

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the November 14, 2023, Regular Meeting
Cecil Center - North, Room A-109, 1 p.m.**

PRESENT:

O. Wayne Young, Chair
Jennifer D. Brown, Vice Chair, Duval County
Roderick D. Odom, Vice Chair, Nassau County (via remote attendance)
Michael M. Bell
Thomas R. McGehee, Jr.
Andrew B. Shaw

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:07 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Roderick Odom 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.

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 November 14, 2023; Pages 202400141 – 174)

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 141 – 174: The September 12, 2023, Finance & Audit Committee Quarterly Meeting, on agenda pages 141 – 143; September 12, 2023, Workshop, on agenda pages 144 – 146; September 12, 2023, Regular Meeting, on agenda pages 147 – 170; and October 10, 2023, Deep Dive Workshop, on agenda pages 171 – 174.

MOTION: (McGehee – Bell) The motion was made to approve the FSCJ DBOT minutes as presented on pages 141 – 174, from the September 12, 2023, Finance & Audit Committee Quarterly Meeting; September 12, 2023, Workshop; September 12, 2023, Regular Meeting; and October 10, 2023, Deep Dive Workshop, 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:

- SACSCOC On-Site Visit: College President John Avendano, Ph.D. provided the Board with information relating to the College's recent SACSCOC On-Site Visit:
- As you know, the College's SACSCOC on-site visit took place late last month. The meetings went well and FSCJ received positive feedback from the visiting reviewers. He was grateful to everyone who participated in the site visit activities as well as those members who prepared the narratives and scheduled the visits. He recognized Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel and Trustees for their contributions and involvement with the visit.
 - Regarding the College's Quality Enhancement Plan, he was happy to share that the full plan was accepted with no recommendations. The reviewers were impressed with the buy-in from faculty/staff and leadership's support. They were especially complimentary of FSCJ's QueST gaming theme. The College is discussing some of their suggestions with the different committees, however, are continuing forward with the current plan as written.
- The FSCJ Master Facilities Plan: President Avendano provided the Board with information relating to FSCJ's Master Facilities Plan:
- FSCJ received recognition as the 2023 Outstanding Public Participation Award by Florida Planning and Zoning Association (FPZA). He recognizing Associate Vice President Morris Bellick, Executive Director of Facilities Planning and Design Danielle Ray, Executive Director of Campus Operations, Events and Special Projects Cameron Fansher and Facilities Planning and Resource Manager Samantha Lazic for their time and outstanding work.
- FSCJ Faculty Union CBA Ratification: President Avendano provided the Board with information relating to FSCJ's Faculty Union Collective Bargaining Agreement (CBA) Ratification:
- The College is excited to have had the FSCJ Faculty, through the leadership of the Union and the Administration Team, reach agreement on a 3-Year Contract pending Board approval. He shared his appreciation to everyone who was

actively involved for all their hours of discussion and debate in order to reach the conclusion. He recognized United Faculty of Florida (UFF)–FSCJ Chapter President Dr. Jason Gibson and Chief Human Resource Officer Mark Lacey for their leadership in the entire process. Thank you to all!

Aspen Prize:

President Avendano provided the Board with information relating to the Aspen Prize for Community College Excellence:

- He shared the College was once again named by the Aspen Institute in the 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence. The prize is known as the signature recognition of high achievement and performance among America's community colleges.
- In being selected to compete, FSCJ is highlighted as a stand-out among more than 1,100 community colleges nationwide.
- He shared it is an honor just to be invited to compete because the recognition exemplifies the commitment and dedication FSCJ's faculty, staff and administrators have toward our students and their success both inside and outside the classroom. In short, this is recognition for community colleges who succeed in attaining exceptional results for all students.
- Over the coming months, FSCJ will submit data and narratives for the intensive review process, culminating with the announcement of the winner in spring 2025.

Downtown Campus Student Experience with KIPP:

President Avendano provided the Board with information relating to the Downtown Campus Student Experience with KIPP college-preparatory schools:

- In September, FSCJ hosted 65 juniors from the KIPP college-preparatory schools for tours to learn about several of our programs at Downtown Campus: culinary, electric, HVAC, welding, mechatronics, automotive, IT, business and early childhood education.
- While on campus, the students also had the opportunity to explore potential career opportunities with FSCJ's Career Coach tool. The College provided the students with information about our student life activities and other helpful resources to get them excited about coming to FSCJ.

