

Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 13, 2024, Regular Meeting
Administrative Offices, Board Room 405, 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 1:01 p.m. and welcomed those in 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 Rule 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 February 13, 2024; Pages 202400208 – 235)

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 208 – 235; November 14, 2023, Finance & Audit Committee Quarterly Meeting, on agenda pages 208 – 210; November 14, 2023, Workshop, on agenda pages 211 – 213; and November 14, 2023, Regular Meeting, on agenda pages 214 – 235.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ DBOT minutes as presented on pages 208 – 235, from the November 14, 2023, Finance & Audit Committee Quarterly Meeting; November 14, 2023, Workshop; and November 14, 2023, 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:

Main Street Sale:

College President John Avendano, Ph.D. shared with the Board information relating to the Main Street Sale:

- FSCJ is still working through the process of selling the Main Street property.
- JWB Real Estate Capital, LLC (JWB) has been conducting their due diligence. In the process, JWB discovered some environmental issues and asked for an extension, which was granted.
- The College is looking at a closing date in the month of May 2024.

UF Proposal:

President Avendano shared with the Board information relating to the University of Florida Proposal:

- He met with Kurt Dudas, who is the point person for University of Florida (UF) and their presence in Jacksonville.
- The final location has not yet been determined; however, the decision is expected within the next month or so.
- Mr. Dudas asked for a letter of support from the College to have UF establish graduate programs in Jacksonville.
- It was understood that UF asked for a letter of support from Jacksonville University (JU) and University of North Florida (UNF) as well.

20West Student Housing Agreement:

President Avendano shared with the Board information relating to the 20West Student Housing Agreement:

- 20West status.
- Time to rethink Downtown housing presence.
- Property issues with Jumpin' Jax House of Food.
- Fire in Unit 6C:
 - Cause attributed to student smoking in the restroom.
 - Water damage due to fire sprinklers.

Legislative Update:

President Avendano shared with the Board information relating to the Legislative Update:

- There is a bill on the Senate side of the legislature for the Florida College System (FCS) Council of Presidents (COP) proposal to have the State College System part of the State Insurance system.

- The Senate has included \$80M to cover the cost differential, and another \$4.5M for DMS to administer the program.
- There are still issues being discussed at the FCS COP such as whether schools can opt in or opt out, which is causing some concerns.
- As far as appropriation funding, the College is scheduled to receive the same funding as last year from the state, which is about \$87M.
- The College also has our Nursing Lab expansion proposed in the House at \$1.4M of the \$2.8M cost.
- More to come, and please keep an eye out for Director of Government and Community Relations Taylor Mejia's weekly updates.

FSCJ's Town Hall Meeting:

President Avendano shared with the Board information relating to FSCJ's Town Hall Meeting:

- FSCJ hosted our annual Town Hall panel with guest presidents Limayem from UNF, Tim Cost from JU and Joe Pickens from St. John's River State College.
- The College had a great turn out in person and virtually – 102 in person and 164 online.
- He shared his appreciation to Associate Provost of Curriculum and Instruction Dr. Kathleen Ciez-Volz for coordinating and Faculty members Audrey Antee and Scott Cason for facilitating.

Student Successes:

President Avendano shared with the Board information relating to Student Successes:

- He shared some of the College's great student successes over the last couple of months.
- He congratulated Professor Jennifer Chase and FSCJ students who contributed to the College's art and literature magazine, "The Experience," noting they placed 1st in two categories and 2nd in three during the FCS Publications Association Conference.
 - Featuring entries in Spanish, German, Arabic and Tagalog, the College's magazine was the first in the state's history to include foreign language submissions.
- FSCJ men's and women's cross country teams competed in the NJCAA DII National Cross Country Championships. A record 118 colleges competed in the DII races and FSCJ finished 19th in the nation!

- Both teams also finished ranked for academic All-American honors as well. Men's team had a 3.5 GPA and finished 11th in the country, and women finished with a 3.4 GPA and ranked 14th.
- Coach Hale runs an exceptional program.
- At the end of January, the FCSAA DII coaches poll unanimously voted FSCJ Men's Basketball as the best in the state.

