NEXT REGULAR BOARD MEETING:

Vice Chair McGehee announced the next regular meeting of the Board is scheduled for Tuesday, September 10, 2019, at the College's Administrative Offices.

ADJOURNMENT:

There being no further business, Vice Chair McGehee declared the meeting adjourned at 2 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

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: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Jacksonville	COUNTY Duval
DATE ON WHICH VOTE OCCURRED August 13, 2019	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 13, 20 19 :

(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-2
Purchasing: HVAC Delivery Order/Job Order Contracting Services
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I have family members who are associated with the contractor, 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.

8/13/19

Date Filed



Signature

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

FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION TRUSTEE CANDACE HOLLOWAY

REPORT TO THE DISTRICT BOARD OF TRUSTEES AUGUST 13, 2019

The last quarterly meeting of the Foundation's Board of Directors was held at the Downtown Campus on Wednesday, June 12, 2019.

While the June meeting Agenda did not include Action Items to be undertaken, board members and staff took the opportunity to discuss the best "fund development" use of upcoming events such as the Tournament Players Championship, the Jacksonville Jaguar Season, the Power of Possible Luncheon, and the Artist Series Broadway Season.

14th Annual High School Summer Musical Theatre Experience was presented by the FSCJ Artist Series and the Nathan H. Wilson Center for the Arts. Presented on the beautiful South Campus, July 19-28, Disney's Newsies, the Broadway Musical...simply spectacular! I found that this event serves to remind us of the impact our College has in the community. Prior to opening night, I had the opportunity to be part of the audience for Curtains Up: The Making of a High School Musical. In partnership with WJCT Channel 4, a behind the scenes look at our Summer Musical Theatre Experience was presented live and a YouTube video is available. I encourage you to check out the video, it's a bit of history, and note on your calendar that next July you will look for the opening of the 15th Annual High School Summer Musical Theatre Experience.

Mr. Carl Cannon, emeritus member of the Foundation, asked that Foundation staff provide the board with an update on the current status and use of endowed and non-endowed dollars given for student scholarships and various programs to support the College.

The meeting closed with the hint of an upcoming large gift to the Foundation from SunTrust Bank, where Foundation board member Brian Parks serves as Market Area President. We expect the gift will be formally announced later this month.

For your calendar, the Foundation board's next regularly scheduled meeting is planned for Wednesday, September 25th at 11:30 a.m.

**PROPOSED DBOT MEETING SCHEDULE
FISCAL YEAR 2019-20
FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,
BOARD WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
August 2019		
Tuesday, August 13	August 2019 DBOT Meetings	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 1 p.m. 1 – 2:30 p.m.	Board Workshop Regular Meeting	Room 403A Board Room 405
September 2019		
Tuesday, September 10	September 2019 DBOT Meetings	Administrative Offices 501 West State St., Jacksonville, FL 32202
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room 104A Room 403A Board Room 405
October 2019		
Tuesday, October 8	October 2019 DBOT Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
December 2019		
Tuesday, December 10	December 2019 DBOT Meetings	Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room T-106 Room T-117 Room T-126
January 2020		
Tuesday, January 14	January 2020 DBOT Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
February 2020		
Tuesday, February 11	February 2020 DBOT Meetings	Administrative Offices 501 West State St., Jacksonville, FL 32202
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room 104A Room 403A Board Room 405

DATE/TIME	EVENT	LOCATION 202000080
April 2020		
Tuesday, April 14 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	April 2020 DBOT Meetings 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
May 2020		
Tuesday, May 19 Noon – 2 p.m.	May 2020 DBOT Workshop Budget Workshop (Combine Finance & Audit Committee with full Board to review the FY 2020/21 College Budget)	Administrative Offices 501 West State St., Jacksonville, FL 32202 Board Room 405
June 2020		
Tuesday, June 9 Noon – 1 p.m. 1 – 2:30 p.m.	June 2020 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
August 2020		
Tuesday, August 11 Noon – 1 p.m. 1 – 2:30 p.m.	August 2020 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405

For more information, contact: District Board of Trustees Project Coordinator Kimberli Sodek – 904-632-3205

Date: August 13, 2019

To: Florida State at College District Board of Trustees

From: Youlanda Henry
Chair, Administrative and Professional Collaborative, 2019-2020

Re: August 2019 Administrative and Professional Collaborative Report

Trustees:

Greetings from the Administrative and Professional Collaborative (APC)! As I pen my first report for the District Board of Trustees, I want to express how honored I am to have the opportunity to serve as the Chair for the APC for the 2019-2020 academic year. I look forward to representing the voices of our A&P employees and to highlighting their achievements and the outstanding work that they do every day to support the mission of FSCJ. The College's A&P employees are one of the most diverse groups of employees at the College. Their work spans departments such as Academic Affairs, Student Services, Business Services, IT, and Institutional Effectiveness and Advancement. They are integral to the successful operation of Florida State College at Jacksonville and play a key role in the life of the College.

