

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 14, 2018, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

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

ABSENT:

Laura M. DiBella

CALL TO ORDER:

Chair Bowling called the meeting to order at 1:06 p.m. and welcomed those in attendance. She shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Mr. Palmer Clarkson. The Board welcomed Trustee Clarkson.

MINUTES:

(Ref. Board Agenda for August 14, 2018; Pages 201900004 – 37)

Chair Bowling asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the June 7, 2018, Ad Hoc Committee Formation Meeting, on agenda pages 4 – 6; June 12, 2018, Workshop, on agenda pages 7 – 8; June 12, 2018, Regular Meeting, on agenda pages 9 – 30; June 27, 2018, Ad Hoc Committee Meeting, on agenda pages 31 – 33; July 11, 2018, Ad Hoc Committee Meeting, on agenda pages 34 – 35; and July 18, 2018, Workshop, on agenda pages 36 – 37; and there were none.

MOTION: (Holloway – Hawkins) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the June 7, 2018, Ad Hoc Committee Formation Meeting; June 12, 2018, Workshop; June 12, 2018, Regular Meeting; June 27, 2018, Ad Hoc Committee Meeting; July 11, 2018, Ad Hoc Committee Meeting; and July 18, 2018, Workshop, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Award of Child Care Access Means Parents in School Grant:

College President Kevin Hyde announced that FSCJ was recently awarded the Child Care Access Means Parents in School Grant from the U.S. Department of Education. Beginning October 1, 2018, the four-year grant will provide child care scholarships for full- and part-time FSCJ students

who demonstrate financial need. Over the four-year project period, a total of 70 students will be served, giving them the freedom and peace of mind to better focus on their own education, rather than the financial and emotional stress that is often associated with finding an affordable and reputable child care provider. FSCJ's on-campus child care facility, Chappell School, will provide these services at the Downtown Campus.

FSCJ Author Series:

President Hyde shared with the Board that the College was excited to incorporate the Author Series into the upcoming academic year. Since 2009, the Author Series has engaged FSCJ students, faculty and staff in a learning community around a published memoir and the social issues it illuminates. This year's selected text is titled, "Black Man in a White Coat: A Doctor's Reflections on Race and Medicine," by Dr. Damon Tweedy. The book goes into great detail on the inequities many minorities must face in medicine and higher education.

In March, Dr. Tweedy will visit Kent and South Campuses where he will lead discussions with students, faculty and staff, noting event information will be forthcoming. Each Trustee was provided a copy of the book.

Accreditation Council for
Education in Nursing Site
Visit:

President Hyde shared with the Board that The Accreditation Council for Education in Nursing would be making a site visit to the College's Nursing A.S. program early next year. Since 2015, FSCJ's scores have been 2-8% below the target, which triggered a conversation with the accrediting body. After implementing a plan to improve outcomes, the program was able to voluntarily identify having pass rates on the R.N. licensure test at or above the national average as one of its accreditation outcomes.

The focused visit will allow the Council to see the program, including faculty and students, and identify any curricular or programmatic barriers to achieving an improved pass rate. President Hyde noted that he would keep the Board apprised as the process moves forward.

FY 2017-18 Department of
Athletics Overview:

President Hyde shared that at each Trustees' seat was a copy of the Department of Athletics overview for Fiscal Year 2017/18 for your information, noting the September 2018 "Moment in Mission" will highlight "Athletics." Director of Athletics Ginny Alexander will provide a full presentation to the Board at that time.

Data Dashboard Schedule: President Hyde noted that at each Trustees' seat was a copy of the latest data dashboard for their information and review.

There was a request by the Board to hold one of the topics for a future Deep Dive Workshop as a conversation regarding FSCJ's performance funding position.

In addition, President Hyde provided Trustees with a copy of a Q&A document for their information and review, which address queries relating to enrollment and personal.

COMMENTS BY THE PUBLIC:

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

At Chair Bowling's discretion, FSCJ Professor of Business & Employment Law Dr. Harvey Slentz addressed the Board and provided a brief farewell as the outgoing Faculty Union President.

