


September 5, 2023

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: September 2023 Board Agenda

Enclosed please find materials in support of the September 12, 2023, Board meeting.

All meetings of the Board will be held at the College's Administrative Offices, 501 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room 403A. The Board Regular Meeting will begin at 1 p.m., Board Room 405.

- SACSCOC Onsite Visit Prep
- FSCJ Honors Program

Should you have any questions, or if you are unable to attend one or both of the meetings, please let me know.

**Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
A G E N D A
September 12, 2023 – 1 p.m.
Administrative Offices, Board Room 405**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COMMENTS BY THE PUBLIC

The District Board of Trustees welcomes comments before the Board relating to matters under the Board's consideration during today's meeting. Those who wish to address the Board are required to complete a Public Comment Request form* prior to the meeting. Requestors will be called upon by the Board Chair. Comments are limited to three minutes per person, and the Board is not required to respond.

MINUTES OF THE JULY 11, 2023, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 61-64)

MINUTES OF THE AUGUST 8, 2023, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 65-67)

MINUTES OF THE AUGUST 8, 2023, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 68-89)

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

Trustees may remove item(s) from the Consent Agenda for individual consideration under Action Items.

1. Purchasing: Annual Contract Extensions (p. 90-93)
2. Facilities: Certificate of Final Inspection for the North Campus – Re-Paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road (p. 94)

ACTION ITEMS

1. Approval of Consent Agenda (p. 95)
2. Human Resources: Employee Group Plans for Health, Dental and Vision Insurance (p. 96-100)
3. Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 1 (p. 101-102)
4. Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 1 (p. 103-105)
5. Finance: Fiscal Year 2023-24 Carry Forward Spending Plan (p. 106)
6. Facilities: Project Priority List, Fiscal Year, 2023-24 through 2027-28 (p. 107-113)
7. Academic Affairs: FCS Affordability Report (p. 114-132)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 133-134)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 135)
- C. Finance: Investment Reports for Quarter Ended June 30, 2023 (p. 136)
- D. Facilities: Change Orders – North Campus Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road (p. 137-138)

Subject: FSCJ DBOT Regular Meeting
September 12, 2023, Board Agenda
(Continued)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (Written report provided by Dr. Tara Haley)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Phillip Delacruz)

REPORT OF THE FACULTY SENATE (Report provided by Dr. John Woodward)

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Written report provided by Jazmyn Arce)

NEXT MEETING

The Board will meet on Tuesday, October 10, 2023, at the College's South Campus for a Deep Dive Workshop. The workshop will convene at noon in the Lakeside Room.

The next regular meeting of the Board is scheduled for Tuesday, November 14, 2023.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the July 11, 2023, Deep Dive Workshop
Administrative Offices, Board Room 405, Noon**

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

ABSENT: Michael M. Bell, Chair

CALL TO ORDER: On behalf of Chair Michael Bell, Vice Chair Wayne Young called the meeting to order at 12:10 p.m. and welcomed those in attendance. He acknowledged the presence of Trustees Roderick Odom and Dr. Andrew Shaw via remote attendance.

WELCOME/
INTRODUCTIONS: College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had three discussion topics. He introduced Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel, who will share with the Board an overview of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) Self-Evaluation results. He then introduced Chief Human Resource Officer Mark Lacey, who will share information pertaining to the College President's Performance Evaluation and 2023-24 Goals & Objectives.

INFORMATION/
DISCUSSION:

A. 2022-23 FSCJ DBOT
Self-Evaluation Results:

Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel provided the Board with an overview of the DBOT's Self-Evaluation results. The overview included information pertaining to the following:

- 3rd Consecutive Year with same Self-Evaluation Instrument.
- Well-rounded Online Tool Survey, Obtained from Aspen Awarding Winning Schools, Association of Florida Colleges (AFC), Department of Education and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Evaluation Survey with Six Sections, to include Statements and Open-ended Questions.
- Discussion/Feedback on the Self-Evaluation Instrument.

- Themes Resulting from the DBOT Self-Evaluation, to include:
 - Enrollment.
 - Social Involvement.
 - Community Engagement.
 - DBOT Involvement & Role with FSCJ Foundation.
 - Legislative Affairs (i.e., Annual Tallahassee Visit During Session/Additional Tallahassee Visits During Non-Session Times).
 - Professional Development Opportunities.
 - DBOT Campus/Center Visits/Tours.
 - Review Year over Year DBOT Self-Evaluation Instruments & Set Collective Goals/Areas of Focus.

There was in-depth discussion by the Board relating to enrollment trends, value of higher education, social and community engagement, involvement with FSCJ Foundation, Trustees' roles, professional development, open seats within Board membership, orientation with new Board members, Florida Sunshine Law, fiduciary responsibilities, collaborative conversations at Deep Dive Workshops, serving on committees, touring of campuses/centers, review of year over year evaluation results, setting collective goals/areas of focus for the Board and seeing growth within the Trustees.

President Avendano asked Trustees to send their thoughts/ideas relating to collective goals and/or areas of focus to himself or Board Liaison Kimberli Sodek for the Boards' review at a future DBOT workshop.

Additionally, Associate Vice President Dumouchel shared with Trustees that a printed copy of the College's 2021-22 FACT Book was at their place for information purposes.

**B. College President
 Performance Evaluation:**

Chief Human Resource Officer (CHRO) Mark Lacey provided Trustees with a summary of the College President Performance Evaluation for 2022-23. The summary included information pertaining to the following:

- Evaluation Survey with Eight Factor Categories, to include Statements and Additional Comments for the President.
- Review and Discussion of the Aggregated Results.
- Factor Category Ratings/Scoring.
- Approval of Evaluation.
- Incentive Performance.
- Timeline of Next Steps.
- Preparation of August 2023 Board Agenda Items.

There was discussion by the Board regarding the aggregated results, category ratings/scoring, enrollment goals, enrollment projections, trend data, high school yield, student success, adult student population and market planning for workforce development and career certificate programs.

C. 2023-24 Goals &
Objectives for FSCJ
President John Avendano,
Ph.D.:

President Avendano and CHRO Lacey provided the Board with information relating to the 2023-24 Performance Goals & Objectives for FSCJ President John Avendano, Ph.D.

There was discussion by the Board regarding President Avendano's 2023-24 Performance Goals & Objectives for the coming year and in-depth discussion regarding his 2022-23 Performance Goals & Objectives relating to his Performance Incentive bonus, noting Trustees were very pleased with President Avendano's performance and achievements over the last year as indicated in his evaluation.

Per the President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. Therefore, after in-depth discussion, there was consensus among the Trustees to propose at the August 2023 regular meeting a motion relating to the goals and objectives for President Avendano's 2022-23 Performance Incentive. The Board would present President Avendano with \$50,550 of the performance incentive bonus based on the performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President. In addition, the 2023-24 goals and objectives for President Avendano shall be added to the College President's Contract of Employment under Amendment Five – Exhibit Seven.

Additionally, there was consensus among the Trustees to propose at the August 2023 regular meeting a motion to amend the length of President Avendano's employment contract, noting the contract is to be extended by one year. Therefore, his employment contract will be modified to read July 1, 2019 through June 30, 2026.

President Avendano expressed his sincere appreciation to the Trustees for their support and confidence. He thanked the Board for their generosity of the performance incentive, noting he would donate funds towards the FSCJ Foundation Campaign. He and his wife pledged many years ago to help support students when/where possible. Therefore, they would do so again this year by donating to the FSCJ Foundation in support of FSCJ students.

ADJOURNMENT:

There being no further business, Vice Chair Young declared the meeting adjourned at 1:49 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 8, 2023, Workshop
Administrative Offices, Room 403A, Noon**

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

ABSENT: None

CALL TO ORDER: Chair Michael Bell called the meeting to order at 12:07 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Wayne Young via remote attendance.

WELCOME/
INTRODUCTIONS: College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had only one discussion topic prior to adjourning for Executive Session. The topic was that of the Board's Governance Structure, which included the organization of the Board for Fiscal Year 2023-24. The Executive Session/Shade Meeting will be to discuss the progressive made to date regarding the Faculty Collective Bargaining Agreement.

INFORMATION/
DISCUSSION:

- A. District Board of Trustees Governance Structure: President Avendano provided the Board with a brief overview of the Fiscal Year 2023-24 Governance Structure. The overview included information pertaining to the upcoming election process, officers' two-year term cycle, approval of the Board's meeting schedule, seating of the Finance & Audit Committee members and the appointment of liaison to the Florida State College at Jacksonville (FSCJ) Foundation Board of Directors (FBOD).
- Additionally, President Avendano thanked Chair Bell for his leadership and commitment as Board Chair from 2021-23. President Avendano shared he was very fortunate to have worked alongside Mike Bell and Mac McGehee as Board Chairs, noting both have been amazing through their guidance and being readily available at all times.
1. Organization of the Board – Fiscal Year 2023-24: President Avendano brought forward the discussion of the Organization of the Board for Fiscal Year 2023-24.