I would also like to express my gratitude for the leadership that was provided by Lori Cimino in her role as Chair during the 2018-2019 academic year. Lori's focus on collaboration across employee groups and on providing a forum for A&Ps to network and stay abreast of important developments at the College has been invaluable. In my role as Chair, I hope to draw upon this positive momentum that was created under Lori's leadership.

I would like to extend a warm welcome to our new College President, Dr. John Avendano. The arrival of a new College leader presents the opportunity for College stakeholders to partner with him to take FSCJ to the next level. The APC looks forward to learning of Dr. Avendano's vision for FSCJ and to rolling up our sleeves to help make that vision a reality.

One of the key goals for the APC is to engage fully in the College's participatory governance model and to serve as a representative voice for A&P employees so that their feedback is considered in decisions regarding the direction of the College. As we embark upon a new academic year, there are two major initiatives that will be impactful to both A&P and Career employees: proposed changes to health insurance benefits and the Care Project, a review of all A&P and Career job descriptions and classifications. The APC desires to serve as a conduit for employee feedback and information regarding these issues and would like to assist in ensuring that affected employees are cognizant of potential changes and that they are poised to navigate successfully through any changes that are enacted.

The APC recently concluded its election of officers and representatives for the 2019-2020 academic year. Below is a list of the talented and dedicated staff who will be serving on the APC for the upcoming year:

Officers:

Youlanda Henry, Chair
Dr. Heather Kenney, Chair-Elect
Lori Cimino, Immediate Past Chair
Dawn Washington, Secretary

Campus Representatives:

AO/URC

Marc Boese
Amanda Burgess
Derrick Johnson
Kerry Roth

Downtown Campus/ATC

Ashli Archer
Dr. Tara Haley

Deerwood Center

Robin Herriff
Martha McNulty

Kent Campus/Cecil Center

Annette Barrineau
Dr. Ujjwal Chakraborty

North Campus/Nassau Center

Dr. Sondra Evans
Dr. Monica Franklin

South Campus

Herschel Finch
Trina McCowan

I am excited about working with these individuals who serve in diverse roles across the College and who are linked by the common desire of supporting student success. Whenever I am asked about what I like about working at FSCJ, one of the first things that I tell people is how fortunate I am to work with people who are passionate about education and who work tirelessly to further the mission of the College.

In the upcoming year, I look forward to the opportunity to collaborate with the Faculty Senate, the Career Employees Council, and College leadership to help make Florida State College at Jacksonville the best that it can be. Together, we can accomplish much and truly serve as the community's college!

Respectfully Submitted,

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



Date: August 13, 2019

To: Florida State College at Jacksonville District Board of Trustees

From: Camilla Collins, Career Employees' Council Vice-Chair

Re: August 2019 CEC Report

Trustees:

There will be no written report provided by the Career Employees' Council this month. Due to the Council did not meet in the month of July 2019.

Respectfully,

Camilla Collins

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



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

Trustees:

The faculty welcome and look forward to working with Dr. Avendano as we continue to move the College in the right direction. I think many of the board members are aware of some of the challenges we face, both internal and external, self-inflicted and inexorable. The upcoming year will be my sixth year as Faculty Senate president. In that period, the faculty have had three different presidents and three different provosts. I hope what we have in front of us is a longer and more significant period of stability and regrowth. I also hope that we have a period of focus on the wellbeing of the faculty and staff as we emerge from a long period of declining morale.

Faculty Senate will focus on a number of different priorities in the coming year. We will continue to develop a statement of rigor to help guide our faculty in the preparation of our students as civilians and intellectuals. As I mentioned in a previous letter, we prepare our students to navigate the difficulties of our modern discourse on history, nationality, identity, ethics, and business process not by giving them answers but inspiring them to ask questions and seek evidence. This is why rigor is such an important part of what we do and should be a continual discussion at this institution if not every institution. This is also why president Avendano needs to be mindful of dual pressures on an institution such as ours: a pressure to focus on boosting 'pass rates' and retention in order to achieve a higher status for performance-based funding; and, a pressure to be rigorous and prevent students from moving on if they have not mastered certain content or skill sets. We must of course focus on enrollment and retention. Retention is an ethical responsibility of the institution. But it is also an administrative one. Faculty must feel that when they determine a student has not mastered the material or a skill-set, and that the student should not move on to the next level or be certified, that the administration will in no way punish the faculty member. Unfortunately, the faculty do not currently feel this support systemically—and the reasons are probably as much about historical trauma as about anything that has happened recently. No matter the cause, the culture of the administration must continue the shift from "if the student is not mastering the material, you are at fault, and our institution will lose money" to a more nuanced set of mentoring relationships, leveraging the ability and professional acumen of the established faculty whenever needed. We must encourage the development of responsibility and self-actualization in our students throughout the institution—both of which are core components of higher learning. No one should mention pass rates in evaluations of faculty—they should be banished from our professional vocabulary. And student success must not become short-hand for pass rates. I hope the new president will uphold those values and recognize the responsibility of the college community outside of the classroom in structuring an academic environment for the students and thus leading them towards success inside of the classroom as well. The committee Senate has established to work on this issue will be suggesting a statement on rigor to Senate in September, a statement that is intended to set the bar for our own professional expectations for our colleagues. I'm hopeful the statement will also provide guidance to the administration in building networks of support for students as well as faculty.