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

CONSENT AGENDA:
 (Ref. Board Agenda for August 14, 2018; Items 1 through 7, Pages 201900038 – 46)

Chair Bowling noted the Trustees had fully reviewed all Consent Agenda items prior to today's meeting and had the opportunity to discuss questions and/or concerns with the College President and members of the Executive Cabinet through individual Trustee conference calls. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of Board meetings. She then asked if there were any items the Trustees would like to remove from the Consent Agenda for individual consideration and discussion as Action Items.

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

CA-1. Purchasing: Annual Contract Extensions, on agenda pages 38 – 40.

Chair Bowling 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 14, 2018; Items 1 through 4, Pages 201900047 – 52)

MOTION: (McGehee – Young) 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. (Appendix A)

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 8 – Facilities, Planning & Construction, on agenda pages 48 – 49.

MOTION: (McGehee – Hawkins) The motion was made to approve revisions to Board Rule 6Hx7-8.3, Naming of College Facilities and Facility Dedication Plaques, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 3, Administrative Procedure Act – Board Rules, Section 13 – College Relations & Development, on agenda pages 50 – 51.

MOTION: (Hawkins – Holloway) The motion was made to approve revisions to Board Rule 6Hx7-13.3, Florida State College at Jacksonville Foundation, Inc., as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board regarding the Foundation's use of property, facilities and personal services.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 4, Administration: College President Search, on agenda page 52.

MOTION: (Young – Hawkins) The motion was made to approve the College President Search, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. FSCJ Presidential Search Committee Co-Chairs Trustees Bell and McGehee provided the Board with a status update. The update included information relating to the first steps of the search process, review of the survey matrix, selection of the executive search firm, timeline and scope of work, needs assessment, composition and charge of the committee, and posting of updates on the College's webpage. For information on the 2018 FSCJ President Search, please visit fscj.edu/president-search.

There was a brief discussion by the Board regarding the range of cost for the executive search firm and the fiscal impact on the College.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Consent Agenda Item 1, Purchasing: Annual Contract Extensions, on agenda pages 38 – 40.

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

Chair Bowling asked if there were any questions or comments by the Board. Trustee 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 Contractor, Inc. (Appendix B)

Chair Bowling 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 14, 2018; Items
A – B, Pages 201900053 – 56)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 53 – 56, and there were none.

INTRODUCTION OF NEW
EMPLOYEE(S):

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

REPORT OF THE BOARD
CHAIR:

Chair Bowling reported that today marks the end of her first year as Board Chair, noting it had been action packed. She commended the Board and leadership team for their collaboration, stating everyone has the same agenda – “we all care.” She was encouraged by the new feedback tool for students in hopes that next year there will be tools for all stakeholders.

Ending her report, she shared an inspirational quote, “It is amazing what you can accomplish if you do not care who gets the credit.” – Harry S. Truman

REPORT OF THE AD HOC
COMMITTEE CHAIR:

Ad Hoc Committee Chair Majdanics provided the Board with an overview of the written report relating to the committee meetings held on June 27, July 11, July 25 and August 8, 2018. He requested that the full report be entered into the record. (Appendix C)

REPORT OF THE BOARD
FINANCE & AUDIT
COMMITTEE CHAIR:

Finance & Audit Committee Chair Majdanics noted that the committee had not met this summer; therefore, there is no report at this time.

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 June 2018 meeting. Trustee Majdanics requested that the full report be entered into the record. Going forward, he requested all written reports follow the same guidelines, which aids in memorializing the remarks. (Appendix D)

REPORT OF THE
PRESIDENTIAL SEARCH
COMMITTEE CO-CHAIRS:

The report of the Presidential Search Committee Co-Chairs was provided earlier in the meeting during the discussion of Action Item 4, Administration: College President Search, on page 52.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

ORGANIZATION OF THE
BOARD:

Chair Bowling turned the meeting over to President Hyde to conduct the Board’s annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2018-19.

A. Election of Officers: President Hyde stated that before the Board was the election of three officers: Board Chair, Vice Chair for Duval County, and Vice Chair for Nassau County.