Diplomacy Partnership:

President Avendano shared with the Board information relating to Diplomacy Partnership:

- FSCJ is proud to be the first open-access college to partner with the Department of State's Diplomacy Lab. The partnership was made possible through our own Professor of Biological Sciences Dr. Lourdes Norman-McKay and consists of Diplomacy Lab Teams comprised of students and a faculty member who serves as their guide.
- Teams will undertake research projects identified by the U.S. Department of State and approved by FSCJ. The projects selected explore current, real-world diplomacy issues that are of mutual interest to the participants and are suitable for exploration in an academic environment.

President's Circle Event:

President Avendano shared with the Board information relating to the President's Circle Event:

- He looks forward to seeing Board members at the annual President's Circle event, which is being held one week from today, Tuesday, February 20 at The River Club.
- This annual event is where the College honors its generous donors, who make FSCJ's work possible.
- One of the College's students, Noel, who has been impacted directly by the generosity, will be speaking. There will also be additional highlights shared from the Foundation and more.

Board Retreat Recap:

President Avendano shared with the Board information relating to the Board Retreat Recap:

- He thanked the Trustees for their participation in the FSCJ Board Retreat, noting it is always nice to set aside the time and focus attention on the year ahead.
- The Retreat was a productive day, and he is excited for all the things on the horizon, especially the Comprehensive Campaign.

- He shared a survey will be forthcoming on the activities and accommodations for future planning. He and Chair Young will be considering what the future plans may look like.
- Should Trustees have any questions, ideas or prospects, please feel free to contact him directly.

VIP 3.0:

President Avendano shared with the Board information relating to FSCJ's Visionary Impact Plan (VIP) 3.0:

- FSCJ's current VIP 2.0 vis-à-vis our strategic plan is scheduled to sunset at the end of 2024.
- The College is starting the process to make the revisions to move the plan forward.
- The current plan in gathering information includes Business and Industry information over the summer, feedback from Faculty, Staff, and students in the Fall along with the current Spring term.
- The College will present findings to the Board at the retreat next year, and a planned adoption at the February 2025 Board meeting.

VP of Student Development:

President Avendano shared with the Board information relating to the Vice President of Student Development:

- The College completed its search for a new Vice President of Student Development. FSCJ is pleased to welcome Elliott Strickland, who joined the College on January 2.
- VP Strickland has extensive experience and background in student services.
- The College is so pleased to have him in this position, which provides leadership over admissions, advising, recruitment, retention, financial aid, disability services, athletics, student life and more.

Mascot Search:

President Avendano shared with the Board information relating to the Mascot Search:

- The College is down to three finalists for the FSCJ Mascot: Kraken, Manta Ray and Sea Dragon.
- Voting is open now at fscj.edu/mascot and will close on February 23. The community, faculty and staff are invited to participate so please get your vote in if you have not already done so.
- The College plans to unveil the winner during this year's Commencement Ceremony on May 9.

Data Dashboard:

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

- Spring Term College Credit Enrollment:
 - Positive variance of 6.5% credit hours for spring 2024 over spring 2023.
 - Represents 106.5% of overall enrollment for spring 2023.
 - Comparing Spring Term 2024 college credit enrollment to the same day in the enrollment cycle for Spring Term 2022, college credit enrollment is currently +11,426 credit hours.
- Spotlight on Programs:
 - Six Sigma Program.
 - Medical Laboratory Technology Associate in Science (A.S.).
 - Radiation Therapy A.S.
 - Pharmacy Technician Career Certificate (C.C.).
- Finance Report shows actual revenues and expenditures compared to budget for the period ending December 31, 2023 and December 31, 2022.
 - Unrestricted fund revenues were approximately the same compared to prior year.
 - Expenditures were up approximately \$1.6M, primarily due to an increase in personnel expenditures.
 - The restricted fund revenues and expenditures reflect both student and grant activities, so the federal stimulus funds account for the significant increase in grant revenues and expenditures in prior years. The funds were fully expended on June 30, reducing the grant revenues and expenses in fiscal year 2024.
- Grants Report:
 - For the 2022-23 award year, FSCJ received more than \$13.8M in grants.
 - Since the November 2023 report, we have received more than \$8.1M, which includes two \$1M-plus grants from the Florida Department of Education.

Aspen Recognition:

President Avendano shared with the Board information relating to the Aspen Recognition for Community College Excellence:

- He shared with Trustees FSCJ had been identified as a top 150 institution by the Aspen Institute.

