

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the April 9, 2024, Regular Meeting  
Kent Campus, Room D-120, 1 p.m.**

PRESENT:

O. Wayne Young, Chair  
Jennifer D. Brown, Vice Chair, Duval County  
Roderick D. Odom, Vice Chair, Nassau County  
Thomas R. McGehee, Jr.  
Andrew B. Shaw

ABSENT:

Michael M. Bell

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:06 p.m. and welcomed those in attendance. He acknowledged the presence of College President John Avendano, Ph.D. via remote attendance.

PLEDGE:

Chair Young led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair Young opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration, noting that consideration of today's Action Items would also constitute a public hearing under the Administrative Procedures Act. Therefore, any comments regarding the revised Board Rules should also be made at this time.

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

MINUTES:

(Ref. Board Agenda for April 9, 2024; Pages 202400274 – 313)

Chair Young noted in efficiency of time, he would like to entertain a motion to approve the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes as presented on pages 274 – 313: The January 22, 2024, Business Dinner, on pages 274 – 275; January 26, 2024, Deep Dive Workshop/Planning Meeting, on agenda pages 276 – 283; February 13, 2024, Finance & Audit Committee Quarterly Meeting, on agenda pages 284 – 287; February 13, 2024, Workshop, on agenda pages 288 – 290; and February 13, 2024, Regular Meeting, on agenda pages 291 – 313.

MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ DBOT minutes as presented on pages 274 – 313, from the January 22, 2024, Business Dinner; January 26, 2024, Deep Dive Workshop/Planning Meeting; February 13, 2024, Finance & Audit Committee Quarterly Meeting; February 13, 2024, Workshop; and February 13, 2024, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE  
PRESIDENT:

Foundation Board Member  
 Recognition:

President Avendano shared with the Board information relating to FSCJ Foundation Board Member Recognitions:

- He shared recognitions being received by FSCJ Foundation Board Members:
  - Dr. Wade Barnes is being honored at the upcoming Leadership Jacksonville's Annual Celebration event benefiting Youth Leadership Jacksonville on Tuesday, April 23.
  - Additionally, on Thursday, May 9, the OneJax organization will host its annual Humanitarian Awards event honoring outstanding individuals who have demonstrated an unwavering commitment to our community. Mr. Jeff Edwards will be among the honorees.
- Both members have contributed a lifetime of exemplary service to the community, FSCJ and the Foundation. The College congratulates them for these well-deserved recognitions.

Commencement Update:

President Avendano shared with the Board information relating to FSCJ's 2024 Commencement Update:

- The College is looking forward to the Commencement Ceremony on Thursday, May 9 at VyStar Veterans Memorial Arena. Planning is well underway to make this event memorable for FSCJ students and their loved ones. Trustees will soon receive communications with specific details on timing, parking and more. He encouraged Trustees to join him at the arena.
- As a reminder, the College will also be unveiling FSCJ's mascot during the ceremony.
- Beginning later this month, Grad Fest events will be held across the different campus/center locations, where FSCJ's soon-to-be graduates will be celebrated and have an opportunity to decorate their caps, speak with the alumni office and pick up honors and/or military cords. The largest is always the South Campus event, which will be held on Saturday, May 4, 10 a.m.-3p.m. He encouraged Trustees to attend any of the events, if their schedules permit.

- He shared with Trustees that FSCJ Assistant Director of Integrated Communications & Special Events Kelly Thurlow is leaving the College for another role. However, she will stay to see the College through the Commencement ceremony. He thanked Assistant Director Thurlow and wished her the best in her new endeavors.

**Basketball:**

President Avendano shared with the Board information relating to FSCJ's Basketball Team:

- He congratulated FSCJ's Men's Basketball Team, led by first-year Head Coach John Putyrski and Assistant Coach Toriano Andrews, for their great success this year.
- In the inaugural season of the move to NJCAA DII, the program captured the FCSAA Sun-Lakes Conference Championship, FCSAA/NJCAA Region 8 Championship for the first time ever, their very first NJCAA DII Gulf South District Championship, and even earned a trip to the National Championship game in Danville, Illinois.
- The team picked up an 89-75 win over Howard Community College in the first round, but fell just short in the second round, with an 86-79 loss to the #2 seed South Suburban College.
- The team closed the season with an impressive 26-10 record, and FSCJ is extremely proud of all that the team accomplished this season.
- Aside from the team's on-the-court success, it's also important to note they have an average 3.18 GPA, which makes them an All-Academic Team as well.