- Power of Possible Recap: President Avendano provided the Board with information relating to the Power of Possible recap:
- FSCJ's annual Power of Possible event was held on Thursday, October 19 at the River Club.
 - This year's event was a luncheon format and featured a panel discussion on the power of philanthropy.
 - The College's very own Dr. Jennifer Brown participated as one of our panelists along with Sherry Magill, Whitney Meyer, Melanie Patz and Rachael Tutwiler Fortune, who served as the moderator.
 - The event was a great success and was a wonderful way to kick-start the College's comprehensive campaign fundraising efforts through support of student scholarships.
 - He was happy to report the College will increase the amount of scholarship dollars with this event, having a gross revenue of more than \$100,000. Additionally, with the event being a lunch, FSCJ was able to get the costs down by more than \$20,000, while still having a very successful event.
 - The new Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Chris Lambert was introduced/welcome for the first time to the community.
- VP Searches: President Avendano shared with the Board information relating to the VP searches:
- He shared Vice President of Student Services Dr. Linda Herlocker was retiring next month, and today would be her last official Board meeting. He thanked her for all she had done for the College, including her leadership, commitment and services to the College and role as student advocate for all FSCJ students.
 - The College is nearing the end of the hiring process for our new Vice President of Student Development.
 - The Search Committee has narrowed down the applicant pool to four finalists and hosted open forums for each candidate to introduce themselves to the FSCJ community.
 - We hope to make our final decision later this week.

Mascot Search:

President Avendano provided the Board with information relating to the College's Mascot search:

- As you know, the College launched the search for an FSCJ mascot. The effort was met with great excitement and created a buzz throughout the community.
- The College received quite a bit of media attention, which helped bring in many votes from the community. FSCJ is very excited about this as we want a name that represents the College well within our community.
- In total, FSCJ received 8,672 votes, and 864 write-in votes for unique names to be considered as well. The committee is reviewing all responses and will announce the top three finalists in January 2024.
- The FSCJ mascot will be showed for the first time at the College's Commencement Ceremony in May 2024.

Data Dashboard:

President Avendano shared with the Board information relating to the November 2023 Data Dashboard/high-level view of the institutional data sets:

- Fall Term College Credit Enrollment:
 - Positive variance of 8.2% credit hours for fall 2023 over fall 2022.
- Spring Term College Credit Enrollment:
 - Positive variance of 20% credit hours for spring 2024 over spring 2023.
- Foundation Performance Summary Report:
 - For the fiscal year ending August 30, 2023, non-endowed giving was more than \$1.5 million and total revenue for the FSCJ Artist Series was more than \$7.7 million.
- Grants Report:
 - For this award year, the College has received more than \$4.8 million.
 - Since the September 2023 report, the College received more than \$3.9 million, thanks to tow large grants from the Florida Department of Education.
 - Recently, the College had an unanimous donor provide a \$600,000 grant that will go into our Health Care Nursing Program.
 - FSCJ's Grants Office is doing a superior job.

STRATEGIC
 PROGRAMMATIC
 DISCUSSION:

President Avendano asked if there were any questions or comments by the Board related to his Report, Data Dashboards and/or any other College Strategic matters, and there were none.

CONSENT AGENDA:
 (Ref. Board Agenda for
 November 14, 2023; Items 1
 through 6, Pages 202400175 –
 185)

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 item from the Consent Agenda:

CA-6. Purchasing: Vehicle Fleet Lease Master Agreement, on agenda pages 184 – 185.

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
 November 14, 2023; Items 1
 through 10, Pages 202400186
 – 199)

MOTION: (McGehee – Bell) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 6, which was 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 11 – Student Support Services, on agenda pages 187 – 190.

MOTION: (Brown – Shaw) The motion was made to approve the revised Board Rule 6Hx7-11.1 – Student's Rights and Responsibilities under Section 11, 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.A., Human Resources: Collective Bargaining Agreement (Full-time Faculty), on agenda pages 190-A – 190-NNNN.