The first officer position to be considered was that of the Board Chair. He opened the floor for nominations of Board Chair.

Trustee Majdanics nominated Trustee Karen E. Bowling to continue in the officer position of Board Chair. Trustee Bowling accepted the nomination to remain Board Chair.

President Hyde asked if there were additional nominations or any discussion on the nominations, and there were none.

MOTION: (Majdanics – Hawkins) To close the nominations and approve Trustee Karen E. Bowling as Board Chair, as recommended.

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

Motion carried unanimously.

President Hyde stated the second officer position to be considered was that of the Vice Chair for Duval County. He opened the floor for nominations of Vice Chair, Duval County.

Trustee Hawkins nominated Trustee Thomas R. McGehee, Jr. to continue in the officer position of Vice Chair, Duval County. Trustee McGehee accepted the nomination to remain as Vice Chair, Duval County.

President Hyde asked if there were additional nominations or any discussion on the nomination, and there were none.

MOTION: (Hawkins – Bell) To close the nominations and approve Trustee Thomas R. McGehee, Jr. as Vice Chair for Duval County, as recommended.

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

Motion carried unanimously.

President Hyde stated the third officer position to be considered was that of the Vice Chair for Nassau County. He opened the floor for nominations of Vice Chair, Nassau County.

Trustee Young nominated Trustee Candace T. Holloway to continue in the officer position of Vice Chair, Nassau County. Trustee Holloway accepted the nomination to remain as Vice Chair, Nassau County.

President Hyde asked if there were additional nominations or any discussion on the nomination, and there were none.

MOTION: (Young – McGehee) To close the nominations and approve Trustee Candace T. Holloway as Vice Chair for Nassau County, as recommended.

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

Motion carried unanimously.

B. Approval of Board's Meeting Schedule for Fiscal Year 2018-19:

President Hyde stated that before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2018-19, noting a copy of the proposed schedule was previously provided to Trustees and was at each member's place. He asked that the Board take a moment to review the schedule.

MOTION: (Hawkins – McGehee) To accept the proposed meeting schedule for the Board, as recommended. (Appendix E)

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

Motion carried unanimously.

C. 2018-19 Liaison/ Committee Appointments:

President Hyde stated that before the Board was the selection of the 2018-19 Liaison and Committee Appointments.

The actions of the 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 Hyde then turned the meeting over to Chair Bowling to move forward with the appointments.

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

Chair Bowling appointed Trustee Candace T. Holloway to continue to represent the Board as the 2018-19 Liaison to the FSCJ Foundation Board of Directors. Trustee Holloway accepted the appointment.

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

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

Chair Bowling appointed Trustees J. Palmer Clarkson, D. Hunt Hawkins, Thomas J. Majdanics and O. Wayne Young to represent the Board as the 2018-19 Finance & Audit Committee, noting that Trustee Majdanics would serve as Committee Chair. Trustees Clarkson, Hawkins, Majdanics and Young accepted the appointments.

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

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair
 Dr. Jametoria Burton provided the Board with a written report relating to current APC initiatives and activities. (Appendix F)

REPORT OF THE CAREER
 EMPLOYEES COUNCIL
 (CEC):

Career Employees Council Chair Mr. Robbie Peebles provided the Board with a written report relating to current CEC initiatives and activities. (Appendix G)

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 H)

REPORT OF THE STUDENT
 GOVERNMENT
 ASSOCIATION (SGA):

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

NEXT REGULAR BOARD
 MEETING:

Chair Bowling announced the next meeting of the Board is scheduled for Tuesday, September 11, 2018, at the College’s Administrative Offices.


ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 2:04 p.m.