- a. Election of Board Officers: Chair Bell proposed a slate of officers to be considered at the August 2023 regular meeting. The proposed slate was as follows: Trustee Wayne Young as Chair; Trustee, Dr. Jennifer Brown as Vice Chair, Duval County; and Trustee Rod Odom to continue to serve as Vice Chair, Nassau County.
- There was consensus among Trustees to move forward with the proposed slate of officers for FY 2023-24.
- b. Board's Meeting Schedule: President Avendano provided Trustees with the proposed DBOT Meeting Schedule for Fiscal Year 2023-24, noting two or more meetings will be held at various FSCJ locations in order to familiarize Trustees with the different campuses and centers, while showcasing certain areas and programs.
- There was consensus among Trustees to move forward with the proposed meeting schedule for FY 2023-24.
- c. Liaison & Committee Appointments: President Avendano shared with the Board that Trustee, Dr. Andrew Shaw agreed to volunteer to serve as the liaison to the FSCJ FBOD. Therefore, if there were no other volunteers, Trustee Shaw would move forward to be appointed to serve as liaison.
- There was consensus among Trustees to move forward with the appointment of Trustee Shaw as the liaison to the FSCJ FBOD for FY 2023-24.
- President Avendano shared with the Board that through his prior conversations with Trustees relating to the Finance & Audit Committee, three members showed interest in serving on the committee. The members were Trustees Mike Bell, Mac McGehee and Rod Odom. Therefore, if there were no other volunteers, the members would move forward to be appointed to the committee.
- There was consensus among Trustees to move forward with the three members to be appointed to the Finance & Audit Committee for FY 2023-24.
- Trustee Young expressed his appreciation for the Trustees willingness to serve as officers, liaisons and committee members.

ADJOURNMENT:

There being no further business, Chair Bell declared the workshop adjourned at 12:16 p.m. in order to convene the Executive Session.

EXECUTIVE SESSION:

Executive Session and Board discussion regarding the Faculty Collective Bargaining Agreement and related labor matters pursuant to Section 447.605, Florida Statutes will convene for approximately 45 minutes. Pursuant to Section 447.605, Florida Statutes, the Executive Session is closed to the public and exempt from the provisions of Section 286.011, Florida Statutes. Documents prepared for the Executive Session pertaining to faculty collective bargaining are confidential and exempt from Section 119.07(1), Florida Statutes.

Attendees: FSCJ DBOT Members; FSCJ College President; FSCJ Provost/Vice President of Academic Affairs; FSCJ Vice President of Finance and Administration; FSCJ Outside Attorney; and Florida Professional Reporter.

ADJOURNMENT:

There being no further business, Chair Bell declared the Executive Session adjourned at 12:56 p.m. in order to reopen the DBOT Workshop.

Chair Bell shared with Trustees that the next meeting of the Board would immediately follow today’s workshop. The Board will convene at 1 p.m., Board Room 405.

There being no further business, Chair Bell declared the workshop adjourned at 12:57 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 8, 2023, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

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

ABSENT: None

CALL TO ORDER: Chair Michael Bell called the meeting to order at 1:08 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Wayne Young via remote attendance.

PLEDGE: Chair Bell led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC: Chair Bell 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 Bell 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: Chair Bell asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the May 16, 2023, Deep Dive Budget Workshop, on agenda pages 3 – 6; June 13, 2023, Workshop, on agenda pages 7 – 10; and June 13, 2023, Regular Meeting, on agenda pages 11 – 33, and there were none.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the May 16, 2023, Deep Dive Workshop; June 13, 2023, Workshop; and June 13, 2023, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE

PRESIDENT:

- Convocation 2023: College President John Avendano, Ph.D. provided the Board with information relating to Convocation 2023:
- Thursday, August 24, South Campus Gymnasium.
 - Theme: “Where Everyone Knows Our Names.”
 - Breakfast begins at 8:30 a.m. in the cafeteria.
 - Program begins at 9:45 a.m. in the gymnasium.
 - He hopes to see everyone there.
- Dental Hygiene Program Success: President Avendano provided the Board with information relating to FSCJ’s Dental Hygiene Program Success:
- 100% of FSCJ’s 2023 Dental Hygiene Associate in Science graduates passed the National Board Dental Hygiene Exam on the first attempt.
 - 14th consecutive year with 100% pass rate.
 - Scores in the 93rd percentile nationally.
- SACSCOC Status: President Avendano provided the Board with information relating to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Status:
- The on-site committee visit is scheduled for October 23-26, 2023. The College is working to prepare all faculty and staff with basic information, as reviewers are known to ask questions to measure Collegewide support and engagement.
 - FSCJ will receive the SACSCOC Board of Trustees’ review and decision in June 2024.
- Heart Walk: President Avendano provided the Board with information relating to the Heart Walk:
- American Heart Association (AHA) Heart Walk, Saturday, September 9.
 - FSCJ has several teams across the College who will be raising funds and walking together to show support for this wonderful cause.

FSCJ Comprehensive
Campaign – Steering
Committee:

President Avendano shared with the Board over the past month he has spent a considerable amount of time engaging community leaders and influencers on the idea of being part of the College's Comprehensive Campaign – Steering Committee.

Local Elected Officials
and Delegates:

President Avendano shared with the Board the College recently had a number of visits to and from local elected officials and delegates relating to FSCJ campus/center tours. The tours showcase the different campuses/centers along with what the College has to offer to our community.

Department of Education
Panel Meeting:

President Avendano shared with the Board he had a unique experience last week. He was invited to be one of the two state college presidents to serve on a Department of Education (DOE) panel committee, wherein the panel discussed the process establishing the cut scores for K-12.

Data Dashboard:

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

- Summer Term College Credit Enrollment:
 - Positive variance of 7.4% credit hours for summer 2023 over summer 2022.
- Fall Term College Credit Enrollment:
 - Positive variance of 9.5% credit hours for fall 2023 over fall 2022.
- There is a spotlight on FSCJ's Honors Program, which provides Associate in Arts (A.A.) students with opportunities for academic excellence, service-learning, leadership development and fellowship within an intellectually vibrant, culturally diverse and student-centered learning environment.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending May 31, 2023 and May 31, 2022.
 - Unrestricted fund revenues were down approximately \$6 million from the prior year, mostly due to less cost recovery from COVID stimulus funds.
 - Expenditures are down \$15.7 million, due to the payoff of the energy savings loan in FY 2022.

- 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 FY 2022. Most of the funds have been expended, reducing the available amount in FY 2023.
- Grants Report:
 - For the 2022-23 fiscal year, FSCJ received almost \$13.9 million in grants.
 - There is also a spotlight on FSCJ's camps – made possible through grants.
 - FSCJ's Grants Office is stellar.

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
 August 8, 2023; No Consent
 Items)

Chair Bell shared with Trustees that there were no Consent Items on today's agenda. Therefore, the Board would move directly to the Action Item section of the agenda.

ACTION ITEMS:
 (Ref. Board Agenda for
 August 8, 2023; Items 1
 through 13, Pages 202400034
 – 54)

President Avendano presented the administration's recommendation on Action Item 1, Administrative Procedure Act – Board Rules, Section 9 – Instruction, on agenda pages 34 – 35.

MOTION: (McGehee – Brown) The motion was made to approve the revised Board Rule 6Hx7-9.9 – Adjunct Instructor Work Load and Instructional Responsibilities under Section 9 – Instruction, as recommended.

Chair Bell 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, Human Resources: Salary Increase, on agenda page 36.

MOTION: (McGehee – Shaw) The motion was made to approve the Salary Increase, as recommended.

Chair Bell 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, Administration: Annual Salary Index, on agenda pages 37 – 38.

MOTION: (Brown – McGehee) The motion was made to approve the Annual Salary Index, as recommended.

Chair Bell 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, Administration: Winter Break Extension, on agenda page 39.

MOTION: (McGehee – Brown) The motion was made to approve the Winter Break Extension, as recommended.

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

Motion carried unanimously.

Chair Bell stated as chair, he would like to present the next three Action Items relating to President John Avendano's employment contract.

There being no objections, Chair Bell proceeded.

Chair Bell presented the College administration's recommendation on Action Item 5, Administration: Performance Evaluation – Dr. John Avendano, College President, on agenda page 40.

MOTION: (Young – McGehee) The motion was made to approve the Performance Evaluation – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Bell presented the College administration's recommendation on Action Item 6, Administration: Performance Incentive – Dr. John Avendano, College President, on agenda page 41.

MOTION: (Brown – McGehee) The motion was made to approve the Performance Incentive – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Bell presented the College administration's recommendation on Action Item 7, Office of General Counsel: College President's Contract of Employment; Amendment Five, on agenda pages 42 – 46.

MOTION: (Brown – McGehee) The motion was made to approve the College President's Contract of Employment; Amendment Five, as recommended.

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

Motion carried unanimously.

President Avendano expressed his sincere appreciation for the Board's support.

President Avendano presented the administration's recommendation on Action Item 8, Purchasing: Annual Contract Extensions, on agenda page 47.