- FSCJ received notification last week, the College is scheduled for the call/interview, which means FSCJ is really a top 40 community college in the country.
- The College is gearing up for the interview. The interview is scheduled for March 6.
- Following the interview, the College is hopeful to then be a top 25 institution, and continue on our journey to be the best community college in the country.

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 20West Student Housing Agreement, to include the FSCJ/DIA Loan Agreement, loan forgiveness, student housing and moving forward.

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

CONSENT AGENDA:
 (Ref. Board Agenda for
 February 13, 2024; Items 1
 through 6, Pages 202400236 –
 241)

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.

Trustee Thomas McGehee, Jr., requested the removal of the following items from the Consent Agenda:

CA-2. Purchasing: Property Insurance, on agenda page 237 and
 CA-3. Finance: Financial Statements Audit Report for Fiscal
 Year Ended June 30, 2023, on page 238.

Chair Young 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
 February 13, 2024; Items 1
 through 7, Pages 202400242 –
 258)

MOTION: (McGehee – Shaw) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Items 2 and 3, which were moved to Action Items.

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 243 – 244.

MOTION: (Brown – McGehee) The motion was made to approve the revised Board Rule 6Hx7-2.15 – College Calendars and Official College Holidays and Closings 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, Finance: Fees and Charges, on agenda pages 245 – 250.

MOTION: (McGehee – 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 Finance & Audit (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-3:

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 an increase in the cost of materials and supplies, implementation of new training or software, the elimination of a course, material and supplies no longer needed, or an increase in the cost of insurance.

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 4, Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 3, on agenda pages 251 – 252.

MOTION: (Shaw – McGehee) The motion was made to approve the Fiscal Year 2023-24 Operating Budget Amendment No. 3, 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-4:

The F&A Committee was provided an overview of the Interim Financial Statement/Summary of Net Position, Revenues and Expenditures as of December 31, 2023, which relates to both Action Item A-4 and A-5. The only significant change is the increase in student revenue projections resulting from an increase in enrollment. Because of the increase in projected revenue and the upward trends in enrollment, the College is anticipating an increase in the projected fund balance.

As a result, this amendment increases the Personnel Expense budget by \$800,000 for the increase in adjunct faculty and full-time faculty overload due to the increase in enrollment, and the Current Expense budget by \$100,000 due to the increase in utility rates. The Transfer Expense budget increases \$1,630,000 to transfer funds to the Capital Outlay budget for projects on four campuses and centers. The \$1,630,000 will be used to renovate a physical sciences lab at Nassau Center, renovate two rooms at the Advanced Technology Center, renovate the Student Center at Kent Campus and convert two rooms to computer labs at Deerwood Center.

The F&A Committee supports the approval of the amendments, within A-4 and A-5.

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 5, Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 2, on agenda pages 253 – 255.

MOTION: (Shaw – McGehee) The motion was made to approve the Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 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 6, Foundation: Acceptance of Feasibility Study, and Approval for Comprehensive Campaign, on agenda page 256.

MOTION: (McGehee – Brown) The motion was made to approve the Acceptance of Feasibility Study, and Approval for Comprehensive Campaign, 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 7, Academic Affairs: Academic Calendar, 2024-2025, on agenda pages 257 – 258.

MOTION: (Shaw – McGehee) The motion was made to approve the Academic Calendar for 2024-2025, 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 Consent Agenda Item 2, Purchasing: Property Insurance, on agenda page 237.

MOTION: (Odom – Brown) The motion was made to approve the Property Insurance, 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 Consent Agenda Item CA-2:

Vice President of Finance and Administration Dr. Wanda Ford and Executive Director of Risk Management Debbie Monnserratt provided the Committee with an overview of the Property Insurance Renewal. Last year, the College requested a not to exceed amount of \$1.3M because the market was so volatile. As a result, the College switched from one carrier to two carriers, Zurich and AIG (Zurich would not insure for 100%, only 50%, which is the reason for two carriers). The final amount was \$902,803. For the next policy period of 03/01/24 to 03/01/25 the not to exceed amount is \$991,000, which represents a 9.8% increase. The property market is still a hard market with continued natural disasters, but has improved over last year. FSCJ's broker Michele Montgomery stated that the College's cost with the Consortium would be \$1.9M.

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 Consent Agenda Item 3, Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2023, on agenda page 238.