**Golf Tournament:**

President Avendano shared with the Board information relating to FSCJ's 2024 Golf Tournament:

- The College is excited for the FSCJ Golf Classic, once again presented by First Florida Credit Union, on Monday, April 22 at Queen's Harbour Yacht and Country Club.
- This event will benefit FSCJ's BlueWave Athletics program.
- There are a variety of ways Trustees may participate – even if, you are unable to join us.
- He shared if Trustees would like to learn more, please reach out to him directly or FSCJ's Vice President for Advancement and Executive Director of the Foundation Chris Lambert, J.D., CFRE.

Legislative Update:

President Avendano and FSCJ's Director of Government and Community Relations Taylor Mejia shared with the Board information relating to the Legislative Update:

- The Legislative Session ended on March 8. Legislature passed 325 of the 1,902 bills that were filled.
- Legislature this year was focused on reserving funds for a future economic downturn.
- Legislature was also focused on Workforce Education:
  - GATE (Graduation Alternative to Traditional Education) Program is a new initiative that came out of this year's session.
  - GATE allows young adults between ages 16-21, who did not complete high school, the opportunity to attend a technical or state college free of charge. The student will be able to enroll in a program to earn their diploma, as well as, a workforce program.
- HB 1285 also impacted Higher Education. The bill included the following for Florida College System (FCS) institutions:
  - A pilot program for Miami Dade College, Polk State College and Tallahassee State College. The bill authorizes these institutions to charge an amount not to exceed \$290 per credit hour for nonresident tuition and fees for distance learning.
  - Clarifying language that members of an FCS institution or state university board of trustees are subject to Florida ethics laws for public officers with respect to business dealings with any institution under their purview while they are a member of the board of trustees.
- Funding is in the budget to add the FCS institutions into the State Health Insurance Plan, which will be a tremendous cost savings for many of the College's faculty and staff. The Plan would include coverage for health insurance and prescription drugs but not dental, vision, or life.
- Florida College System Program Fund - \$1,600,000
  - 19 of the 28 state colleges received funding for PECO projects.
- Funding for FSCJ was steady to 2023 levels:
  - General Program Fund, \$87,966,155.
  - Nursing Education – PIPELINE, \$2,284,275.
  - Student Success Incentive 2+2, \$450,185.
  - Work Florida, \$1,072,369.
  - FSCJ received \$2,800,000 for renovation/expansion of the Nursing Program at North Campus.

Director Mejia shared with Trustees that earlier today she provided members of the DBOT Finance & Audit (F&A) Committee with a detailed document of the 2024 Legislative Update. F&A Committee Chair Thomas McGehee, Jr. suggested she forward a copy of the handout to the full Board, which she will do following this meeting.

**Data Dashboard:**

President Avendano shared with the Board information relating to the April 2024 Data Dashboard/high-level view of the institutional data sets:

- Spring Term College Credit Enrollment:
  - Positive variance of 7.8% credit hours for spring 2024 over spring 2023.
- Summer Term College Credit Enrollment:
  - Positive variance of 13% credit hours for summer 2024 over summer 2023.
- Spotlight on Programs:
  - High School Market Share.
  - Emergency Administration and Management Associate in Science (A.S.).
  - Paralegal Studies A.S.
  - Florida Law Enforcement Academy Career Certificate (C.C.).

**STRATEGIC  
 PROGRAMMATIC  
 DISCUSSION:**

Chair Young asked if there were any questions or comments by the Board related to President Avendano's Report, Data Dashboards and/or any other College Strategic matters. There was discussion by the Trustees relating to the State Health Insurance Plan.

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

**CONSENT AGENDA:**  
 (Ref. Board Agenda for  
 April 9, 2024; Items 1 through  
 12, Pages 202400314 – 342)

Chair Young 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. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of the Board meeting. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items, and there were none.

ACTION ITEMS:  
(Ref. Board Agenda for  
April 9, 2024; Items 1 through  
8, Pages 202400343 – 358)

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

Chair Young 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 2 – Administration, on agenda pages 344 – 347.

MOTION: (Shaw – McGehee) The motion was made to approve revised Board Rules 6Hx7-2.2 – Internal Organization; 6Hx7-2.4 – Code of Ethics; and 6Hx7-2.12– Trespass under Section 2, as recommended.