MOTION: (Bell – McGehee) The motion was made to approve the Collective Bargaining Agreement (Full-time Faculty), as recommended.

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

Motion carried unanimously.

Prior to moving forward, President Avendano shared his deep appreciation to the Faculty Union and College Administration teams for their countless hours as well as their contribution and commitment to the process. He recognized UFF–FSCJ Chapter President Dr. Jason Gibson for his team leadership and their candid conversation. He then turned the floor over to Dr. Gibson.

UFF–FSCJ Chapter President Dr. Gibson shared with the Board the faculty's appreciation for their continued support, and the opportunity to present a ratified agreement at today's meeting. The agreement solidifies the terms and conditions of employment at FSCJ for the faculty. Therefore, the agreement approved embodies the faculty's best efforts to ensure a place in which we can meet the needs of our community and FSCJ students.

President Avendano presented the administration's recommendation on Action Item 3, Human Resources: Vacation Leave December Cash-Out, on agenda page 191.

MOTION: (McGehee – Brown) The motion was made to approve the Vacation Leave December Cash-Out, 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:

This item was discussed during the F&A Committee meeting and the committee supports the College's recommendation to approve 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. Employees remaining balance must equal 40 hours or more. Sick leave and personal sick leave hours are not eligible.

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 option will provide eligible employees an opportunity to receive additional income during the holidays while reducing the vacation leave liability for the College.

The F&A Committee is in support of this recommendation.

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: Application Fees, on agenda page 192.

MOTION: (Brown – McGehee) The motion was made to approve the Application Fees, 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:

Vice President of Student Service Dr. Linda Herlocker and Associate Vice President of Admissions, Records & Registrar Beth McClain discussed the recommendation to revise the current Application Fee Policy, noting the current process requires an application fee to be paid for each Career, Credit and Clock program of study. The new process will allow a student to pursue programs of study in either Career, Credit or Clock programs without the need to submit an additional application. This change will decrease the number of student

application fees paid by students, decrease the number of applications that must be reviewed by our admissions team, and provide a better experience for our students. Additionally, the budgetary impact is expected to be a \$17,250 loss in revenue annually.

The F&A Committee recommends approval of revising the Application Fee Policy, which allows one application fee to be charged at the time of initial registration regardless of instructional program.

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 Operating Budget Amendment No. 2, on agenda pages 193 – 194.

MOTION: (Bell – Brown) The motion was made to approve the Fiscal Year 2023-24 Operating Budget Amendment No. 2, 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-5:

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford presented Budget Amendment 2, which is requested to increase the Tuition and Student Fee Revenue budget by \$2.3m. The increase in revenue is resulting from increases in enrollment realized for fall term through September 30, 2023. This amendment increases the Equipment Expense budget by \$440k for educational equipment for expansion of Nursing to Deerwood Center and Nassau Center. The remaining \$1.9m has been placed in reserves.

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 6, Finance: FSCJ ACCESS Program, on agenda page 195.

MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ ACCESS Program, 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-6:

Florida Statutes allow inclusive access programs when there is documented evidence that the options reduce the cost of textbooks and course materials for students. Students enrolling in courses under the FSCJ Access program benefit from significantly reduced textbook costs while also benefiting from having access to required resource materials on the first day of classes. Students enrolled in FSCJ Access classes for Fall Term 2023 had a total savings of \$940k.

The F&A Committee recommends the approval of the FSCJ Access Program for Spring Term 2024.

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, Academic Affairs: Activation of Barbering Career Certificate Program, on agenda page 196.

MOTION: (McGehee – Brown) The motion was made to approve the Activation of Barbering Career Certificate Program, 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 8, Academic Affairs: Inactivation of Diesel Systems Career Certificate Program, on agenda page 197.

MOTION: (Bell – Brown) The motion was made to approve the Inactivation of Diesel Systems Career Certificate Program, 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 9, Academic Affairs: Inactivation of Diesel Systems I Career Certificate Program, on agenda page 198.

MOTION: (Shaw – McGehee) The motion was made to approve the Inactivation of Diesel Systems I Career Certificate Program, 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 10, Academic Affairs: Inactivation of Computer Related Crime Investigations Associate in Science Program, on agenda page 199.