Chair Young stepped out of the meeting. President Avendano moved forward with the meeting.

MOTION: (McGehee – Brown) The motion was made to approve the Financial Statements Audit Report for Fiscal Year Ended June 30, 2023, as recommended.

President Avendano asked if there were any questions or comments by the Board.

F&A Committee Chair McGehee shared the following information relating to Consent Agenda Item CA-3:

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford shared with the Committee that the Florida Auditor General's office reviewed the College's financial statements for fiscal year 2022-2023. The summary of findings showed the College's financial statements were presented fairly; there were no deficiencies in internal control over financial reporting; and the results of tests disclosed no instances of noncompliance. The College's net position increased by \$26.8M, resulting in a year-end balance of \$222.5M.

The F&A Committee supports approval of this item.

President Avendano 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
 February 13, 2024; Items
 A – G, Pages 202400259
 – 270)

President Avendano asked the Board if there were any questions or comments related to Information Items A – G, on agenda pages 259 – 270, and there were none.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD
 FINANCE & AUDIT
 COMMITTEE CHAIR:

The FSCJ Finance & Audit Committee Chair Thomas McGehee, Jr. provided the Board with an overview of the written report relating to the February 2024 quarterly meeting. (Appendix A)

The next meeting of the FSCJ Finance & Audit Committee is scheduled for Tuesday, April 9, 2024, at the College' Kent Campus, Room D-111. The Committee will meet at 10:45 a.m.

Chair Young returned to the meeting.

REPORT OF THE BOARD
 CHAIR:

Prior to reporting to the Board, Chair Young apologized for his brief absence as he had to exit the meeting in order to take an emergency phone call.

For the record, he wanted to comment on the vote for Consent Agenda Item CA-3 as he attended the F&A Committee meeting and wanted to confirm an affirmative vote on that topic/matter.

Chair Young reported on his recent attendance at the FSCJ Board Retreat held on January 26, 2024, noting it was a wonderful event. The Retreat provided an opportunity for the Trustees and Foundation Board members to discuss FSCJ's strategy and future as well as speak to the College's Comprehensive Campaign. This was also an opportunity to gather with staff to discuss current and upcoming topics.

Chair Young dittoed President Avendano's earlier comments regarding sunsetting VIP 2.0 and moving on to VIP 3.0, adding he looks forward to a fantastic future for FSCJ with VIP 3.0.

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 quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix B)

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Dr. Tara Haley addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
EMPLOYEES' COUNCIL
(CEC):

Interim Career Employees' Council 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 provided the Board with a 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)

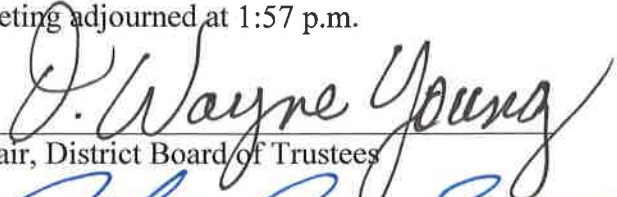

NEXT MEETING:

Chair Young announced the next regular meeting of the Board is scheduled for Tuesday, April 9, 2024, at the College's Kent Campus, Room D-120, 1 p.m.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:57 p.m.

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
FEBRUARY 13, 2024

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided an update on the Vacation Leave December Cash Out. During the November 2023 Board Meeting, the Board approved the recommendation for full-time non-instructional employees to cash-out up to 40 hours of vacation leave hours to be paid on the December 8, 2023, paycheck. With this one-time approval, eligible employees could elect to cash-out up to a maximum of 40 hours of vacation leave so long as the remaining balance equaled 40 hours or more of vacation leave. Sick leave hours and personal sick leave hours were not eligible for this cash-out.

The accrual of vacation leave is an important component of the employee's benefit package and is a significant tool in retention and recruitment. This cash-out of accrued vacation leave provided eligible employees an opportunity to receive additional income during the holidays while reducing vacation leave balances. As a follow-up, 453 employees out of 727 elected this option totaling \$503,890.26 paid out. There was a lot of excitement relating to the cash-out option.

Vice President of Advancement & Executive Director of the FSCJ Foundation Christopher Lambert, J.D., CFRE, Chief Investment Officer Cleve Warren, and PFM Asset Management LLC representatives provided an investment performance review of the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending December 31, 2023.