Chair Young 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, Administrative Procedure Act – Board Rules, Section 4 – Finance, on agenda pages 348 – 351.

MOTION: (Shaw – Brown) The motion was made to approve revised Board Rules 6Hx7-4.6 – Petty Cash and Change Funds; 6Hx7-4.8 – Funds Derived from Auxiliary Services and Enterprises; and 6Hx7-4.15 – Safeguarding and Disposition of Property under Section 4, as recommended.

Chair Young 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, Human Resources: Award of Continuing Contracts, on agenda page 352.

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

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

Motion carried unanimously.

President Avendano noted he was pleased to recognize the full-time faculty members receiving continuing contract status at today's meeting. He asked Provost and Vice President of Academic Affairs Dr. John Wall to introduce the members.

Provost/Vice President Wall thanked President Avendano for recognizing the faculty who successfully completed the application process for this year. He shared that each member had demonstrated a standard of excellence and commitment to the College and its philosophy and mission, consistent with established criteria for the award of continuing contract. He thanked the members for their dedication to FSCJ.

Provost/Vice President Wall introduced the member present at today's meeting, Professor Zhijing Teng. He asked Professor Teng to share with the Board the length of time she had been with the College and the most rewarding aspect of her teaching position at FSCJ. The faculty member did so, accordingly.

The names of the two full-time faculty members receiving continuing contract status, effective with the 2024-25 faculty contract year are as follows:

- Thomas Shapard, Professor of Humanities
- Zhijing Teng, Professor of Social and Behavioral Sciences

President Avendano thanked the members, noting their commitment to the institution, students and community.

President Avendano presented the administration's recommendation on Action Item 5, Human Resources: Faculty Sabbatical, on agenda page 353.

**MOTION:** (Brown – Shaw) The motion was made to approve a faculty sabbatical for full-time faculty member – Rebecca Levy, Professor of Dance, effective with the 2024-25 faculty contract year, as recommended.

Chair Young 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, Finance: Fees and Charges, on agenda pages 354 – 355.

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

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

Trustee McGehee stated that the F&A Committee discussed various Action Items from today's agenda, noting there was consensus among committee members to provide the full Board with a brief overview of the item as the items were brought forward for action.

Therefore, as Committee Chair, he shared the following information relating to Action Item A-6:

The item was discussed during the F&A Committee meeting and the committee recommends the approval of the fee changes for the specific courses listed within the item to be effective Summer Term 2024. These fees do not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services. The fee changes are adjustments needed due to curriculum materials that are now available online, implementation of new software, reduction in cost due to purchasing materials in bulk, and fees that are no longer applicable due to course discontinuation or program closure.

The F&A Committee supports approval of this item.

Chair Young 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 7, Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 4, on agenda pages 356 – 357.

MOTION: (McGehee – Brown) The motion was made to approve the Fiscal Year 2023-24 Operating Budget Amendment No. 4, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-7:



The amendment decreases the Personnel Expense budget by \$420,000 due to the anticipated increase in health insurance premiums for 2024 being lower than budgeted. The budget included an 8% increase, and the actual increase is 5.75%. The amendment also increases the current expense budget by \$250,000 for new contract training classes at the Fire Academy and by \$170,000 for the purchase of flight simulators for the flight training program at the College's Cecil Center.

The F&A Committee supports the approval of this amendment.

Chair Young 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 8, Finance: FSCJ ACCESS Program, on agenda page 358.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ ACCESS Program for Summer Term 2024, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-8:

Through the FSCJ ACCESS Program, the bookstore provides course materials at lower costs due to volume and arrangements with publishers for the lowest cost for course materials. The program utilizes an opt-out approach where students are charged for their books along with tuition unless the students opt out of the program. Students enrolled in FSCJ ACCESS classes for Fall Term 2023 generated a total savings of \$937,815.

The F&A Committee supports the approval of this item.

Chair Young 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  
 April 9, 2024; Items  
 A – I, Pages 202400359  
 – 376)

Chair Young asked the Board if there were any questions or comments related to Information Items A – I, on agenda pages 359 – 376, and there were none.

REPORT OF THE BOARD  
 CHAIR:

Chair Young provided the Board with brief comments about his attendance at the April 2024 FSCJ Finance & Audit Quarterly Committee Meeting, noting it was an actively engaged meeting and the format of the committee meetings is to not only look at this year's budget but to also look ahead/analyze the data and roll the information into the strategic goals of the College's future.