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

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

Trustee Thomas McGehee declared a conflict of interest on Action Item A-8, and recused himself from voting on the item. He stated he has family members who are associated with the supplier, W.W. Gay Mechanical Contractor, Inc. (Appendix A)

Chair Bell 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 9, Finance: 403(b) Retirement Plan – DROP Participation, on agenda page 48.

MOTION: (Brown – McGehee) The motion was made to approve the 403(b) Retirement Plan – DROP Participation, as recommended.

Chair Bell 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, Finance: Fees and Charges, on agenda page 49.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 11, Academic Affairs: Revised Academic Calendar, 2023–2024, on agenda pages 50 – 51.

MOTION: (McGehee – Brown) The motion was made to approve the Revised Academic Calendar, 2023–2024, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 12, Academic Affairs: Activation of Entrepreneurship in Interior Design Advanced Technical Certificate Program, on agenda page 52.

MOTION: (McGehee – Brown) The motion was made to approve the Activation of Entrepreneurship in Interior Design Advanced Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 13, Academic Affairs: The Virtual Florida Postsecondary Education Program Planning Institute Registration, on agenda pages 53 – 54.

MOTION: (McGehee – Brown) The motion was made to approve the Virtual Florida Postsecondary Education Program Planning Institute Registration, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:

(Ref. Board Agenda for August 8, 2023; Items A – B, Pages 202400055 – 58)

Chair Bell asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 55 – 58, and there were none.

REPORT OF THE BOARD CHAIR:

Chair Bell stated how proud he is of President Avendano and team for their hard work and dedication over the last several years, noting it is already making a difference. The work of the institution is vital to the future prosperity of the community.

Chair Bell shared a special thanks to Board Liaison Kimberli Sodek, who was very helpful while he served as Board Chair.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

ORGANIZATION OF THE BOARD:

Chair Bell turned the meeting over to President Avendano to conduct the Board's annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2023-24.

A. Election of Officers: President Avendano stated before the Board was the election of three Board officers – the positions of Chair, Vice Chair for Duval County and Vice Chair of Nassau County. He opened the floor for nominations of officers.

Chair Bell nominated the following slate of officers:

Trustee O. Wayne Young for the officer position of Board Chair. Trustee Young accepted the nomination.

Trustee, Dr. Jennifer D. Brown for the officer position of Vice Chair for Duval County. Trustee Brown accepted the nomination.

Trustee Roderick D. Odom to continue as the officer position of Vice Chair for Nassau County. Trustee Odom accepted the nomination.

MOTION: (McGehee – Brown) To close the nominations and approve the proposed slate of officers, as recommended.

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

Motion carried unanimously.

B. Approval of Meeting Schedule for Fiscal Year 2023-24:

President Avendano stated before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2023-24, noting a copy of the proposed schedule was previously provided to Trustees for their review and consideration.

MOTION: (Brown – Bell) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2023-24, as recommended. (Appendix B)

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

Motion carried unanimously.

C. Liaison & Committee Appointments for Fiscal Year 2023-24:

President Avendano stated before the Board was the selection of the 2023-24 Liaison and Committee Appointments, noting the appointments would be the first official actions of the newly elected Board Chair.

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

President Avendano acknowledged the attendance of Chair Wayne Young via remove attendance (phone) due to his being currently out of town. Therefore, as they previously discussed and on behalf of Chair Young, President Avendano would move forward with the appointments, accordingly.

1. Appointment of Liaison – FSCJ Foundation Board of Directors: On behalf of Chair Young, President Avendano appointed Trustee, Dr. Andrew Shaw to represent the Board as Liaison to the FSCJ Foundation Board of Directors. Trustee Shaw accepted the appointment.
2. Appointment of Committee Members – Finance & Audit Committee: On behalf of Chair Young, President Avendano appointed Trustees Michael M. Bell, Thomas R. McGehee, Jr. and Roderick D. Odom to represent the Board as the 2023-24 Finance & Audit Committee. Trustees Bell, McGehee and Odom accepted the appointments.

Chair Young thanked President Avendano for presenting on his behalf due to him being in Washington, D.C. and unable to attend the meeting in person. He dittoed Trustees Bell's statement as well as commended him on his outstanding service as Board Chair from August 2021 to August 2023.

Chair Young expressed his appreciation to the Trustees, faculty, staff, students and community, noting he looks forward to serving for the next two years and continuing to contribute to what is making the community and student population fantastic through the services provided by FSCJ. He is honored to serve as Chair of the FSCJ District Board of Trustees.

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 Chair Phillip Delacruz 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 addressed the Board and presented an overview of the written report relating to current SGA initiatives and activities. (Appendix F)

NEXT MEETING:

Chair Bell announced the next regular meeting of the Board is scheduled for Tuesday, September 12, 2023, at the College's Administrative Offices, Board Room 405, 1 p.m.

ADJOURNMENT:

There being no further business, Chair Bell declared the meeting adjourned at 1:43 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr. Thomas R.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees
MAILING ADDRESS 501 West State Street, Suite 408	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Jacksonville	COUNTY Duval
DATE ON WHICH VOTE OCCURRED August 8, 2023	NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Thomas R. McGehee, Jr., hereby disclose that on August 8, 2023 :

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, who are associated with W.W. Gay Mechanical Contractors, Inc.;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Action Agenda Item A-8
Purchasing: Annual Contract Extensions
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I have family members who are associated with the supplier, W.W. Gay Mechanical Contractors, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

August 8, 2023
Date Filed


Signature

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



**PROPOSED DBOT MEETING SCHEDULE
FISCAL YEAR 2023-24**

**FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,
WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
August 2023		
Tuesday, August 8 Noon – 1 p.m. 1 – 2:30 p.m.	August 2023 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
September 2023		
Tuesday, September 12 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	September 2023 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 406 Room 403A Board Room 405
October 2023		
Tuesday, October 10 Noon – 2 p.m. 2 – 3 p.m.	October 2023 DBOT Meetings Deep Dive Workshop Campus Tour	FSCJ South Campus – Wilson Center 11901 Beach Blvd., Jacksonville, FL 32246 Lakeside Room Tour: Fire Academy of the South
November 2023		
Tuesday, November 14 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m. 2:30 – 3:30 p.m.	November 2023 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting Campus Tour	FSCJ Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097 Room T-106 Room T-117 Room T-126 Tour: Outdoor Education Center/Future Site of CVD Skills Pad
January 2024		
Friday, January 26 9 a.m. – 3 p.m.	January 2024 DBOT Meeting Deep Dive Workshop – Planning Meeting	Omni Amelia Island Resort 39 Beach Lagoon Rd., Amelia Island, FL 32034 Conference Center – Magnolia Room C

DATE/TIME	EVENT	LOCATION
February 2024		
Tuesday, February 13 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	February 2024 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 406 Room 403A Board Room 405
April 2024		
Tuesday, April 9 10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m. 2:30 – 3:30 p.m.	April 2024 DBOT Meetings Finance & Audit Committee Quarterly Mtg. Board Workshop Regular Meeting Campus Tour	FSCJ Kent Campus 3939 Roosevelt Blvd., Jacksonville, FL 32205 Room D-111 Room D-120 Room D-120 Tour: TBD
May 2024		
Tuesday, May 21 Noon – 2 p.m. 2 – 3 p.m.	May 2024 DBOT Meeting Deep Dive Workshop – Budget (Review of the FY 2024-25 College Budget) Campus Tour	FSCJ Deerwood Center 9911 Old Baymeadows Rd., Jacksonville, FL 32221 Room B-1206 Tour: TBD
June 2024		
Tuesday, June 11 Noon – 1 p.m. 1 – 2:30 p.m.	June 2024 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405
July 2024		
Tuesday, July 9 Noon – 2 p.m. 2 – 3 p.m.	July 2024 DBOT Meetings Deep Dive Workshop Campus Tour	FSCJ Cecil Center 13550 FSCJ Cecil Dr., Jacksonville, FL 32221 Room A-109 Tour: North & South Centers
August 2024		
Tuesday, August 13 Noon – 1 p.m. 1 – 2:30 p.m.	August 2024 DBOT Meetings Board Workshop Regular Meeting	FSCJ Administrative Offices 501 West State St., Jacksonville, FL 32202 Room 403A Board Room 405

FY 2023-24 DBOT Meeting Scheduled PENDING APPROVAL, 08/08/23

All regular meetings of the Board begin at 1 p.m. unless otherwise noted.

Please note that these meeting dates/locations may be subject to change at the Board's discretion.

For more information, contact: Kimberli Sodek, Administration Support Manager – Office of College President at Kim.Sodek@fscj.edu



Date: August 8, 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: August 2023 Administrative and Professional Collaborative Report

Chair Bell and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share updates since our last report.

In May, Kerry Roth, 2022-2023 APC Chair, did an amazing job facilitating the elections for the new APC Officers and all of the vacant positions were filled. A special election was held for South Campus, following the general APC elections, due to both South Campus APC Representatives Ashli Archer and Lori Cimino having just completed the first year of their two-year terms of office and Lori securing the nomination for APC Chair-Elect position. After receiving 6 nominations, Whitney Lafond was selected by her South Campus peers to serve a two-year term as APC Representative. The final election results are listed below.