The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to ensure the availability of short-term liquidity to meet the cash flow needs of the College. The Operating Fund Portfolio's quarterly total return performance of 2.66% exceeded the benchmark performance of 2.59%. As of December 31, 2023, the College had surplus funds of approximately \$36.3M under management with PFM.

Quasi Endowment Funds are derived largely from auxiliary activities. These funds are also managed by (PFM) and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of December 31, 2023 was \$7.3M. The Quasi Endowment Fund portfolio returned 10.30% (net of mutual fund fees) over the 4th Quarter of 2023, compared to its policy benchmark return of 10.16%.

The sound investment of surplus funds and endowment funds can produce additional income to support the operations of the College and student financial aid program while meeting the requirements of safety and liquidity. As of December 31, 2023, the College had investment balances totaling \$43.6M, which compares to \$40.9M as of December 31, 2022. The Committee was very satisfied with the report provided.

This concludes my report.



REPORT OF THE BOARD LIAISON, TRUSTEE DR. ANDREW SHAW FEBRUARY 13, 2024

1. FBOD 1st Quarter Board Meeting - December 6, 2023:

- The Foundation Board held its 1st Quarter Board Meeting on Wednesday, December 6, in the College's Advanced Technology Center.
- 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, the Foundation Board elected a new Board Member, Mr. Jeff Mall, and took action to elect a new slate of officers beginning January 1, 2024 through December 31, 2025.
- The new Foundation officers are as follows:
 - Mr. Brent Lister, President
 - Ms. Valerie Hendrick-Jenkins, First Vice Chair
 - Mr. Danny Barenberg, Secretary
 - Mr. Jeff Mall, Treasurer
- Dr. Avendano shared news regarding campus updates, including the continued reorganization of the Foundation and the planned upcoming holiday party and joint District Board of Trustees and Foundation Board of Directors retreat in January 2024.

2. Comprehensive Campaign Readiness:

- The Comprehensive Campaign Readiness Report was discussed and Erin Phillips Executive Summary report was accepted by the Foundation with a formal vote of the members.
- Questions were posed by the Foundation members and were addressed by Dr. Avendano, Mr. Chris Lambert, and Dr. Pierre Allaire, the College's Campaign Advisor, who gave an update on the progress of the College and Foundation's Campaign Readiness activities, including the following:

- The selection of additional candidates to fill open Foundation Board vacancies.
- Following up from prior Board meetings, a conversation continued regarding the work being done to successfully execute the campaign through staff and volunteer positions.
- Since the Board's last meeting, it was announced that an anonymous donor made a gift in the amount of \$600,000 was made to the FSCJ Foundation for the benefit of the Nursing program's capital improvement needs. This is an area of focus for the Campaign.

3. Upcoming Board Meeting:

- The next Foundation Board meeting is Wednesday, March 6, at 11:30 a.m.

This concludes my report.



Date: February 13, 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: February 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is excited to highlight recent events and updates since our last report. The APC held its annual holiday gathering in December, with a Holiday Hangout at the ATC. This year's event not only included opportunities for fun and fellowship but also a focus on service to assist our students who are parents provide for their children during the holidays. In partnership with our Childcare Access Means Parents in Schools (CCAMPIS) grant, APC members were asked to donate toys for our parenting students. The generosity of all who attended was amazing with 29 toys and games collected on behalf of our 27 CCAMPIS students and their 30 dependents ranging in age from 1 to 4. The donations were made available to students through our CCAMPIS resource closet and truly helped make their holidays and ongoing celebrations extra special.

The APC is looking forward to continuing to advance this year's goals of improved connection, engagement and communication through monthly meetings and events. This month's meeting featured guest speaker, Martina Perry, Assistant Director of Employee Relations and Engagement who shared the comprehensive work that the College is undertaking in Succession Planning. She provided great ideas that managers and supervisors can implement now to facilitate the career advancement of their employees and further support the Visionary Impact Plan 2.0 goal of Investing in Internal Talent. We are also hosting a Brown Bag lunch presentation on Thursday, February 15th featuring guest speakers from Groundwork Jacksonville who will share exciting updates on the Emerald Trail project and spotlight the work that is being done to connect communities throughout Downtown Jacksonville. Later this month, there will be an APC Networking Lunch at Cava Restaurant where we will also be collecting children's books for the North Campus Literacy Fair. Future Spring engagement efforts include representative-led campus meetings, an Emerald Trail walk, a visit to the MOCA or Cummer Museum and a possible St. Johns River boat tour.