Chair Young thanked the Committee for their outstanding work and the Committee Chair for the thorough reports during the DBOT Regular Meetings.

Chair Young shared the information provided at today's DBOT workshop concerning the State-Directed General Education Review Process is very important, noting it lays the foundation going forward with curriculum not only for FSCJ but statewide. This is an opportunity to take a close look not just at the scope of FSCJ's entire curriculum and how it applies/adheres to state statutes, rules and regulations, policies, etc. but also what it does to contribute to our local community and statewide. He looks forward to the process and for the outcome.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD  
 FINANCE & AUDIT  
 COMMITTEE CHAIR:

FSCJ F&A Committee Chair McGehee provided the Board with an overview of the written report relating to the April 2024 quarterly meeting. (Appendix A)

The next meeting of the FSCJ F&A Committee is scheduled for Tuesday, May 21, 2024, at the College's Deerwood Center as part of the DBOT Budget Workshop. The Committee will meet at noon.

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

FSCJ Foundation Board Liaison Dr. Andrew Shaw provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors (FBOD) quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix B)

The next Foundation Board meeting is scheduled for Wednesday, June 5, 2024, at the College's Advanced Technology Center. The FBOD will meet at 11:30 a.m.

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

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

REPORT OF THE CAREER  
 EMPLOYEES' COUNCIL  
 (CEC):

Career Employees' Council Interim Chair Vanessa Gordan provided the Board with a written report relating to current CEC initiatives and activities. (Appendix D)

REPORT OF THE FACULTY  
 SENATE (Senate):

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

REPORT OF THE STUDENT  
 GOVERNMENT  
 ASSOCIATION (SGA):

Collegewide Student Government Association President Jazmyn Arce provided the Board with a written report relating to current SGA initiatives and activities. (Appendix F)

NEXT MEETING:

Chair Young announced the Board will meet on Tuesday, May 21, 2024, at the College's Deerwood Center for a Budget Workshop. The workshop will convene at noon. The next regular meeting of the Board is scheduled for Tuesday, June 11, 2024, at the College's Administrative Offices.

TOUR OF FSCJ KENT  
 CAMPUS:

Chair Young announced following today's meeting Trustees would be provided with a guided tour of the College's Kent Campus, to include the Art Gallery and The Center for Cultures, Languages and Societies. He asked Trustees to remain if they were available to attend the tour.

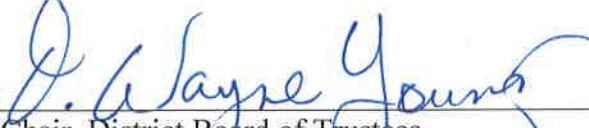
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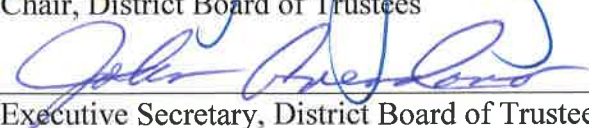
There being no further business, Chair Young declared the meeting adjourned at 2:07 p.m.

TOUR OF FSCJ KENT  
 CAMPUS:

Unfortunately, none of the Trustees were available to remain to attend the tour. Therefore, at this time, the tour was cancelled and will be rescheduled for a future date.

APPROVAL OF MINUTES:

  
 Chair, District Board of Trustees

  
 Executive Secretary, District Board of Trustees

REPORT OF THE FINANCE & AUDIT COMMITTEE  
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE  
APRIL 9, 2024

Vice President of Finance and Administration Dr. Wanda Ford, Chief Officer for Organizational Culture and Engagement Lisa Moore, J.D., and Associate Vice President of Administrative Services Steve Stanford provided an overview of the current status of the residential and retail agreements for the 20 West facility. The College has a lease agreement with Phoenix Adams Rising, LLC to lease residential and retail/restaurant space. The College also entered into an agreement with the Downtown Investment Authority (DIA) that included the option of accepting a \$60k loan annually for 5 years with an option of an additional three years. The \$180k in loans received by the College has been paid, and Chief Officer Moore is currently working with counsel to determine actions needed to terminate the pending years remaining for the agreement.