APPROVAL OF MINUTES:



 Chair, District Board of Trustees



 Executive Secretary, District Board of Trustees

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

~~AGENDA ITEM NO. CA-2.~~

Subject: _____ Finance: Fees and Charges
Meeting Date: _____ August 14, 2018

~~RECOMMENDATION: It is recommended that the District Board of Trustees approve the removal of fees for the following courses to be effective Fall Term 2018-2019, pursuant to Board Rule 6Hx7-4.19.~~

Course Number	Course	Current Fee	Recommended Fee
NUR1020C	Nursing Concepts: Health and Wellness Across the Lifespan	\$473.00	\$0.00
NUR1460C	Health Illness Concepts Across the Lifespan I	\$464.00	\$0.00
NUR1025C	Health Illness Concepts Across the Lifespan II	\$308.00	\$0.00
NUR2243C	Nursing Concepts: Family Crisis Complex Health Problems I	\$309.00	\$0.00

~~BACKGROUND: Florida Statutes 1009.22(9) Workforce education postsecondary student fees and 1009.23(12) Florida College System institution student fees allow the assessment of user fees. State Board Rule 6A-14.054(6), Student Fees, provides that each Board of Trustees may establish user fees in addition to tuition fees for services that incur unusual costs (specialized software and equipment, equipment and software maintenance, tests, kits, materials, insurance and others). These fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.~~

~~Currently, there is a fee charged to students in the Nursing program associated with the courses listed above for the costs of electronic textbook content, digital learning products (self-learning quizzes and simulation products consistent with course outlines) and assignment creation service fees through Elsevier. The department will no longer purchase these products. Instead, the students will start purchasing these products from the bookstore. Therefore, the current user fees should be removed from the courses listed above.~~

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

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

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 14, 2018		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 equally 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 the reverse side 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 inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate 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 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, co-owner 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 otherwise may participate 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 other side)

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 14, 2018:

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


- 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, _____;
- 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 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
Pages 201900038-40

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

8/14/18
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.

FSCJ Ad Hoc Committee on Enrollment Report
August 14, 2018
Tom Majdanics, Chair

Dear FSCJ community & trustees:

The Ad Hoc committee on enrollment has met several times since our June board meeting – on June 27, July 11, July 25, and August 8. At the first session, a game plan was established, and the other three have been dedicated to fact-finding. Every trustee has participated in at least two of these sessions. I'm grateful for their investment of their time given their busy schedules. I'm also thankful for the time of those FSCJ staff who have been tapped thus far for data and insight.

As a reminder, the core reason by this committee is meeting is simple and it is urgent.

FSCJ enrollment is markedly down. Markedly.

Since joining this board in May of 2013, FSCJ enrollment has declined in every subsequent academic year. As a result of the strong economy and low unemployment rates, it must be noted that the enrollment environment for the Florida College System as a whole has been challenging.

That said, FSCJ's enrollment has declined faster than the FCS system as a whole. Arguably, after scanning the data, this committee was needed a year ago.

At this time last year, FSCJ's FTE enrollment had declined by 17% since the 2012-13 school year, while the rest of the system was off by 8%. Put another way, at the end of 2013 year, FSCJ was the 4th largest college system in Florida. Since then, FSCJ enrollment declined faster than the system in 2014, 2015, 2016, and 2017.

FSCJ ended the 2017 school year with a count of 18,900 FTE students, ranking 7th largest in Florida.

And then last year happened, with the disruption caused from the ERP implementation.

In Tallahassee, the summer enrollment estimating conference met earlier this month and they finalized final FTE enrollment counts for the 2017-18 year. FSCJ's final FTE enrollment landed at 16,807 students, a drop of 11.1%, or 2,100 students, from last year. Meanwhile, the rest of the Florida college system had a slight enrollment increase of 0.4%. Updated to reflect the latest figures, FSCJ's FTE enrollment has declined by 26% since the 2012-13 school year, while the rest of the system is off by 7%.

Simply put, these enrollment trends are not sustainable. Most of the enrollment dip from last year can be attributed to ERP implementation. I'm pleased that the ERP system appears to be more functional, and that enrollment trends for this year are perking up. But even if enrollment grows this year to fully erase last year's drop – presuming the rest of the college system repeats its slight growth, we will still be faced with an enrollment shortfall of ~17% since the end of 2013, while the rest of the system will have dropped only ~6%. FSCJ would still be the 7th largest system in the state and our FTE enrollment will be smaller than anytime this century.