MOTION: (Brown – McGehee) The motion was made to approve the Inactivation of Computer Related Crime Investigations Associate in Science Program, as recommended.

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

There was discussion by the Board relating to cyber security skills, cyber technology, decline in course enrollment, a capstone course specific to the program and that other coursework will remain active within a variety of other programs offered at the College.

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 6, Purchasing: Vehicle Fleet Lease Master Agreement, on agenda pages 184 – 185.

MOTION: (Bell – McGehee) The motion was made to approve the Vehicle Fleet Lease Master Agreement, 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-6:

Associate Vice President of Facilities Morris Bellick and Executive Director of Campus Operations, Events and Special Projects Cameron Fansher presented the College's recommendation to lease the College's fleet rather than continue to purchase. The average age of the current fleet of 53 vehicles is 14 years. The fleet supports daily operations for areas such as facilities, security, student services including athletics, risk management/safety, and code enforcement. A large percentage of the fleet would be considered at end-of-life based on physical appearance and the cost to operate/maintain. In addition, few offer current safety features such as anti-theft, anti-lock brakes, electronic stability control, and back up cameras. Leasing fleet vehicles reduces recurring capital outlay expense and often allows vehicles to be sold at equal and greater than market value based on historical trends. The initial lease would be for 30 vehicles for a period of 5 years at an average cost of \$9,000 per year. Future plans would include moving the entire fleet to lease-purchase options.

The F&A Committee is in support of this recommendation.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Rcf. Board Agenda for
November 14, 2023; Items
A – C, Pages 202400200
– 205)

Chair Young asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 200 – 205, and there were none.

REPORT OF THE BOARD

CHAIR:

Chair Young on behalf of the Board recognized Vice President Herlocker for the commitment and support she has provided to the College and its students, and wished her in military terms – “Fair Winds and Following Seas.”

Chair Young shared his appreciation to the remarkable things happening/accomplished recently at the College, including but not limited to enrollment, SACSCOC accreditation, FSCJ’s Mascot and the ratification of the CBA. Great job FSCJ, faculty and staff!

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD

FINANCE & AUDIT
COMMITTEE CHAIR:

FSCJ Finance & Audit Committee Chair McGehee provided the Board with an overview of the written report relating to the November 2023 quarterly meeting. (Appendix A)

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, February 13, 2024.

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 provided the Board with a written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
EMPLOYEES’ COUNCIL
(CEC):

On behalf of the Career Employees Council Chair, Publicity Coordinator Vanessa Gordan addressed the Board and presented an overview of the 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 Board will meet on Friday, January 26, 2024, for a Deep Dive Workshop/Planning Meeting beginning at 9 a.m.

The next regular meeting of the Board is scheduled for Tuesday, February 13, 2024, at the College's Administrative Offices, Board Room 405, 1 p.m.

TOUR OF FSCJ CECIL CENTER:

Chair Young announced that following today's meeting Trustees would be provided with a guided tour of the College's Cecil Center, to include the North and South centers. He asked Trustees to remain if they were available to attend the tour.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:56 p.m.

TOUR OF FSCJ CECIL CENTER:

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

Submitted by: Kimberli Sodek, Secretary to the Board

REPORT OF THE FINANCE & AUDIT COMMITTEE
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE
NOVEMBER 14, 2023

Vice President of Finance and Administration Dr. Wanda Ford presented the revised Finance and Audit Committee Charge and Process document that was reviewed and discussed during the September 2023 committee meeting. The document was updated to reflect a reference to the *Jacksonville community* to instead state the *Duval and Nassau communities*. All other language within the document remains the same.

Vice President Ford and Associate Vice President of Administrative Service Steve Stanford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenues, and Expenditures as of September 30, 2023. Revenues are trending higher than expected as a result of the increase in student fee revenue. All other line items within the revenue and expenditure categories are trending as anticipated.

Chief Human Resource Officer Mark Lacey provided follow-up information from the September 2023 meeting regarding health care benefits. He provided documentation and an overview outlining a comparison of the College's current benefits for 2024 versus what is currently offered via the State Health Insurance Benefit plans.