For the current fiscal year, it is anticipated that the approximate loss for both operations will be over \$400k. This level of required subsidy is not financially sustainable for the College. Therefore, staff is determining the budgetary aspects as well as pros and cons associated with the following options for proceeding with the restaurant and/or residential facility lease:

- Terminate the lease for the residential and retail agreements.
- End the lease for the retail agreement only.
- Sublease the residential facility (full or partial) to other interested parties.
- Sublease the retail space to other interested parties, including retailers outside of the restaurant industry.
- Request a transfer of the lease to other interested parties for the retail and residential space.
- Terminate lease and negotiate a lump sum lease payout for both retail and residential space.

President John Avendano, Ph.D. provided updates on the pending sale of the Main Street Complex and the pending decision regarding FSCJ as a potential site for the Jacksonville UF Graduate Campus. In addition, CSX has chosen the FSCJ Fire Academy as a potential site for HAZMAT training. Chief Officer Moore is currently working with counsel to prepare a Negotiation MOU for further discussions and term agreements. President Avendano and Chief Officer Moore also provided an update on the closing of the Jumpin' Jax Cafe.

Vice President Ford and Associate Vice President Stanford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenues, and Expenditures as of February 29, 2024. The only significant change is the increase in student revenue projections resulting from an increase in enrollment. All other line items within the revenue and expense categories are trending as anticipated. The projected ending fund balance is 11%.

Vice President Ford and Associate Vice President Stanford provided the 2024-25 Preliminary Budget Outlook. The scenarios that were presented included budget projections with 2%, 4%, and 5% budget increases as well as the same percentages for modeling budget decreases. The staff proposed consideration of the 2% increase which coincides with the FTE Projections for the next fiscal year. Implementation of this budget projection option includes anticipated revenues of \$146m, expenses of \$145m, leaving approximately \$1m available for other operating requests and Strategic Initiatives.

Director of Government and Community Relations Taylor Mejia provided an overview of the results of the 2024 legislative session. The College's 2024-25 proposed State Appropriated Program Funds remained the same, while the College experienced a slight decrease in Incentive Funds which was mostly offset by an increase in the Nursing Pipeline funding. Pending the Governor's approval, the College is also slated to receive \$2.8 in PECO funding for the Nursing Program. Other highlights included the proposed inclusion of the Colleges in the State Health Insurance Plan.

This concludes my report.



REPORT OF THE BOARD LIAISON, TRUSTEE DR. ANDREW SHAW  
APRIL 9, 2024

**1. FBOD 2nd Quarter Board Meeting – March 6, 2024:**

- The Foundation Board held its 2<sup>nd</sup> Quarter Board Meeting on Wednesday, March 6, in the College's Administrative Offices, Board Room 405.
- The brief agenda included respective reports by President Dr. John Avendano and the Foundation's Vice President for Advancement and Executive Director, Mr. Chris Lambert.
- In addition, special recognition was made by Foundation Chair, Mr. Brent Lister, to immediate Past Chair, Mr. Brian Parks, thanking him for his service to the Foundation.
- The Foundation's new web page was shared with the Board and although it is still being updated, the Foundation was given an advanced look into its new functionality and look.
- A recruitment update was shared which outlined the active recruitment of the following positions:
  - (2) Accountants
  - (2) Fundraisers
  - A Director of Prospect Research
  - An Assistant Director of Annual Giving and Alumni Relations
  - A Special Events Coordinator

**2. Comprehensive Campaign:**

- In preparation for increased fundraising activity, it was shared that the following documents have been drafted:
  - FSCJ Gift Acceptance Policy
  - FSCJ Prospect Management Plan
  - FSCJ Donor Relations Plan
  - FSCJ Documentation of a Planned Gift
  - FSCJ Documentation of a Gift-in-Kind
  - FSCJ Naming Policy – in conjunction with the DBOT

- Carl Cannon addressed the Foundation to provide an update on the initial meetings of the Campaign Cabinet.

**3. Upcoming Board Meeting:**

- The next Foundation Board meeting is Wednesday, June 5, at 11:30 a.m.

This concludes my report.



Date: April 9, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Dr. Tara Haley, Chair of the Administrative and Professional Collaborative, 2023-2024

Re: April 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is proud to highlight recent events and updates since our last report. In continuing to advance the APC goals of improved connection, engagement and communication through monthly meetings and events, the APC held a networking luncheon in February that was well-attended by members. The event also included a service component as APC members in attendance donated almost 20 children's books for the North Campus Literacy Fair.