Results for the 2023-2024 APC Elections:

Chair:	Tara Haley
Chair-Elect:	Lori Cimino
Past Chair:	Kerry Roth
Secretary:	Karen Acevedo
AO/URC Representatives:	Kerri Burns, Myisha De Nose, Denise Giarrusso and Derrick Johnson
Downtown Campus/ATC Representatives:	Sarah Ashbrook and Patrice Williams
North Campus/Nassau Ctr Representatives:	Monica Franklin and Shannon Groff
Kent Campus/Cecil Ctr Representatives:	Mandi Miller and Susan Mythen
South Campus Representatives:	Ashli Archer and Whitney Lafond
Deerwood Center Representatives:	Robin Herriff and Anša Reams-Johnson

Our first meeting for the 2023-2024 academic year is scheduled for Thursday, August 3, and will be held in a hybrid meeting format at the Downtown Campus, A-1170. During this initial meeting regular monthly meeting days/times/locations, taskforce assignments, strategic goals, and social/networking activities for the year will be determined. Dr. John Avendano, College President, will have a standing invitation to join the monthly APC meetings, as his schedule permits, to provide the officers and representatives with important Collegewide updates and address higher-level issues of note.

This year the APC looks forward to continuing to host quarterly Brown Bag Professional Development events and invite various FSCJ leaders to speak at our monthly meetings.

Respectfully,

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

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



Date: August 8, 2023
To: Florida State College at Jacksonville District Board of Trustees
From: Phillip Delacruz, Career Employees' Council Chair
Re: August 2023 Career Employees' Council Report

Chair Bell and Trustees:

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

Respectfully,

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



August 8, 2023

To: Florida State College at Jacksonville District Board of Trustees
From: John A. Woodward, PhD
Re: August 2023 Faculty Senate Report

Chair Bell and Fellow Trustees:

Senate will begin our work again in September. We are looking forward to the return and to Convocation. It is there, I think, where a number of our projects will begin.

We will look to open discussions about reporting academic dishonesty and setting department-level policies. We are also going to begin a 6-Sigma project to smooth out reporting and work out any other kinks in the process. I hope that part of our discipline level discussions for the plenary session and afterwards will relate to this topic. The use of AI inside and outside of the classroom must also be a topic of conversation. Currently, faculty everywhere are generally of two opinions about AI: it is a useful tool to teach students to employ; it is a method for cheating. In some ways, disciplines such as math have long dealt with this polarity of opinion regarding such tools as graphing calculators. Now, however, every discipline must come to terms with the tool. I think the best method is to work on discipline level policies and clear language for syllabi alerting students to the new boundaries. I think so long as students are aware of the rules, they will generally follow them, but we have to make clear what the rules are – and that can be difficult. At the same time, I am not convinced that we should shoulder the responsibility of teaching students how to use the tool in this case. But I do think there is much room for us to teach students how fragile the tool is by finding its inherent weaknesses and unpacking its processes for scraping information together.

We should also connect our academics with the intellectual and artistic sea change that AI represents, including exploring its ethical difficulties. The AI system is ‘trained’ on work that it does not produce, but it uses this work to generate answers to questions. In some respects it is a plagiarism machine, as plenty of artists and intellectuals are beginning to point out – including a current major civil lawsuit that rests on the same reasoning. Many of the AI systems will also create answers based on erroneous information or information they make up. We recently performed an experiment with some colleagues, asking a current system about some specific academic information. Not only did it invent the answer, but it referenced a book in part of its answer but misrepresented the author of the book. Luckily, one of our colleagues was very familiar with the book and knew the author personally, so it was easy to call it out. When we asked the AI why this had happened, it made it clear that it was programmed to always give an answer, even if it had little direct knowledge. It also told us that it did not have access to proprietary information, such as books that do not have an open online component, so it will simply invent an explanation that seems to satisfy the answer we are looking for. It was a fascinating and eye-opening experiment. These types of limit-seeking experiments are ones we should carry out with our students, alerting them to the ethical and factual limitations of these new systems.

The second project I am very interested in seeing begin is a large-scale civility and academic freedom discussion. This is something that I think is very important for students to engage with. They need to understand how important free thought and free discussion is to academics and to our human civilization. Since at least the time of Peter Abelard – forced to burn some of his own books in the early 12th century due to ‘subversive’ thought – academics have struggled with and championed free expression. A college campus is the rare space where students, too, can openly express their ideas and explore the world openly and honestly. We must determine some balance though in looking into how to civilly agree and disagree, how to fight for our ideas and bring forward our evidence and even possibly lose the argument – all while retaining our basic love for our fellow human beings and respect for their lives, thoughts, and beliefs. It will be a difficult campaign if it is carried out correctly, but transformative I think.

This will be an exciting new year!

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: August 8, 2023

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August 2023 Student Government Association Report

Chair Bell 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 July 2023 and August 2023. All of the Student Life and Leadership events held are led by students, for all students.

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

- Throughout the month June, July, and August, FSCJ campuses held ice cream socials in order to cool off students during the intense summer heat. It provided students with a break in their day-to-day classes.
- Throughout the months of June and July, Kent Campus held Pool Tournaments at the first and end of each month, which provided students with a way to relax and have some fun friendly competition. They will continue to hold these tournaments in August as well.
- During the months of June and July, SGA officers helped to host student activity feedback forums at their respective campuses. They provided the students with refreshments and asked students to provide feedback on different kinds of events and activities they would like to see on campus.
- On June 12, North Campus held a LGBTQ+ Pride Walk in order to unite and celebrate, as well increase awareness to gain social and self-acceptance, and achievements.
- On June 13, North Campus held an NFL Madden Tournament. This event united students and campuses together for some friendly competition.
- Between June 14 – 22, all campuses participated in celebrating the Juneteenth Holiday. This event helped spread knowledge of the end of slavery. 200+ students attended the events all together.
- On June 27, SGA officers Jazmyn Arce, Meghann Feeley, and Heloisa Stok Corral along with students volunteered at the Five Star Veterans Center, where we assisted with landscaping. The volunteers spread mulch, raked leaves, trimmed bushes, and helped clean up trash.
- On July 5, SGA members Lithal Asoullina, Azeem Rahaman, and Matias Martinez as well as other students along with Dean Kerry Roth volunteered with the City of Jacksonville and Beach Turtle Patrol in assisting with removing litter and debris along the shoreline.
- On July 12 – 13, North Campus held their Splash Day (12th) and Downtown Campus held their Water Wars (13th). This event provided a way for students to cool down and have fun.
- On July 18 – 19, North Campus (18th) and Nassau Campus (19th) held a Blood Drive courtesy of One Blood. We had an amazing turnout of 54 donors combined.
- On July 20, Downtown Campus had a Corn Hole Tournament. This event allowed students and faculty to join forces and have a great time, taking a break from stress.
- Between July 21 – 30, the FSCJ Artist Series and the Nathan H. Wilson Center for the Arts presented the 17th Annual High School Summer Musical Theatre Experience performing “Sister Act.”

- On August 1, members of the SGA Jazmyn Arce, Cornelius Burkins, Breana White, Breona White, Nigel Williams, Lithal Asoullina, and Azeem Rahaman along with other students volunteered at the Jacksonville Zoo assisting with maintaining the water systems, which largely support the marine species and water source for the Zoo's land animals. They also performed other duties such as painting, cleaning, weeding, moving objects, or repairing props for special event activities.
- On August 8 – 10, Cornelius Burkins as our State Region 1 Coordinator and Breana White as our State Director of Legislative Affairs will be attending the FCSSGA State Executive Board Retreat held at our FSCJ Deerwood Center. Where members of the State Board will attend professional development workshops.
- On August 9, North Campus will host a Dodge Ball Competition. This event allows students on the medical campus to take a break from their difficult classes.

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

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

AGENDA ITEM NO. CA - 1.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to extend the following annual contracts.