AVP Stanford provided an update on the third-party payment option for past due student accounts. Prior to spring 2023, FSCJ did not actively offer payment options to students with past due accounts. However, students who were prevented from registering would inquire about options other than the financial burden of paying the entire amount due. The only option offered by the College was an internal payment plan, which was very manual and could not be scaled to handle very many students. Prior to January 2023, Student Financial Services only processed an average of 5 payment plans per term. After partnering with Flywire (a third-party), FSCJ has progressed from offering payment options to 5 students per term to 905 students per term. These students are currently on payment plans or have completely paid the balances. In 9 months, the College has collected \$384k in payments from past due accounts. This new initiative has proven to be a gamechanger for our students as well as the College.

This concludes my report.



Date: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2023 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share updates since our last report. In an effort to increase connection, communication and engagement throughout the College during this academic year, the APC decided to hold quarterly meetings at various campuses other than the regular Downtown location. The November meeting was held at the South Campus with all administrative and professional employees invited to attend. In addition to the APC officers and representatives, 10 new administrative and professional employees also joined the meeting to learn more about the APC and how they can become more involved.

During the months of October and November, the campus and center representatives held Fall open house/meet and greet style meetings at their respective locations with great reception and attendance. Feedback received from those in attendance included questions regarding ongoing construction at the South Campus, results of the FSCJ Stay Survey, and flexibility of salary-band guidelines for new hires. As a result of the questions received, representatives from Campus Operations and Facilities and HR will be invited to attend upcoming APC meetings. Dr. Dumouchel has also been invited to present on the data collection process and findings of the Stay and Institutional Effectiveness surveys at the January 11th APC meeting.

The APC is looking forward to continued employee engagement efforts with the upcoming Holiday Hangout and networking breakfast for all administrative and professional employees on December 14th in the ATC. The event will not only focus on fun and fellowship, but will also include a service-oriented focus. The APC will be collecting new, unwrapped children's toys and supplies as donations for our FSCJ student parents who receive the Child Care Access Means Parents in Schools (CCAMPIS) grant. These donations will help alleviate the concerns voiced by our students who are parents in being able to provide gifts for their children during the holidays.

Wishing everyone a safe, healthy and happy holiday season!

Respectfully,

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

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



Date: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

From: Phillip Delacruz, Career Employees' Council Chair, 2022-2023

Re: November 2023 Career Employees' Council Report

Chair Young and Trustees:

Following my prior report provided this past September, I thank you for this opportunity to share with you the most recent update of the Career Employees' Council (CEC).

Strategic Planning

As I conclude my one-year commitment (expiring this November) serving as CEC Chair, I hoped to help the Council plan for future growth and improvements of the CEC (in accordance with APM 02-1907 (https://www.fscj.edu/docs/default-source/apm/02-1907.pdf?sfvrsn=8f0380d5_4%C2%A0)). Thus, the most recent Strategic Initiatives have involved Learning, Achieving, Ideation, and Restorative Planning:

Learning

Over the past year, I was happy to report on an array of accomplishments and milestones achieved by its members. For long-term growth, in my advisement to the Council Board, two items remain beneficial to explore for the development and implementation of rudimentary processes to cultivate talent and team chemistry for subcommittee work group environments, as well as of rudimentary processes to develop its communication effectiveness as when Representatives serve as advocates for career employee, student, and College interests – the Council has faced its share of internal challenges in these areas over years past. And, as a result, the Council is:

1. Advised with initiating the research, development, and information sessions on the practical uses of “Team Charters” and “Road Maps” to serve as recruiting tools, as work group guides, and as data points for measuring future success.
2. Advised to rely on available professional development opportunities, one namely being the Office of Training and Organizational Development’s “Communication Certification Program (<https://training.fscj.edu/resources/certificate-programs/communications-certificate>),” to assist its future leaders, when needs arise, with developing its teams in conflict resolution/management/ de-escalation techniques, effective communication skills, Interest-Based Problem-Solving, and business etiquette – all to enhance its ongoing advocacy efforts and for supporting a healthy CEC work group environment.