The APC continues to hold meetings at various campuses and centers to encourage increased attendance and participation from all administrative and professional employees. Recent meetings have been held at both the North and Kent Campus. The APC has also hosted monthly Brown Bag lunch presentations highlighting the impact FSCJ has on our community and to encourage administrative colleagues to not only support current initiatives but to also identify possible new opportunities to serve our students and local community. The February Brown Bag presentation featured Groundwork Jacksonville's work on the Emerald Trail project designed to connect communities throughout Downtown Jacksonville. In March, we shared information on FSCJ's Career Campus collaboration with the ARC Jacksonville. This month we will welcome Sherri Mitchell from the Nassau County Economic Development Board to provide an update on the economic growth and recent initiatives in Nassau County.

The APC holds annual elections for committee officers and campus representatives. The election cycle for the 2024-2025 APC officers and representatives will open on April 5<sup>th</sup> and run through April 26<sup>th</sup> for nominations. Elections will be held from May 1<sup>st</sup> through 17<sup>th</sup> with the announcement and installation of newly elected officers and representatives to follow. With the closure of every election cycle, the Chair-Elect moves into the Chair position and the current Chair into the Past-Chair role. Terence Wright is the Chair-Elect for the APC.

Respectfully,

A handwritten signature in black ink that reads "Tara Haley". The signature is written in a cursive style with a large, stylized initial "T".

Dr. Tara Haley  
Dean of Education and Human Services/Downtown Campus Dean  
Administrative and Professional Collaborative Chair, 2023-2024





Date: April 9, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Vanessa Gordon, Interim Chair of the Career Employees' Council / Publicity Coordinator

Re: April 2024 Career Employees' Council Report

Chair Young and Trustees:

This is my first report as interim chair of the Career Employees' Council (CEC). The CEC met for the first time in 2024 on Tuesday, February 20. We discussed plans to conduct our elections to aid in the transition of a new executive board. This is the first election that the CEC has held in 4 years. The Council looks forward to the new leadership team and anticipates the continued collaboration with the Administrative / Professional Council and Executive Leadership in promoting the Mission, Vision, and Values of the College.

### Enhancements

The Council has displayed meticulous commitment to FSCJ and promise in its ongoing efforts to advise on enhancing the employment experience of Career Staff:

This work continued to the Tuesday, March 26, 2024 meeting with the announcement of new representatives and the beginning of the campaign period for candidates.

The timeline for the new elections are as follows:

<b>Date</b>	<b>Activity</b>
March 26, 2024	New Representatives announced. Open campaign period for candidates.
April 30 – May 3, 2024 (by noon)	Electronic voting.
May 6, 2024	Election committee meet to tally votes.
May 6, 2024 (by 5 p.m.)	Winners announced to Executive Committee. The Executive Board has 5 working days to review the results.
May 7 – 13, 2024	Executive board review winners.
May 21, 2024	Special CEC Meeting to announce winner. The new Executive Board members would assume their roles effective immediately.

### Operational Effectiveness

The Council's Board understands the value of supporting successful Talent and Acquisition as we know that successful new hires result in future College operational effectiveness and student success. With great respect to that value, Council Members delivered on the following:

1. On February 6, 2024, the CEC received the information from Darci Lanaghan, Director of Benefits and Human Resource Information Systems, that dozens of valued Council Representatives volunteered to serve on the Sick Leave Pool Committee. Ronny Elmore, Kent Campus Council Representative, was selected and committed to serve on the committee. The other CEC members serving on the committee are Rebecca Nelson and Cynthia Motzny, Council Secretary.
2. On February 8, 2024, at the request by Dr. Eddy Stringer III, Dean of Mathematics, Dorian Bush, Administrative Assistant, committed to serve as the Career representative on the Hiring Committee for the acquisition of Department Chair for the Mathematics Department.
3. On February 29, 2024, at the request by Jerry Thor, Director of Athletics, Christie Wilson, Student Success Advisor II, committed to serve as the Career representative on the Hiring Committee for the acquisition of Head Coach position of the women's basketball program for the Athletics Department.

### Fundraising and Professional Development

The Council its efforts and results this year on its fundraising and were able to assist more career employees in pursuing professional development compared to the previous year.