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2020C-15	Elevator Maintenance and Repair Services	Oracle Elevator Holdco, Inc.	10/01/2023	09/30/2024	3 of 5	\$500,000	0%
2.	2021C- 02cC	Engineering Consultant Continuing Contracting Services (Civil)	CPH Consulting, LLC (Formally Known as CPH, Inc.)	10/01/2023	09/30/2024	3 of 5	\$750,000	4.5%
3.	2021C- 02cH	Engineering Consultant Continuing Contracting Services (Civil)	Hanson Professional Services, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
4.	2021C- 02cM	Engineering Consultant Continuing Contracting Services (Civil)	McKim & Creed, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
5.	2021C- 02eH2	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/ Commissioning)	H2 Engineering, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
6.	2021C-02eIH	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	Haddad Engineering, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
7.	2021C-02eIM	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	McKim & Creed, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
8.	2021C-02eIO	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	OCI Associates, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
9.	2021C-02enG	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	GLE Associates, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	2.2%
10.	2021C-02enT	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	Terracon Consultants, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
11.	2021C-02fO	Engineering Consultant Continuing Contracting Services (Fire Protection)	OCI Associates, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
12.	2021C-02fS	Engineering Consultant Continuing Contracting Services (Fire Protection)	Systech Fire Protection, LLC	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
13.	2021C-02gM	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Meskel & Associates Engineering, PLLC	10/01/2023	09/30/2024	3 of 5	\$750,000	9.7%
14.	2021C-02gT	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Terracon Consultants, Inc.	10/01/2023	09/30/2024	3 of 5	\$750,000	0%
15.	2021C-02s	Engineering Consultant Continuing Contracting Services (Structural)	H.W. Keister Associates, Inc. dba/ Atlantic Engineering Services of Jacksonville	10/01/2023	09/30/2024	3 of 5	\$750,000	3.0%
16.	2021C-13A	Architectural Consultant Continuing Contracting Services	Akel, Logan & Shafer, PA	11/01/2023	10/31/2024	3 of 5	\$750,000	0%
17.	2021C-13B	Architectural Consultant Continuing Contracting Services	Bhide & Hall Architects, PA	11/01/2023	10/31/2024	3 of 5	\$750,000	0%
18.	2021C-13L	Architectural Consultant Continuing Contracting Services	LS3P Associates, LTD (Formerly Known As: Ebert Norman Brady Architects)	11/01/2023	10/31/2024	3 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
19.	2021C-13H	Architectural Consultant Continuing Contracting Services	Harvard Jolly, Inc.	11/01/2023	10/31/2024	3 of 5	\$750,000	3.0%
20.	2021C-13K	Architectural Consultant Continuing Contracting Services	Kasper Architecture and Development, Inc. DBA: Kasper Architects + Associates	11/01/2023	10/31/2024	3 of 5	\$750,000	0%
21.	2021C-13PC	Architectural Consultant Continuing Contracting Services	Pond and Company	11/01/2023	10/31/2024	3 of 5	\$750,000	0%
22.	2021C-13P	Architectural Consultant Continuing Contracting Services	PQH Group	11/01/2023	10/31/2024	3 of 5	\$750,000	0%
23.	2021C-13T	Architectural Consultant Continuing Contracting Services	TTV Architects, Inc.	11/01/2023	10/31/2024	3 of 5	\$750,000	3.0%

BACKGROUND: The College solicits annual indefinite quantity contracts for various services and products used Collegewide. These contract renewals are negotiated annually for optional extension terms. Each contract requires review to confirm satisfactory performance, terms, conditions and competitive renewal rates.

RATIONALE: Pursuant to State Board of Education Rule 6A-14.0734 annual indefinite quantity contracts minimize purchase costs through collective volume buying.

FISCAL NOTES: The total amount of services provided using these contracts is comprehended in the College's operating or capital budgets.

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

AGENDA ITEM NO. CA – 2.

Subject:	Facilities: Certificate of Final Inspection for the North Campus – Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus – Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road Project to ShayCore, LLC.

BACKGROUND: The Board of Trustees awarded Contracting Services to ShayCore, LLC for the re-paving of the Criminal Justice Center Driving Course & Skills Pad in accordance with plans and specifications developed by CPH Consulting, LLC. The College issued the contract to ShayCore, LLC on June 22, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on August 14, 2023, by the College's Facilities Management & Construction Building Code Official and the Engineer of Record, CPH Consulting, LLC. It certifies that the North Campus – Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road Project has been completed in accordance with the contract documents and best construction practices.

RATIONALE: State Requirements for Educational Facilities Chapter 4.2(3), and District Board of Trustees Rule 6Hx7-8.5, Construction Contract Administration require the following prior to final payment for construction contracts:

“Final Payment shall not be made until Certificate of Final Inspection has been issued, the project has been completed, and the Board has accepted the project.”

FISCAL NOTES: Final payment to the contractor is subject to this acceptance and resolution of all outstanding construction items.

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

AGENDA ITEM NO. A – 1.

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Consent Agenda as presented, with the exception of:

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

The item(s) above has been removed from the Consent Agenda for individual consideration.

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

AGENDA ITEM NO. A – 2.

Subject:	Human Resources: Employee Group Plans for Health, Dental and Vision Insurance
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the continuation of insurance benefit premiums for the period of January 1, 2024 through December 31, 2024 (Plan Year), as shown.

Health Insurance – Florida Blue (via the Florida College System Risk Management Consortium (FCSRMC)) for full-time non-instructional employees only
Dental Insurance – Delta Dental (FCSRMC)
Vision Insurance – Humana
Life Insurance – The Hartford Company
Long Term Disability (LTD) – The Hartford Company

The tables listed below are the recommended 2024 Plan Year premiums for each of the health, dental and vision plans offered to College employees, employee’s spouse and dependent coverage, retirees, retiree’s spouse and dependent coverage, and COBRA employee and employee’s spouse and dependent coverage. All health insurance amounts reflect an increase of 5.75% over the 2023 calendar year.

Proposed Monthly Premiums for 01/01/24 - 12/31/24 BlueOptions Health Insurance - PPO Gold (Plan 03359)					
	<\$40,000	\$40,000 - \$59,999	\$60,000+	COBRA	Retiree
Total Employee Only Premium	\$835.00	\$835.00	\$835.00	\$851.70	\$835.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Amount Paid by Employee	\$0.00	\$0.00	\$0.00	\$851.70	\$835.00
Total Spouse Premium	\$1,754.00	\$1,754.00	\$1,754.00	\$1,789.08	\$1,754.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$484.50	\$400.00	\$310.00	\$0.00	\$0.00
Amount Paid by Employee	\$434.50	\$519.00	\$609.00	\$1,789.08	\$1,754.00
Total Child(ren) Premium	\$1,504.00	\$1,504.00	\$1,504.00	\$1,534.08	\$1,504.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$397.00	\$337.00	\$297.00	\$0.00	\$0.00
Amount Paid by Employee	\$272.00	\$332.00	\$372.00	\$1,534.08	\$1,504.00
Total Family Premium	\$2,423.00	\$2,423.00	\$2,423.00	\$2,471.46	\$2,423.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$937.00	\$797.00	\$703.00	\$0.00	\$0.00
Amount Paid by Employee	\$651.00	\$791.00	\$885.00	\$2,471.46	\$2,423.00

Proposed Monthly Premiums for 01/01/24 - 12/31/24					
BlueCare Health Insurance - HMO Gold (Plan 47)					
	<\$40,000	\$40,000 - \$59,999	\$60,000+	COBRA	Retiree
Total Employee Only Premium	\$853.00	\$853.00	\$853.00	\$870.06	\$853.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Amount Paid by Employee	\$18.00	\$18.00	\$18.00	\$870.06	\$853.00
Total Spouse Premium	\$1,794.00	\$1,794.00	\$1,794.00	\$1,829.88	\$1,794.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$487.50	\$403.00	\$313.00	\$0.00	\$0.00
Amount Paid by Employee	\$471.50	\$556.00	\$646.00	\$1,829.88	\$1,794.00
Total Child(ren) Premium	\$1,537.00	\$1,537.00	\$1,537.00	\$1,567.74	\$1,537.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$399.00	\$339.00	\$299.00	\$0.00	\$0.00
Amount Paid by Employee	\$303.00	\$363.00	\$403.00	\$1,567.74	\$1,537.00
Total Family Premium	\$2,477.00	\$2,477.00	\$2,477.00	\$2,526.54	\$2,477.00
Base Employee Premium Paid by College	\$835.00	\$835.00	\$835.00	\$0.00	\$0.00
Additional Subsidy Paid by College	\$940.00	\$800.00	\$706.00	\$0.00	\$0.00
Amount Paid by Employee	\$702.00	\$842.00	\$936.00	\$2,526.54	\$2,477.00

Proposed Monthly Premiums for 01/01/24 - 12/31/24			
BlueOptions Health Insurance - HDHP Silver			
(Plan 05194-Indiv; Plan 05195-Fam)			
	Employee	COBRA	Retiree
Total Employee Only Premium	\$684.00	\$697.68	\$684.00
Base Employee Premium Paid by College	\$684.00	\$0.00	\$0.00
Amount Paid by Employee	\$0.00	\$697.68	\$684.00
Total Spouse Premium	\$1,384.00	\$1,411.68	\$1,384.00
Base Employee Premium Paid by College	\$684.00	\$0.00	\$0.00
Amount Paid by Employee	\$700.00	\$1,411.68	\$1,384.00
Total Child(ren) Premium	\$1,188.00	\$1,211.76	\$1,188.00
Base Employee Premium Paid by College	\$684.00	\$0.00	\$0.00
Amount Paid by Employee	\$504.00	\$1,211.76	\$1,188.00
Total Family Premium	\$1,861.00	\$1,898.22	\$1,861.00
Base Employee Premium Paid by College	\$684.00	\$0.00	\$0.00
Amount Paid by Employee	\$1,177.00	\$1,898.22	\$1,861.00

Human Resources: Employee Group Plans for Health, Dental and Vision Insurance
(Continued)