Achieving / Ideation

As we may know, Career Employees' central interests center on the challenges of career pathing, compensation, and economic mobility. As a result, the Council was invited to undertake a fundraising expansion to accelerate and increase the annual frequency and support of career development and scholarship. To do so:

1. The Fundraising Committee researched and developed new fundraising events:
 - a. On November 6, 2023, the Council executed a new winter holiday season "Christmas Wreath" fundraiser sale to increase the annual frequency and monetary value of the CEC Book Awards.
 - b. To further bolster proceeds, the Fundraising Committee plans to also execute its annual Poinsettia/Fern/Office Plants Sale as well as an additional Holiday Candle Sale later this year.
 - c. Lastly, on the horizon is a perpetual online fundraiser sale in development.

Restorative

Restoratively, the Council Board does understand that elections can help attract and cultivate talent and expertise; reenergize teams; develop future advocacy and future leaders. However, with great sensitivity and understanding of its challenges, an election for Representatives (as stated policy in its Bylaws) has not occurred in many years – though the topic has been discussed at length. With the two aforementioned Learning initiatives advised (for recruiting and community building):

1. The Council was supportively tasked, since April 2023, to deliver an October 2023 Election so to support a November 2023 Board and Representative orientation/transition period. The newly formed Election Committee, as it stands, did miss the target time frame last month; however, the Council's Parliamentarian is now tasked with advising, supporting, and addressing the work group composition specifically with experienced and neutral, internal governance group partners to advise the current Elections Committee if/when needed (such as to reach out to the Administrative and Professional Collaborative Ex-Officio – with expertise in conducting proper elections).
2. Additionally, the Council successfully amended its Bylaws from 2015 to 2023 to contemporize various policies -- namely, to remedy the prior obstructing voting majority policy (an arbitrary/obsolete number as it was: "13") to instead be in stronger alignment with Robert's Rules of Order majority ruling.

In summation, The Council is committed to the Mission, Vision, and Values of FSCJ. It is fully committed to ensuring that students have a positive and successful student experience. We look forward to continued collaboration as we continue to make FSCJ a great place 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 appreciation to the District Board of Trustees for your time, effort, and support that you bring to the "Community's College."

Respectfully,

Phillip Delacruz, MFA
Career Employees' Council Chair, 2022-2023
Florida State College at Jacksonville
904-646-2178 / phillip.delacruz@fscj.edu



November 14, 2023

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

From: John A. Woodward, PhD

Re: November 2023 Faculty Senate Report

Chair Young and Fellow Trustees:

Senate's concerns or interests going into this year were to work on improving our outcomes for students in our online courses; work on improving our academic dishonesty reporting and processes; help to craft a more academic and collegial environment for our faculty and students by emphasizing academic discourse and civility; improve the relationship between faculty and students inside and outside of the classroom. We have made some inroads but there is still work to do.

The QEP we designed for our SACSCOC review, as I mentioned in my previous letter, is the culmination of much work over the past several years – some of it from even before the pandemic. The work also resonates with new federal guidelines about online instruction, the so-called RSI Guidelines (Regular Substantive Interaction). Our work in the FSCJ Online committee, sparked by some professional development opportunities offered by the Faculty Academy, led to our encouraging faculty to create more videos and have more of a regular presence in the online classroom environment as a matter of it being a good practice. We worked on those guidelines in Spring of 2021, and I sent our recommendations to all faculty in November of 2021. So this discussion was one we were engaged with before the new federal guidelines. In fact those guidelines support our own conclusions in discussions in our committee. Needless to say we are well positioned to be successful, although we still need to work on developing our faculty and assisting them in creating videos and disseminating them regularly. We will work on that development throughout next year and I hope we can make some real positive changes in the way we and our students think about online instruction.