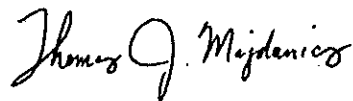
This begs the question – why is enrollment down and decreasing a rate faster than our Florida peers?
How can we catch up?

We're in the midst of fact-finding and data collection mode, with questions focused around two general topics. First, what are the systems and processes to engage new students with marketing, get them to apply, and then convert that accepted student via financial aid, registration and advising into a paid student occupying a chair in one of our classrooms? Do these systems and processes exist? How are they measured and who owns what? Are we losing potential enrollment because these systems are not tight? How do we know?

Second, even if our processes to market to and enroll new students are perfect, if we don't offer the right programs in the right locations at the right times and the right modalities to meet student and community needs, then enrollment will suffer. So that data and its accompanying reporting and systems are being examined as well.

I'd say we're about ½ way through gathering input, which has been more focused on numbers and data, and is more quantitative in nature. We'll pivot shortly to more qualitative questions on how key college stakeholders view the systems that support the enrollment process and to make sure that we have the right programs in place, in the right way, for the college. After that, we will write-up key insights and recommendations shortly thereafter.

Regards,

A handwritten signature in black ink that reads "Thomas J. Majdanics". The signature is written in a cursive style with a large initial "T" and "M".

Tom Majdanics

FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION

REPORT TO THE DISTRICT BOARD OF TRUSTEES - AUGUST 14, 2018

The Foundation's board of directors most recently met on June 13 on the FSCJ Kent Campus.

On behalf of President Hyde, I shared notes from the June 12th DBOT meeting regarding the College budget, enrollment issues, and progress with implementation of the new ERP system.

Mr. Wilson Studstill, Foundation Treasurer, provided a report from the Finance and Investment Advisory Committees letting us know we are in good standing; the Foundation is currently operating under budget and right on target with its revenue goals for the year.

Mr. Bob Cook, Development Committee Chair, provided year-to-date highlights to include the new look of FSCJ WORKS campaign materials. On the Instrumentation & Controls Lab & Program, Mr. Cook reported that of the \$853,000 fundraising goal, \$457,000 has been raised through an NSF grant and verbal commitments from Rayonier Advanced Materials, Maxwell House and Kraft. President Hyde recorded a video email in support of our efforts to raise the final \$396,000. FSCJ could begin I&C courses as early as January 2019.

Staff provided a recap of the 2nd annual donor development event held on Saturday, May 12th in the Sawgrass Suites at the Tournament Players Championship. This year's event was attended by more than 75 existing and prospective donors. Mark your calendar for March 14-17 of 2019.

Ms. Velma Monteiro-Tribble, chair of the Ad Hoc Nominating Committee brought forward two action items:

- Proposed by-laws amendments to set staggered terms for all board members. Amendments approved; and
- Slate of seventeen members was presented and approved. The slate includes ten existing members and adds seven new members to the board's diverse make up of professional, philanthropic and civically engaged community stakeholders.

The Nominating Committee most recently met on August 8th as work continues to search for additional members before rounding out the membership at approximately twenty-five total members.

Also underway, plans for a "Board Retreat" to be held September 25th in the Lakeside Room on the FSCJ South Campus. The retreat will include a new member orientation, lunch with members and a sampling of FSCJ scholarship award recipients. The quarterly board meeting will follow lunch to review and approve the Foundation's 2018-19 budget and a discuss implementation strategies for the Capital Campaign.

PROPOSED DBOT MEETING SCHEDULE
FISCAL YEAR 2018-19
FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,
BOARD WORKSHOPS and REGULAR MEETINGS

DATE/TIME	EVENT	LOCATION
August 2018		
Tuesday, August 14	August 2018 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 2018		
Tuesday, September 11	September 2018 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
November 2018		
Tuesday, November 13	November 2018 DBOT Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
December 2018		
Tuesday, December 11	December 2018 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 2019		
Tuesday, January 8	January 2019 DBOT Deep Dive Workshop	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
February 2019		
Tuesday, February 12	February 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