202400098

PPO Dental Coverage Monthly Premiums (Current Employees)	Proposed 01/01/24 – 12/31/24
Employee Coverage (paid by College)	\$26.99
Spouse Coverage	\$29.42
Child(ren) Coverage	\$29.95
Family Coverage	\$67.45

PPO Dental Coverage Monthly Premiums (COBRA & Retirees)	Proposed 01/01/24 – 12/31/24
COBRA Former Employee Coverage	\$31.52
COBRA Spouse Coverage	\$34.70
COBRA Child(ren) Coverage	\$35.33
COBRA Family Coverage	\$79.33
Retiree Coverage	\$30.90
Retiree Spouse Coverage	\$34.02
Retiree Child(ren) Coverage	\$34.64
Retiree Family Coverage	\$77.77

DHMO Fully Insured Premium Rates (Current Employees)	Proposed 01/01/24 – 12/31/24
Employee Coverage (paid by College)	\$12.68
Spouse Coverage	\$9.52
Child(ren) Coverage	\$13.97
Family Coverage	\$24.74

DHMO Fully Insured Monthly Premiums (COBRA & Retirees)	Proposed 01/01/24 – 12/31/24
COBRA Former Employee Coverage	\$12.93
COBRA Spouse Coverage	\$9.71
COBRA Child(ren) Coverage	\$14.25
COBRA Family Coverage	\$25.23
Retiree Coverage	\$12.68
Retiree Spouse Coverage	\$9.52
Retiree Child(ren) Coverage	\$13.97
Retiree Family Coverage	\$24.74

Vision Insurance Fully Insured Monthly Premiums (Current Employees)	Proposed 01/01/24 – 12/31/24
Employee Coverage (paid by College)	\$5.65
Dependent(s)	\$6.72

Vision Insurance Fully Insured Monthly Premiums (COBRA & Retirees)	Proposed 01/01/24 – 12/31/24
COBRA – Former Dependent(s)	\$5.76
COBRA – Former Employee	\$6.85
Retiree	\$5.65
Retiree Dependent(s)	\$6.72

Human Resources: Employee Group Plans for Health, Dental and Vision Insurance
(Continued)

DV (Dental and Vision) Plans (Current Employees) (for health insurance opt out employees)	Proposed 01/01/24 – 12/31/24
Employee Coverage (paid by College)	\$111.00
Spouse Coverage	\$39.62
Child(ren) Coverage	\$40.56
Family Coverage	\$88.11

Life Insurance Monthly Premiums	Proposed 01/01/24 – 12/31/24
Per \$1,000 of Coverage	
Employee Coverage (paid by College)	\$0.221
Employee Supplemental (paid by employees)	\$0.267
Retiree Basic, Closed Class (paid by employees, retired or enrolled in the Deferred Retirement Option Plan "DROP" (by December 31, 2003)	\$4.355
Retiree Basic, Open Class (paid by retirees who had not enrolled in DROP by December 31, 2003). Coverage level at \$5,000, no age reduction feature.	\$4.355
Fixed Amount Coverage	
Spouse \$25,000 coverage (paid by employees)	\$7.64
Children \$10,000 coverage (paid by employees)	\$2.10

Long Term Disability Insurance Monthly Premiums	Proposed 01/01/24 – 12/31/24
Per \$100 of Coverage	
Employee Coverage (paid by College)	\$0.150

BACKGROUND:

Group Health Insurance

The College obtains health insurance through the Florida College System Risk Management Consortium (FCSRMC), utilizing Florida Blue group health insurance contracts. The group health plan will experience a 5.75% increase in 2024. The College offers a PPO Gold, HMO Gold, and HDHP Silver with a Health Savings Account (HSA). As a part of the HDHP Silver, the Consortium will provide a funded HSA between \$300 and \$900, depending on dependent coverage. The College will contribute an additional \$750 to the HSA for year 2024. Employees who opt out of health insurance coverage are provided the FCSRMC dental/vision insurance plan, as well as \$720 (\$60/month) to offset their health care costs. The premium for the FCSRMC opt out dental/vision, which is paid by the College, remains the same.

Qualified retirees may select a FCSRMC BlueMedicare Rx only option or a BlueMedicare PPO plan with Rx.

Group Dental Insurance

The College obtains dental insurance through the FCSRMC, utilizing Delta Dental group dental insurance contracts. The dental DPPO insurance plan will experience a 4.0% increase over the 2023 plan year, and the dental DHMO will not experience any changes.

Human Resources: Employee Group Plans for Health, Dental and Vision Insurance
(Continued)

Group Vision Insurance

The College continues to utilize Humana for group vision insurance. This program has defined benefit limits of an annual vision exam and lens replacement, biannual frame replacement and an annual exam for contact lens users. Vision rates will not experience any increases.

Group Term Life Insurance

The College utilizes The Hartford Company for group term life insurance, to include college-paid coverage of insurance equal to one times an employee's base salary. The employee may purchase additional coverage at their expense of one, two, or three times their salary up to a maximum of \$350,000. An employee may also purchase \$25,000 in coverage for a spouse and/or \$10,000 for each child.

Group Long Term Disability Insurance

The College utilizes The Hartford Company for group long term disability insurance that provides a 60% benefit (after a 90-day elimination period).

RATIONALE: These recommended benefits will provide continued coverage for medical, dental, vision, and life insurance for full-time employees, retirees and their eligible dependents. These benefits also provide for a flexible benefits program for full-time employees and their dependents.

FISCAL NOTES: The Administration's current projections for Plan Year 2024 are that the College will pay approximately \$11,797,665 for employee group health insurance, approximately \$656,601 for dental and vision insurance, and approximately \$116,752 for life insurance. Amounts are comprehended in the College's annual budget.

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

AGENDA ITEM NO. A – 3.

Subject:	Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 1
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2023-24 Operating Budget.

BACKGROUND: The District Board of Trustees approved the College’s Operating Budget on June 13, 2023. This budget amendment adjusts the beginning reserve to actual June 30, 2023, balance.

<u>Budget Amendment #1, FY 2023-24</u>	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2023</u>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,277,003	\$ 6,820,410	19,097,413
Total Reserves	\$ 16,107,003	\$ 6,820,410	\$ 22,927,413
Tuition and Fees	\$ 44,940,390		\$ 44,940,390
State Appropriations	91,948,961		91,948,961
Other Revenue	3,447,663		3,447,663
Total Revenue	\$ 140,337,014	\$ 0	\$ 140,337,014
Total Available Funds	\$ 156,444,017	\$ 6,820,410	\$ 163,264,427
Personnel	\$ 109,160,580		\$ 109,160,580
Current Expense	29,537,984	\$ 1,500,156	31,038,140
Transfers	0		0
Equipment	1,638,450	430,889	2,069,339
Total Expenses	\$ 140,337,014	\$ 1,931,044	\$ 142,268,058
<u>Year-end Reserves, June 30, 2024</u>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	12,277,003	\$ 4,889,366	17,166,369
Total Reserves	\$ 16,107,003	\$ 4,889,366	\$ 20,996,369
Total Expenses and Reserves	\$ 156,444,017	\$ 6,820,410	\$ 163,264,427

Subject: Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 1
(continued)

This budget amendment increases the Fiscal Year 2023-24 Operating Expenditure Budget by \$1,931,044. The increase in Current Expense and Equipment Budgets reflect committed but unexpended funds from Fiscal Year 2022-23 that are carried forward into the next fiscal year, consisting of contracts and outstanding purchase orders.

RATIONALE: This action involves a routine annual adjustment to the Operating Budget to incorporate year-end fiscal data from the prior year, as well as other noted adjustments. State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

FISCAL NOTES: The net of the items listed above increases the Fiscal Year 2023-24 Operating Expenditure Budget by \$1,931,044.

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

AGENDA ITEM NO. A – 4.

Subject:	Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 1
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2023-24 Capital Outlay Budget.

BACKGROUND: The Capital Outlay Budget was approved on June 13, 2023.

RATIONALE: Florida Statute 235.18 and State Board of Education Rule 6A-14.0716(6) state that as part of the official budget, community college trustees shall adopt a capital outlay budget for the capital outlay needs of the College. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources.

FISCAL NOTES: This increases the Fiscal Year 2023-24 Capital Outlay Budget from \$59,834,838 to \$65,343,089.