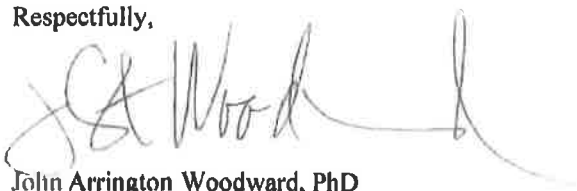
Another priority we have is what appears to be an increase in cheating in the classroom and in the online environment. A committee is looking into how to curb and set expectations for online course design, assignments, and so forth, as well as to suggest a policy change for the tracking and appropriate constructive punishment for any students who are caught cheating. We have noticed that without a system for tracking student dishonesty, it is very difficult to intervene with a student before things get out of hand, so to speak. Faculty currently have no way of knowing if the student has a history of cheating or if, as is often the case, the student is simply unaware of what qualifies as cheating in our current world where information is readily available at our fingertips. We also hope to improve our professional expectations for our colleagues where it comes to designing assignments that are more stringent and more difficult to cheat on. Our committee will present some suggested solutions to Senate in September or October and we hope to have some significant policy changes to report by the Spring of next year.

On the transition to Canvas, all looks to be going fairly well. We will not know until September just how much disruption will be caused, but a significant number of faculty are already using the system to teach courses over the summer and a number of bugs are being worked on. One of the problems that arose with the transition to the new ERP was a slack prioritization of faculty concerns about broken workflow, major bugs, and business process changes. I am hopeful that the administration has more bandwidth this time around to prioritize faculty issues. That has certainly been the case over the summer, and I'm hopeful it will continue. I am still concerned, however, about the legacy data that exists in Blackboard and how the institution plans to recover it and make sure it is permanently erased from Blackboard's servers, but we do have a year to make sure that happens. We are responsible for protecting the data of our students and, outside of the legacy data on Blackboard's servers, I would like to spend some energy this year looking into developing policies regarding other non-College-based resources that collect our students' data. Faculty certainly need to be aware of what data their curricular and extra-curricular resources are collecting and feel assured that the data is not being used in any way by the service provider unless under the express permission of the student.

With these priorities and expectations, the faculty look forward to the Fall semester and another year of engaged learning, teaching, and general growth.

That concludes my report to the board.

Respectfully,



John Arrington Woodward, PhD

Professor of Humanities and Film Studies

Faculty Senate President

C2326B, DWC

Florida State College at Jacksonville

997-2703

john.a.woodward@fscj.edu

Date: August 13, 2019

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2019 to August 2019 Student Government Association Report

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 2019 to August 2019.

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

- On July 12th, the SGA Executive Board finalized their 2019 fall programming events as well as set their fall term executive board meetings dates and locations.
- From July 25th –27th, nine members of the FSCJ SGA attended the Florida College System Activities Association (FCSAA) Campus Executive Board Training hosted at Florida State College at Jacksonville - Kent Campus. Over 130 students and SGA advisors from the Florida College System attended the conference. Attendees participated in activities focusing on building stronger Executive Boards, enhancing personal and individual development, goal setting, recruitment and networking.
- SGA Officers are looking forward to joining Student Ambassadors, Student Volunteer Coordinators, and the student workers in Student Life & Leadership during our student leadership training on August 23, 2019. The training will cover Interactive Team Building Activities, Sunshine Law/Public Records Requests, A.L.I.C.E. Training, How to Mitigate Risk, Time Management, Bystander Intervention and Title IX, as well as customer service and professionalism.
- The SGA will join FSCJ Athletics, Follett Bookstore, Diversity & Social Change, Library & Learning Commons, and Student Life & Leadership in providing programming for BlueWave Welcome Week between August 26th –30th. Students will be provided greetings, directions, resources, activities, refreshments, and FSCJ branded promotional items.
- The Collegewide SGA President and Vice President will travel to the Florida College System Student Government Association (FCSSGA) State President's Assembly at Pasco-Hernando State College – Porter Campus from September 20th –21st to help determine the legislative platform for the organization. The FSCJ SGA will work with FSCJ Director of Governmental and College Administration to identify potential legislative issues that affect our students.
- The SGA will collaborate with the FSCJ Criminal Justice Program to host District Judge Timothy J. Corrigan as the FSCJ Constitution Day Speaker in the Kent Campus Auditorium on Tuesday, September 17th from 11am-12pm. In addition, each campus SGA will sponsor Constitution Day Trivia and provide prizes from 12-1pm at each campus that day.
- Members of the FSCJ SGA will attend the FCSSGA Region 1 Conference at Northwest Florida State College on Friday, Oct 4th where they will receive leadership training and receive updates on legislative issues prior to traveling the Tallahassee in November.
- The SGA and FSCJ Student Conduct will partner for National Alcohol Awareness Week on October 21st –24th. Through activities and literature, students will learn how alcohol impairs their judgement as well as how they can be a bystander to help others under the influence of alcohol.

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

Sincerely,
 SeQoya Williams
 FSCJ Collegewide Student Government Association President