### Employee Recognition

The Council enhanced its current capacity to promote Career Employee recognition:

1. On November 7, 2023, Vanessa Gordon, CEC Publicity Coordinator, volunteered and was approved as interim chair of the CEC.
2. On February 6, 2024, Dr. Marc Boese, Executive Director of Organizational Development requested 4 to 5 CEC members to service on the committee for the human resources sponsored/headed CEC annual awards. The CEC members serving on the committee are Rebecca Nelson, Rashida Everett, Shannon Oliver and Stephanie Castro.
3. Interim CEC Chair, Vanessa Gordon has continued the partnership with Amanda Burgess, Assistant Director of Communication Information Services, to deliver this year's signature Employee Recognition project with the goal to express how valued and respected Career Employees of FSCJ are through recognition in the Collegewide monthly newsletter, the "BlueWave." 15.24 percent of Career Employees were classified as part-time or adjunct, and 20.37 percent of full-time responders on the Stay Survey of 2022 noted that changing recognition would make their jobs at FSCJ more satisfying.

This recognition, and community-building, highlights CEC members nominated or selected by their peers to showcase their contributions to FSCJ. The hope is to include the achievements of Career Employees who are doing good things at the college and in their community and pursuing their goals to show employees that people are watching and that they enjoy and value their contributions to FSCJ.

### Community Engagement

The Council continues to contribute to the growth of College resources available to Career Employees as they pertain to “belonging” and “health/wellness”:

In summation, the Council is dedicated to the Mission, Vision, and Values of FSCJ. It is abundantly dedicated to ensuring that students have a positive and successful student experience. We look forward to continued collaboration in 2024 and beyond as we continue to make FSCJ an education destination for our students to achieve their educational goals and for our current and future employees to achieve their professional goals.

On behalf of the Career Employees, we express our gratitude to the District Board of Trustees for your time, determination, and care that you bring to the FSCJ community.

Respectfully,

Vanessa Gordon, MFA  
Career Employees' Council Interim Chair / Publicity Coordinator  
Florida State College at Jacksonville  
904-997-2639 / [vanessa.gordon@fscj.edu](mailto:vanessa.gordon@fscj.edu)



Date: April 9, 2024

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

From: John A. Woodward, PhD

Re: April 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

Senate continues its work on Academic Dishonesty and our violation reporting structure. With the growth of online education, the routes to cheating available to students has also grown. A recent article in *Inside Higher Ed* demonstrates quite soundly that cheating is much easier to do (although in some cases more expensive) than at any point in our history. Therefore, we are dedicating our final two meetings to approaching this question and hope to make specific recommendations to the college and to the faculty very soon.

At our February meeting, Senate focused on developing and disseminating the Faculty Senate Statement on Academic Integrity and Academic Dishonesty – 2024. In this statement we focused on Academic Integrity broadly. Our January statement focused on Academic Integrity and the use of Artificial Intelligence as per my previous report. We were reminded by the faculty, however, that we have deeper issues regarding integrity than just the use of AI. What our faculty recognized is that the success of our students depends in part on how well we prevent easy access to dishonest courses of action, whether that be using class notes inappropriately or contracting with outside agents who will complete the course for them. Obviously, this is not an issue limited to our own college, and so we have avenues of collaboration to explore. What Senate began with was a statement that included the following principles:

- It is a responsibility of all FSCJ faculty and adjunct faculty to reasonably ensure that the work their students produce conforms with general expectations of academic integrity according to, a) their discipline nationally, and b) their departmental policies.
- It is a responsibility of all FSCJ faculty and adjunct faculty to work on preventing academic dishonesty, to be aware of various common methods of cheating, and to develop methods to prevent academic dishonesty, including regularly reevaluating assignments in order to discourage avenues to cheating.
- It is a responsibility of all FSCJ faculty and adjunct faculty to communicate the value of academic honesty to all students. All faculty should set out clear expectations for honest behavior in their syllabus.
- It is a responsibility of all FSCJ faculty and adjunct faculty to accurately identify academic dishonesty to the best of their ability using their professional acumen and have consistent policies of punishment for dishonest behavior or activities. This must be balanced with the fact that it is impossible to prevent or catch all dishonesty and no faculty member should feel it incumbent on them to achieve such an impossible goal.