2023-24 Capital Outlay Budget

<u>Total Funds by Source</u>	2023-24 Budget	2023-24 Amended Budget
Capital Improvement Fee Budget	\$ 11,553,139	\$ 15,555,304
Capital Outlay & Debt Service (CO&DS) Budget	\$ 3,755,988	\$ 250,000
Transfer Fund Budget	\$ 14,737,482	\$ 13,617,415
Local Funds	\$ 13,761,970	\$ 11,246,473
Deferred Maintenance	\$ 15,357,751	\$ 24,005,389
Public Education Capital Outlay (PECO) Budget	\$ 668,508	\$ 668,508
Total Capital Outlay Budget	\$ 59,834,838	\$ 65,343,089

Project Budgets

Capital Improvement Fee Projects

Collegewide Life Safety Upgrades	\$ -	\$ 1,740,000
Collegewide Site Upgrades	\$ 45,466	\$ 272,310
Collegewide Signage	\$ 911,450	\$ 962,832
IT Infrastructure	\$ 1,500,000	\$ 1,306,568
Computer Lab Refresh	\$ 2,336,694	\$ 1,118,408
Classroom Technology Upgrades	\$ -	\$ 1,100,000
Upgrade Science Labs Collegewide	\$ 1,680,000	\$ 1,680,000
Energy Performance Upgrades	\$ 355,684	\$ 351,341
Building Envelope Upgrades	\$ 7,304	\$ 35,125
HVAC Upgrades & Improvements	\$ 98,625	\$ 673,000
Guaranteed Energy Performance Contract	\$ 168,955	\$ 168,955
Dental Classrooms Renovation	\$ 103,942	\$ 100,000
Recurring Maintenance	\$ 2,614,887	\$ 2,636,887
Collegewide Interior Upgrades	\$ 980,000	\$ 2,286,348
Collegewide Interior Renovations & Remodel	\$ 750,132	\$ 1,123,530
Total Capital Improvement Fee Budget	\$ 11,553,139	\$ 15,555,304

Capital Outlay & Debt Service (CO&DS) Projects

Collegewide Interior Renovations & Remodel	\$ 1,782,908	\$ -
Collegewide Life Safety Upgrades	\$ 1,740,000	\$ -
ADA Upgrades	\$ 233,080	\$ 250,000
Total CO&DS Budget	\$ 3,755,988	\$ 250,000

Transfer Funded Projects

Collegewide Signage	\$ 12,223	\$ 12,223
Classroom Technology Upgrades	\$ 1,553,979	\$ 421,212
Remodel for Nursing Expansion Nassau & Deerwood	\$ 1,171,280	\$ 1,183,980
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
Total Transfer Funded	\$ 14,737,482	\$ 13,617,415

Project Budgets

	2023-24	2023-24
	Budget	Amended Budget
Local Funds Projects		
Veterans' Center	\$ 1,017,616	\$ 2,083,000
Nassau Center Commercial Vehicle Driving	\$ 1,600,000	\$ 1,600,000
ERP Maintenance	\$ 1,556,887	\$ 698,152
Collegewide Digital Emergency Communication	\$ 121,910	\$ 14,122
Classroom Upgrades	\$ 1,320,434	\$ -
HVAC Upgrades & Improvements	\$ 590,000	\$ -
Collegewide Site Upgrades	\$ 254,008	\$ -
Develop Five-Year Master Plan	\$ 157,783	\$ 59,605
Collegewide Renovations and Repairs	\$ 569,346	\$ 217,608
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
Total Local Fund Budget	<u>\$ 13,761,970</u>	<u>\$ 11,246,473</u>
 Deferred Maintenance Projects		
Deferred Maintenance Projects	<u>\$ 15,357,751</u>	<u>\$ 24,005,389</u>
Total Energy Performance	<u>\$ 15,357,751</u>	<u>\$ 24,005,389</u>
 Public Education Capital Outlay (PECO) Projects		
Veterans' Center	<u>\$ 668,508</u>	<u>\$ 668,508</u>
Total Public Education Capital Outlay (PECO)	<u>\$ 668,508</u>	<u>\$ 668,508</u>
 Total Capital Outlay Budget	 <u><u>\$ 59,834,838</u></u>	 <u><u>\$ 65,343,089</u></u>

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

AGENDA ITEM NO. A – 5.

Subject:	Finance: Fiscal Year 2023-24 Carry Forward Spending Plan
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the 2023-24 Carry Forward Spending Plan.

BACKGROUND: Each Florida College System institution with a final Full Time Equivalence (FTE) less than 15,000 the prior fiscal year is required to maintain a minimum carry forward balance of five percent in operating funds. The College's FTE the prior fiscal year was less than 15,000, and the College's operating fund balance on June 30, 2023, is 14.36%. The College proposes a spending plan to use the excess carry forward funds of \$14,945,641 for completion of renovation, repair, and maintenance projects.

RATIONALE: Florida Statute 1013.841 states that if a Florida College System Institute fails to maintain a seven percent balance in operating funds or exceeds a fund balance of seven percent, the institution shall submit a spending plan to be approved by the District Board of Trustees by September 30, 2023, and submitted to the Florida Department of Education by November 15, 2023.

FISCAL NOTES: This action has no financial impact on the College.

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

AGENDA ITEM NO. A – 6.

Subject:	Facilities: Project Priority List, Fiscal Year, 2023-24 through 2027-28
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees (DBOT) approve the College's Project Priority List for submission to the Division of Colleges. A copy of the PPL form will be available for review at the September 12, 2023 DBOT meeting.

BACKGROUND: The Project Priority List (PPL) is a submission to the Division of Colleges, of the College's priorities for capital outlay projects. These projects are based on recommendations included in the College's 2023 Five-Year Educational Plant Survey. The College is required to submit an amended PPL to the Department of Education (DOE) every five years following approval and validation of the Educational Plant Survey. The Board approved the Educational Plant Survey on June 13, 2023. The approved survey was sent to the DOE, and the College received their validation and approval on June 20, 2023. A Project Priority List approved by the Commissioner for the State Board of Education is required for the expenditure of Capital Outlay and Debt Service Funds.

One of the most restrictive sources of fixed capital outlay funds available to community colleges is the Motor Vehicle Tax Revenue, also known as Capital Outlay and Debt Service Funds (CO&DS). The funds collected from license tag revenue each year are deposited into a separate trust fund, which can only be spent by the colleges on projects on the approved Project Priority List.

RATIONALE: Approval of the Project Priority List by the Board will allow the College to utilize the CO&DS Funds to support capital outlay projects.

FISCAL NOTES: If approved, these projects would be eligible to be funded by the CO&DS Funds allocated to the College – Surgical Technology Renovation/Remodel (NC), Nursing Renovation/Remodel (NC), Gymnasium Renovation (SC), Correct deficiencies (CW), and Wayfinding Signage Renovation (CW).

Projects funded recently utilizing CO& DS Funds are Cardiovascular Technology Remodel/Relocation (NC).

Annual Capital Outlay and Debt Service Funds to the College are approximately \$300,000 after debt service.

Return **three** copies with original signatures as needed to:

Office of Educational Facilities
Florida Department of Education
325 West Gaines Street
1014 Turlington Building
Tallahassee, Florida 32399-0400
850-245-0494
Fax : 850-245-9304

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**
(Florida College System)

For OEF Use Only

Florida State College at Jacksonville

In accordance with the provisions of Section (9)(d), Article XII, of the Constitution of the State of Florida, as amended (referred to as the School Capital Outlay Amendment, “the Amendment”), and of rules of the State Board of Education based thereon and relating to the order of priority of capital outlay projects financed from funds derived under the Amendment, approval of the State Board of Education is hereby requested for the attached project priority list of college capital outlay projects.

The District Board of Trustees of Florida State College at Jacksonville certifies that this list of projects and the order of priority assigned are based on (a) a survey as set forth in Section 1013.31, F.S., dated June 20, 2023, as amended; (b) rules of the Florida Administrative Code relating to priority of projects, as set forth in Section 2.1(5), SREF; and (c) other pertinent information relating to capital outlay needs of the college.

As said funds become available, the said Board proposes to implement these projects as nearly as practicable in the order given, subject to changes made by state law and the Florida Administrative Code.

Projects are placed in the proper category according to the following:

- I. Completed - Once a Certificate of Final Inspection (OEF Form 209, “certificate”) has been issued or a project not requiring a certificate has been completed, the project is placed in the “completed” category. The project will be eligible for the expenditure of state capital outlay funds during the fiscal year in which the certificate was issued or the project completed, and for one additional fiscal year thereafter, after which it should not be listed unless there are outstanding encumbrances. Completed projects are identified only by the project priority list number and date of the certificate or completion date, whichever is applicable.
- II. Under Construction - Once a contract or purchase order has been executed for a project, the project is placed in the “under construction” category. It remains there until the certificate is issued or the project is completed, whichever is applicable.
- III. Planned - While a project is in the planning stage and State Board of Education approval is being requested for the expenditure of state capital outlay funds, the project is placed in the “planned” category. It remains there until a contract or purchase order is executed for the project.
- IV. Deleted - When no contract or purchase order has been executed for a project at the beginning of a new five-year educational plant survey or the Board of Trustees no longer wants to construct a project, the project is placed in the “deleted” category. Deleted projects are identified only by project number.

Adopted by the District Board of Trustees of Florida State College at Jacksonville on September 12, 2023

(date)

ATTEST: _____
John Avendano, Ph.D., College President

(See instructions on reverse.)