Appendix E (Page 2 of 2) DATE/TIME	EVENT	LOCATION 201900083
April 2019		
Tuesday, April 9 10:45 - 11:45 a.m. Noon - 1 p.m. 1 - 2:30 p.m.	April 2019 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 2019		
Tuesday, May 21 Noon - 2 p.m.	May 2019 DBOT Workshop Budget Workshop (Combine Finance & Audit Committee with full Board to review the FY 2018/19 College Budget)	Administrative Offices 501 West State St., Jacksonville, FL 32202 Board Room 405
June 2019		
Tuesday, June 11 Noon - 1 p.m. 1 - 2:30 p.m.	June 2019 DBOT Meetings Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
August 2019		
Tuesday, August 13 10:45 - 11:45 a.m. Noon - 1 p.m. 1 - 2:30 p.m.	August 2019 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

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



Date: August 8, 2018
To: Florida State College at Jacksonville District Board of Trustees
From: Dr. Jametoria Burton, Chair, Administrative and Professional Collaborative
Re: August 2018 APC Report

Chair Bowling and Trustees:

As we close our academic year 2017-18 and move full steam ahead into 2018-19, the Administrative and Professional Collaborative is postured to once again represent the interests and concerns of this employee group. Last month, you were provided with a summary of our accomplishments from the previous year which emphasized the theme of practical leadership through communication, collaboration, academic excellence and operational consistency.

To quickly recap, practical leadership can either implicitly or explicitly refer to the idea that leaders have to be flexible and agile to respond, not react, to the changes around them or the changes needed to be implemented in order to move an organization forward. The transition period constitutes a phase between surviving and thriving. Transitions included problem-solving decision-making. Part of the idea comes out of the need to adjust to the necessary course corrections needed in order for the organization to not only survive, but to eventually thrive again. The employees who comprise the Administrative and Professional Collaborative, along with our fantastic faculty and committed career employees stand ready, willing and committed to ensure that our students remain at the heart and soul of our work both in the short-term and the long-term view.

Finally, we desire for FSCJ to not only survive its challenges but to successfully thrive at the highest levels in organizational operations, academic excellence and responsive leadership to facilitate student success. In doing so, the APC looks forward the upcoming year with much anticipation and participation in the Presidential Search process, providing continued professional development and networking opportunities and most importantly, representing the interests of our employee by promoting institutional cohesiveness and organizational stability. Finally, Lori Cimino will serve as the new APC Chair for 2018-19 and is already making great strides toward that end. She officially starts her role in September. The new slate of APC representatives and officers will be shared in our September update, so please stay tuned. Thank you for support over the past year in my service as APC Chair. We look to welcoming and supporting Lori for the 2018-19 academic year!

Most Appreciably,
Dr. Jametoria Burton
Immediate Past Chair, Administrative and Professional Collaborative



August 14, 2018

To: Florida State College at Jacksonville District Board of Trustees
From: Robbie Peeples, Career Employees' Council Chair
Re: August 2018 CEC Report

Chair Bowling and Trustees:

I would like to congratulate you and Vice Chair Holloway for your continued service and leadership roles on the District Board of Trustees and welcome trustee J. Palmer Clarkson to FSCJ. We are thankful for your leadership and service to FSCJ.

President Hyde attended our Career Employee Council meeting in June. He shared information regarding opportunities with businesses in the community and expressed the importance of feedback from employees. I asked him to address the concern some have about open communication and possible fallout an employee may face by expressing concerns. He affirmed the channels available to communicate with him and he assured employees that he would address any actions resulting from an employee sharing concerns. We are thankful for his emphasis on an open and collaborative environment. We believe this is essential to finding the best solutions to resolving issues and providing the best service to our students.

I want to thank the board for the opportunity to participate in the college presidential search committee. I get frequent inquiries about where we are in that process so I am thankful for the recent inquiry about our continued interest in serving on that committee and look forward to participating as CEC Chair. I am grateful for the leadership President Hyde is providing as interim and hope he will consider it on a permanent basis. However, I believe we need to have a permanent president in place to stabilize the operational culture of the college for the long term. I want to thank Trustees Mac McGehee and Mike Bell for serving as co-chairs on this committee and look forward to serving with them.