Before I move away from our SACSCOC reaccreditation, I must take a moment to thank Dr. Jerrett Dumouchel for all of his work on the project. I will also mention Dr. Audrey Antee and her inimitable work on our QEP. And I also want to publicly thank our faculty who volunteered part of their day to speak with the SACSCOC members who visited our campuses. These faculty are shining examples of the quality of faculty we have at the college and their dedication to our mission:

Bryan Spohn
Harpreet Malhotra
Matthew Keyes
Lanh Bloodworth
Maureen McCormick
Matthew Simmons

Stephen Lukas
Tina Jenkins
Paul Soar
Bill Meisel
Yakup Bilgili
Pam Brauda
Alicia Byrd
Wil Kaiser
Katherine Rawls
Shawna Coram
Theresa Menotte
Suzanne Hess
Carol Neil
Doug Kines
Mary Dumbleton
John Salazar
Kim Fahlgren
Scott Cason
Brad Biglow
Marilyn Painter
Lyn Noble
Julie Dearriba-Montgomery
Luz Font
Jeniah Jones
John Mayes

The work on our academic dishonesty reporting is in a 6-sigma committee at the moment. This question of honesty is integral to our success as a college and our students' success in the 'real world'. And it is especially important to our online offerings. We have only just discovered evidence that indicates some students may be paying other people to take their online courses for them. This new world of education entails new methods of exploring honesty, promoting it, and looking into avenues for making it more difficult – including possibly rethinking how we teach the material and how we test students' knowledge of the material. And while our committee is focusing on our reporting structure, what we have come to realize is that there are other aspects of this question that we must explore. The Senate committee on Academic Honesty will pick up this aspect of the question and work on professional development and guidelines for faculty.

The professional development opportunities surrounding academic honesty and the use of AI in the classroom is one of the sparks that I hope can lead to more academically engaged relationships at the college. Each discipline and area will need to discuss the limits of AI and its potential as well as establish course-wide policies about its use. The discussion around these issues will be invigorating and difficult. We should also include students in these discussions, and give them access to the very debates that will inform their futures in the workplace. We must also take time to be more focused in addressing civility and respect for faculty both inside the classroom and outside of it. That will be a longer project and I hope Senate can take it up in the next few months.

Finally, as I mentioned in the last letter, our data suggests early success in rebuilding deeper relationships with our students. I hope this creates an environment where education is not seen as a transaction and is instead seen as an opportunity for personal and professional growth. The more the faculty show their support for their colleagues and their students, the more they show up to events and sit in the audience and listen to speeches and watch video projects; in summa the more they show a commitment to the development of the students as a well-rounded member of society, the more their actions inside and outside of the classroom will positively affect our students.

That concludes my report to the Board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward". The signature is fluid and cursive, with a long horizontal stroke at the end.

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: November 14, 2023

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2023 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 September 2023 and October 2023. All of the extracurricular events hosted by the SGA and Student Life are led by students, for all students.

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

- Alpha Psi Omega National Theatre Honor Society, EV Battery and Electrathon Team, and the Fintech Club became chartered clubs at FSCJ.
- SGA Officers participated in the Pizza with the President events at North Campus, Nassau Center, and Kent Campus. Students were able to exchange views and provide updates with Dr. Avendano.
- Throughout the months of September and October, the Deerwood Center and Kent Campus held Caffeine Kick Off Days in order to provide social gatherings for students and employees to network and meet.
- SGA Officers attended the Power of Possible Luncheon along with other student leaders on October 19th at the River Club and were able to share their stories with donors sitting at their tables.
- During the week of October 23rd, SGA Officers and various students participated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) student group interviews.
- On October 20th, sixteen students attended the Leadership Symposium at the Downtown Campus Art Gallery and fourteen students were recognized by completing the FSCJ Leadership Certificate Program.
- From October 23rd-26th, Spirit Week occurred and was led by North Campus VP Johnathan Blackburn and Collegewide VP Cornelius Burkins. Throughout the week students and employees were able to dress up based on various themes to show their school spirit. On Thursday, the SGA and Athletics hosted Spirit Day which featured a cookout, tailgating games, a dunk contest, a three-point contest, basketball scrimmages, a knocker ball match, and door prizes.
- During the fourth and fifth weeks of October, all of the campuses and centers hosted their respective Fall Fest events that featured refreshments, games, music, costume contests, and a blood drive.
- On Oct. 26th, 30th, and 31st, SGA officers and FSCJ students volunteered with the Jacksonville Zoo Spooktacular.
- From Nov 6th-8th, SGA Officers will attend the FCSSGA Legislative Conference in Tallahassee, where the students will be able to meet with Legislators about issues that affect students.
- Auditions for the 57th Annual Talent Show will occur on the week of November 13th.

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