One concern I heard from faculty as we worked on the statement was that faculty cannot be put in the position of 'policing' students. The perception is that policing students for dishonest behavior can devolve into a type of zero-sum game where one party wins at the expense of the other party. It can also negatively impact the classroom and even possibly worsen outcomes for students if the faculty member is more interested in policing than teaching. Thankfully what we realize is there are many possible actions that can lead to the same outcome, so long as the outcome is the betterment of the students' knowledge of the subject matter. Cheating as a means of replacing learning is the risk. Thankfully, we can test for knowledge in ways

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to insure that students know the material, processes, algorithms, or whatever the course outcome may be. It may mean, however, going back to older methods of testing in some cases, and looking more intently at online education and online proctoring as risk vectors. Our task is not to police nor to make the subject matter more difficult. It is to reward honest behavior and prevent to the best of our ability dishonest behavior with the awareness that dishonest behavior will in the end prove to be the worse course of action for students to take. That is to say that, so long as we pay rigorous attention to cutting off avenues to cheating, then at some point in the student's career their cheating will be discovered and remediation can take place.

On a different note, Senate held elections for the President, Vice-President, and Secretary positions, i.e., the executive officers, and I was reelected as president for another two years. Steve Milczanowski was elected Vice-President and I will need to appoint someone to serve as Secretary. **Cheryl Schmidt**, my VP for the past 10 years will be retiring in December. I cannot possibly express how valuable she has been to the College and to me personally. She even loaned me her car back in 2015 when I had to rush to Tallahassee to see my mother before she passed away. Her knowledge of our college processes and their weaknesses helped steer us through the disastrous switch to PeopleSoft. Her knowledge of state frameworks and program development helped to create the IT department and kept it afloat for decades. Her dedication to her students is legendary as is her reputation in the industry and in the community of Jacksonville. She is a shining example of what it means to be a faculty member at FSCJ. To say she will be missed is an incredible understatement. I wonder how her department and much of that entire area will cope without her brilliant mind, devout and caring heart, and determined positive outlook. I hope she understands how dear a colleague she is and how essential to our mission she has been. I also hope that her retirement gives her the enjoyment she has so rightfully earned. I think many of us will be especially happy if that retirement also involves returning to teach for us as an adjunct. I am sure the IT department will benefit from that relationship and I know the faculty will.

As always, we appreciate your support for FSCJ and thank you for your service on the Board.

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  
john.a.woodward@fscj.edu  
904-997-2703



Date: April 9, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: April 2024 Student Government Association Report

Chair Young 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 between March 2024 and April 2024.

Since the last report, here are some of the highlights that students of FSCJ have accomplished:

- Throughout March and April, the Kent Campus and Deerwood Center continued to host their Caffeine Kickoff and Coffee Talk stations.
- During the first week of March, FSCJ student clubs, organizations, performing groups, and areas of the College that utilize Activity and Service Fees made 2024-2025 funding proposals. Members of the SGA, Honors Program, danceWORKS, and Phi Theta Kappa served on the committee that heard the proposals and deliberated on the amounts to award.
- On March 13<sup>th</sup>, the officers of the SGA selected Vlad Sadouski to serve as the 2024-2025 Collegewide SGA President.
- Throughout March, the Nassau Center (5<sup>th</sup>), Kent Campus (6<sup>th</sup>), South Campus (12<sup>th</sup>), Cecil Center (26<sup>th</sup>), and Deerwood Center (27<sup>th</sup>) hosted their respective Spring Fling celebrations.
- On March 13<sup>th</sup>, the Kent Campus held a Women's History Month Celebration with refreshments, trivia, and prizes.
- On March 27<sup>th</sup>, the Kent and North Campuses hosted Real Talk discussion events that tied into Women's History Month.
- On March 28<sup>th</sup>, the students on the History & Heritage Committee organized a Women's History Month called "The Skin I Am In" event where facilitators helped to moderate group and room discussions.
- In April, students from danceWORKS, the Forensic Team, and the Student Nursing Association will travel out of district for personal and professional development opportunities.
- On April 2<sup>nd</sup>, Kent Campus held a festival as part of our Asian American Pacific Islander celebrations.
- On April 3<sup>rd</sup>, and April 4<sup>th</sup> North Campus and Downtown Campus respectively held their Spring Fling celebrations.
- On April 18<sup>th</sup>, there will be a Symphonic Band Concert at the South Campus under the direction of Dr. Paul Weikle.
- On April 19<sup>th</sup>-20<sup>th</sup>, SGA officers will attend the Florida College System Student Government Association End of the Year Conference at Seminole State College where they will attend personal and professional development workshops as well as vote for Statewide and Regional student leadership for the next year.

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

Sincerely,

Jazmyn L Arce R.T.(R)

FSCJ Collegewide Student Government Association President