Sincerely,

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

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



August 8, 2018

To: Florida State College at Jacksonville District Board of Trustees.

From: John A. Woodward, PhD

Re: August Report

Trustees:

The summer has been busy for many faculty. Most of our fulltime faculty work throughout the summer teaching and performing service for the College, even when they are not "on contract," such is their dedication to the institution.

The summer is also a time for reflection. As faculty, we spend time writing and rewriting course material, syllabi, exams, quizzes, lectures, and other material. I think this summer was a time for the institution as a whole to reflect on the purpose of the College and its importance to the community as well as the centrality of the faculty to the College's mission. We need faculty voices raised in meetings, in offices, in hallways; and faculty need to feel comfortable that their professional opinions will be weighed assiduously and with unremitting attention. There are many important changes in higher education that have occurred over the past few months, and faculty need time and intellectual vigor to engage with these questions surrounding educational theory and research, technology in education, costs of education, among other topics. We have had little opportunity to engage with these questions, even on a one-on-one level over the past few years for various reasons. I think now is a time to begin to work towards a more careful planning of schedules and meetings in order to encourage them. These are questions without solutions and discussions without specific outcomes. I think the Achieve the Dream framework has helped us move towards those discussions. We simply need to engage it more academically and orient it towards the concerns of the faculty more intentionally.

Senate will spend some effort this upcoming academic year working towards finding ways to integrate faculty more deeply into decision-making processes so our unique perspective can be made more central to decision-making at the institution. I know we have strong support for this endeavor from Dr. Wall, but we have not yet had a chance to really tackle processes for inclusion due to the outsized difficulties of the ERP implementation. I am still not personally confident that faculty concerns and interests are taken into consideration in many important areas throughout the institution, especially those that are ancillary to instruction. But I would also caution against monolithic thinking regarding those interests—we need to think about the faculty as members of various different (and at times conflicting) intellectual areas and remember to balance the decision-making accordingly.

We hope to see significant changes to faculty travel and a more carefully planned relationship between the administration and faculty in the coming year. There are already many positive steps forward—for example the process for transitioning to the new LMS is a good and well-informed one, as well as our more intentional and faculty-oriented approach to online course design. However, there are many places for improvement. We will work hard over the coming year to identify those places and seek mutually agreeable solutions.

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



August 14, 2018

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June to August 2018 SGA Report

Chair Bowling and Trustees,

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period of June to August 2018.

During this time, we have accomplished the following:

- In June, the FSCJ SGA Executive Board held our initial meeting with FSCJ President Kevin Hyde. We will continue meeting with President Hyde quarterly to maintain this positive relationship.
- SGA members assisted with "Ask Me" stations during the start of Summer B Term providing students with directions and answering questions about campus resources.
- SGA members continue to serve on the Activity & Service (A&S) Fee Proposal Committee. The A&S Fee Proposal Committee provides a mechanism for our student organizations to receive funding. In addition, SGA members are actively involved in other committees such as the Curriculum Committee, Student Publication Board, Innovation Team, and the Canvas Transition Team just to name a few.
- This year the SGA will publish our meeting agendas and minutes online for students and college employees to access. We want to educate our students about civic engagement opportunities and that we serve as a liaison between our students and their college.
- We are proud to share that Executive Board members Nadia Esha, Tavius Kelley, Sheena Arnaiz, Shelby Gallagher, Acsa Colombo, and Samantha Bertematti were recognized as members of the Florida College System Activities Association All-Academic Team.
- Finally, the SGA is excited about the announcement that Amendment 7 in the Florida 2018 Ballot Measure will include placing the current Florida College System (FCS) structure in the Florida Constitution. Currently only the State University System and K-12 Public Schools are mentioned in Florida Constitution. In February, three FSCJ SGA members had testified at the Constitution Revision Commission public hearing at the University of North Florida advocating for the FCS to be included in the Florida Constitution.

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

Sincerely,
Ta'Nasha Parker
Collegewide Executive President
FSCJ Student Government Association