Respectfully,

A handwritten signature in black ink that reads "Tara Haley". The signature is written in a cursive, flowing style.

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



Date: February 13, 2024
To: Florida State College at Jacksonville District Board of Trustees
From: Vanessa Gordon, Career Employees' Council Interim Chair / Publicity Coordinator
Re: February 2024 Career Employees' Council Report

Chair Young and Trustees:

There will be no written report provided by the Career Employees' Council (CEC) this month.

Respectfully,

Vanessa Gordon
Career Employees' Council Interim Chair / Publicity Coordinator
Florida State College at Jacksonville
904-997-2639
vanessa.gordon@fscj.edu



February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: February 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

At the end of 2023 and the beginning of 2024, Senate has focused exclusively on three questions. In December we worked on recommendations for the development and support of our “live-online” offerings; in January, we developed a statement concerning the use of AI; in February we began work on a statement concerning academic dishonesty.

In regards to the first issue, Senate has found several issues that arise when it comes to our live-online offerings. These issues are manifold, and are related to scheduling and promoting the courses; having clear definitions about the online portion of the course; dealing with definitions from the state that put live-online courses under the “distance learning” rubric; and clearly communicating relevant information about live-online courses to students when they sign up for them. In December, we produced a draft document that sought to solve all of these issues. Dr. Wall has looked over our recommendations and provided feedback and we will readdress our concerns in March or April. There are lots of aspects of live-online to work out, but we are most concerned with scheduling and pedagogy.

In January, at the request of Dr. Avendano and Dr. Wall, Senate developed and approved the Faculty Senate AI and Academic Integrity Statement (attached as an addendum). The core interests in developing this statement was to find the outer boundaries of our approach to AI in the classroom and at the College. We then requested that faculty in each discipline, department, or program work with each other to develop more specific guidelines for the use of AI in their classrooms. In our statement, Senate emphasized the necessity for faculty and students to learn how to use AI responsibly. We also established four core principles to give general guidance:

1. Artificial intelligence (AI) should not take on the role of the instructor as the ultimate authority or primary source of information and knowledge; and
2. AI should not replace the instructor as the final arbiter of a student’s academic abilities; and
3. In general, AI should not be used to replace the academic skills and/or processes required to know, understand, and demonstrate the material, methods, techniques, and/or practices of the course, whether that be in the workforce or in an academic area; and
4. In general, neither AI nor other electronic tools should supplant the necessary memorization of facts, algorithms, and methods/processes essential to knowing and understanding the material of the course.

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We focused our guidance on the relationship between AI and other tools and academic integrity. We feel as though those concepts, i.e. responsibility and integrity, should guide us in this new world of generative AI. However, we leave to the faculty disciplines the work of determining what that means for each of their areas.

Finally, we wished to focus our attention moving into 2024 on clarifying the importance of academic integrity; improving our processes related to reporting violations of academic integrity and honesty (see my previous letter on the 6-Sigma project related to those process); establishing clearer definitions for integrity; creating campaigns on each campus and in the online environment about the importance of honesty and integrity; and supporting more stringent guidelines in all disciplines regarding the prevention of academic dishonesty. AI and its use figures into this, but in a complicated way, and therefore stands apart in our work. For this reason, we are working on creating a statement on academic integrity that includes reinforcing our professional responsibility to develop ethical and honest students and prevent to the best of our ability dishonest behavior. We recognize as well that this will entail certain changes of culture at the institution, which is part of our work. I hope we can finalize the statement in our March meeting and can then report on it for the next letter to the Board.

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

That concludes my report to the Board.

Respectfully,

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

John Arrington Woodward, PhD
Professor of Humanities and Film Studies
Faculty Senate President
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*Ma perché frode è de l'uom proprio male,
più spiace a Dio; e però stan di sotto
li frodolenti, e più dolor li assale.*

Dante, *Inferno*, Canto XI¹

“Judging by this song [written by AI] ‘in the style of Nick Cave’ though, it doesn’t look good, Mark. The apocalypse is well on its way. This song sucks.”

Nick Cave, Letter in the *Red Hand Files*, Issue #218

We the Faculty Senate of Florida State College at Jacksonville believe that academic rigor and academic honesty are essential to our mission. Students at our College should be challenged by material, concepts, ideas, perspectives, and ideologies during their college experience including in their general education classes. A rigorous education at a minimum asks students to read college-level material, write college-level essays or other material, and hone college-level mathematical and scientific reasoning skills. A general education should broaden a student’s understanding of the human experience and include cultural perspectives and scientifically objective truth. The development of skills through general education must also include the memorization of essential facts, methods, and algorithms.

A rigorous education also implies that students are taught to use the tools available to them in an appropriate, ethical way. The use of academic tools must be balanced with the need for higher education to teach and encourage the development of reasoning skills in the student – for example, the suspension of judgement; the systematic development of knowledge; the methodological steps essential to the sciences; the algorithms essential to math and various other disciplines. Throughout the history of higher education, all disciplines have seen the advent of tools that have aided students and faculty in the processes inherent in the discipline.

Artificial intelligence is such an academic tool that is widely available to students and faculty. And as with any academic tool, students and faculty must learn how to use it ethically and responsibly. As such, the Faculty Senate proposes these general guidelines be adopted by all disciplines and programs:

1. Artificial intelligence (AI) should not take on the role of the instructor as the ultimate authority or primary source of information and knowledge; and
2. AI should not replace the instructor as the final arbiter of a student’s academic abilities; and
3. In general, AI should not be used to replace the academic skills and/or processes required to know, understand, and demonstrate the material, methods, techniques, and/or practices of the course, whether that be in the workforce or in an academic area; and
4. In general, neither AI nor other electronic tools should supplant the necessary memorization of facts, algorithms, and methods/processes essential to knowing and understanding the material of the course.

Furthermore, the Faculty Senate requests that each discipline and program meet in Spring 2024 and draft specific, discipline-oriented, or program-oriented guidelines for and limitations to the use of AI as per the decision of the majority of full-time faculty in that area. Senate will review these guidelines and/or limitations in our May 2024 meeting and formally adopt them for the 2024-2025 academic year. We will also encourage that these guidelines and limitations be updated each year as it is sure that AI and its use will change rapidly for the foreseeable future.

Senate believes that without the necessary guardrails, AI and its use could negatively impact our students’ future in academics and in their professional areas. We stand united in the belief that academic rigor and integrity must remain at the core of FSCJ’s mission and we enlist your support in preserving these essential elements at our institution.

¹ “But since fraud is a particularly human evil,/ and therefore particularly despised by God, further down are/ the fraudulent, and more pain assails them.”



Date: February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February 2024 Student Government Association Report

Greeting 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 between November 2023 and February 2024.

Since the last report, the SGA would like to share the following:

- From November 27th to December 1st the SGA and the Library Learning Commons collaborated on Stress Relief Week, providing refreshments and programming to help students relax and recharge before finals.
- From January 8th – 12th all campuses and centers kicked off the 2024 Spring Term with Welcome Week, where FSCJ student leaders and employees provided students with directions, information on ways to get involved in extracurricular activities, refreshments, caricature portraits, and FSCJ branded swag.
- Throughout January each campus held events celebrating Human Rights Month. This included reflection banners where students could write down what human rights mean to them and a drive benefiting Her Song. This nonprofit organization helps women who are survivors of human trafficking with residential support, programs, and spiritual growth opportunities.
- The final round of voting for the next FSCJ mascot kicked off on January 17th. The SGA has helped promote campus voting, and students have been very engaged in that process.
- Throughout January and the start of February, the SGA has collaborated with the Campus Student Programming Boards to host student mixers and Club Rush events.
- Students in the Anime Club, Symphonic Band, and Mu Alpha Theta Math Honors Society have traveled to instate competitions and events. danceWORKS, Forensics Team, Phi Theta Kappa, Student Nursing Association, and SGA will travel to instate and out-of-state events later this term.
- Students in the Black Student Union, Campus Student Programming Board, and SGA collaborated to create student-led programming for Black History Month, Women's History Month, and Asian American Pacific Islander Celebrations that will be recognized throughout the spring term.
- On February 14th multiple campuses will celebrate Valentine's Day with student social events.

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