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**

INSTRUCTIONS FOR PROJECT PRIORITY LIST (PPL)

- A. Project categories are listed in the following order: (1) completed, (2) under construction, (3) planned and (4) deleted. See cover sheet (Page 1 of 3) for definitions of categories.
- B. Columns contain the following information:
- Column (1): Project Number – As designated by the college. Once a project has been completed or deleted, its number cannot be reused within a five-year period.
- Column (2): Priority Rating Letter – Assigned in accordance with SREF, Section 2.1(5)(e).
- Column (3): Project Description – Including site number and name, based on one or more current educational plant survey recommendations, including custodial and sanitation facilities, as needed. The recommendations, which comprise a project, are cited verbatim from the survey report in the project description. It is helpful to include the recommendation numbers as well.
- Column (4): Estimated Cost – As figured by the college.
- C. All projects included on the PPL are paid for partially or completely by funds accruing under the provisions of Section 9(d), Article XII, of the Constitution of the State of Florida, as amended. Such funds are referred to by various terms, often used interchangeably: (a) “COBI” – capital outlay bond issue funds, (b) “CO&DS” – capital outlay and debt service funds, (c) “SBE” – State Board of Education bond funds, and (d) “SCOA” – School Capital Outlay Amendment funds.
1. Projects must be recommended by the current educational plant survey, conducted in accordance with Section 1013.31(1), F.S., and SREF, Section 3.1.
 2. Projects must have a priority rating letter, as established by SREF, Section 2.1(5)(e).
 3. All “A” priority projects, which have first priority in eligibility for expenditure of funds, as named above, must be listed before any “B” priority projects are listed. One or more “B” priority recommendation items may be included in an “A” priority project, providing the project includes a majority of “A” type facilities and is constructed under a single contract.
 4. Projects assigned a “B” priority are eligible for expenditure of funds, as named above, after all “A” projects recommended in the current survey are under contract.
 5. Exceptions to priority requirements are explained in SREF, Section 2.1(5)(d)3.
- D. Collegewide recommendations may be listed on the PPL as follows:
1. Lifesafety corrections, pursuant to SREF, Chapter 5 may be aggregated and listed as one project.
 2. Modifications for accessibility by handicapped persons, pursuant to Sections 553.501-553.513, F.S., may be aggregated and listed as one project.
 3. Replacement of roofs and membranes, pursuant to Section 423.12, Florida Building Code, may be aggregated and listed as one project.
 4. Replacement or purchase of equipment for existing facilities, pursuant to SREF, Section 2.1(5)(e)1.b., may be aggregated and listed as one project.
 5. Provision of sanitation facilities, pursuant to Section 423.16, Florida Building Code, may be aggregated and listed as one project, or may be included in individual projects.
 6. Provision of custodial facilities, pursuant to Section 423.20, Florida Building Code, may be aggregated and listed as one project, or may be included in individual projects.

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS
ATTACHMENT: PROJECT PRIORITY LIST (PPL)**

College Florida State College at Jacksonville

Date September 12, 2023

(1) Project Number	(2) Priority Rating Letter	(3) Project Description	(4) Estimated Cost
1	A	<p>2.027/ 2.037 RENOVATION/ REMODELING SURGICAL TECHNOLOGY</p> <p>Remodeling Building Number - 201, Building Name - BUILDING A : Adding Vocational Labs (24 SS), (4130 NSF), (5866 GSF); Surgical Technology (4130 NSF, 24 SSC) and Removing (52 SS), (1414 NSF) Room A0286 (1308 NSF), Room A0286A (36 NSF), Room A0286B (34 NSF), Room A0286C (36 NSF)</p> <p>This project will be completed in phases to minimize impact to ongoing operations.</p>	\$ 958,160.00

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**

2	A	<p>2.028/2.029 RENOVATION/ REMODELING NURSING</p> <p>Remodeling Building Number - 207, Building Name - BUILDING C : Adding Vocational Labs (144 SS), (24467 NSF), (34753 GSF); Nursing (RN) (24467 NSF, 144 SSC) and Removing (343 SS), (29732 NSF) Room C0340 (88 NSF), Room C0333 (96 NSF), Room C0334 (96 NSF), Room C0335 (96 NSF), Room C0336 (96 NSF), Room C0310 (96 NSF), Room C0311 (96 NSF), Room C0312 (88 NSF), Room C0317 (88 NSF), Room C0321 (90 NSF), Room C0322 (128 NSF), Room C0323 (80 NSF), Room C0324 (80 NSF), Room C0325 (96 NSF), Room C0326 (96 NSF), Room C0303 (88 NSF), Room C0304 (96 NSF), Room C0305 (96 NSF), Room C0245 (128 NSF), Room C0246 (96 NSF), Room C0247 (96 NSF), Room C0226 (96 NSF), Room C0227 (96 NSF), Room C0228 (128 NSF), Room C0233 (96 NSF), Room C0234 (128 NSF), Room C0235 (96 NSF), Room C0236 (120 NSF), Room C0237 (120 NSF), Room C0238 (96 NSF), Room C0239 (128 NSF), Room C0240 (84 NSF), Room C0206 (84 NSF), Room C0207 (96 NSF), Room C0208 (96 NSF), Room C0209 (96 NSF), Room C0210 (89 NSF), Room C0204 (80 NSF), Room C0212 (1375 NSF), Room C0214 (144 NSF), Room C0215 (100 NSF), Room C0217 (89 NSF), Room C0218 (96 NSF), Room C0219 (96 NSF), Room C0220 (96 NSF), Room C0221 (84 NSF), Room C0205 (255 NSF), Room C0202 (60 NSF), Room C0203 (240 NSF), Room C0337 (166 NSF), Room C0211 (448 NSF), Room C0337B (156 NSF), Room C0253B (16 NSF), Room C0254B (12 NSF), Room C0337A (15 NSF), Room C0307A (503 NSF), Room C0112 (30 NSF), Room C0318 (18 NSF), Room C0339 (24 NSF), Room C0244 (20 NSF), Room C0229 (20 NSF), Room C0230 (35 NSF), Room C0243 (35 NSF), Room C0255 (429 NSF), Room C0256 (422 NSF), Room C0301 (340 NSF), Room C0320 (35 NSF), Room C0349 (120 NSF), Room C0350 (120 NSF), Room C0308 (2232 NSF), Room C0126A (605 NSF), Room C0126B (201 NSF), Room C0126C (201 NSF), Room C0201 (288 NSF), Room C0213 (2232 NSF), Room C0222 (288 NSF), Room C0254 (313 NSF), Room C0319 (90 NSF), Room C0338 (90 NSF), Room C0332 (64 NSF), Room C0253 (256 NSF), Room C0253A (45 NSF), Room C0231 (120 NSF), Room C0242 (96 NSF), Room C0223 (626 NSF), Room C0224 (1130 NSF), Room C0248 (1120 NSF), Room C0250 (642 NSF), Room C0314 (600 NSF), Room C0315 (600 NSF), Room C0316 (600 NSF), Room C0341 (593 NSF), Room C0342 (600 NSF), Room C0343 (600 NSF), Room C0248A (75 NSF), Room C0307 (751 NSF), Room C0309 (1108 NSF), Room C0302 (1108 NSF), Room C0327 (879 NSF), Room C0328 (879 NSF), Room C0329 (1022 NSF), Room C0331 (276 NSF), Room C0348 (64 NSF)</p> <p>Remodeling Building Number - 202, Building Name - BUILDING B : Adding Vocational Labs (48 SS), (9299 NSF), (13208 GSF); Nursing (RN) (9299 NSF, 48 SSC) and Removing (3 SS), (5820 NSF) Room B0300 (1422 NSF), Room B0303 (122 NSF), Room B0304 (122 NSF), Room B0305 (105 NSF), Room B0306 (128 NSF), Room B0307 (128 NSF), Room B0308 (120 NSF), Room B0309 (120 NSF), Room B0310 (120 NSF), Room B0311 (120 NSF), Room B0313 (292 NSF), Room B0314 (84 NSF), Room B0315 (302 NSF), Room B0302A (41 NSF), Room B0302B (55 NSF), Room B0302C (157 NSF), Room B0301 (1772 NSF), Room B0301A (41 NSF), Room B0301B (55 NSF), Room B0302 (514 NSF)</p> <p>This project will be completed in phases to minimize impact to ongoing operations.</p>	<p>\$ 9,760,704.00</p>
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3	A	<p>4.052 RENOVATION GYMNASIUM/ ATHLETICS FACILITIES</p> <p>Renovating Building Number - 121, Building Name - BUILDING R (92 SS), (46607 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room R0100 (356 NSF), Room R0101 (2548 NSF), Room R0101A (203 NSF), Room R0102 (120 NSF), Room R0103 (103 NSF), Room R0103A (30 NSF), Room R0105 (287 NSF), Room R0106 (198 NSF), Room R0107 (216 NSF), Room R0108 (135 NSF), Room R0109 (437 NSF), Room R0110 (48 NSF), Room R0111 (425 NSF), Room R0112 (123 NSF), Room R0114 (315 NSF), Room R0114A (30 NSF), Room R0114B (11 NSF), Room R0115 (884 NSF), Room R0116 (111 NSF), Room R0117 (308 NSF), Room R0117A (38 NSF), Room R0118 (288 NSF), Room R0119 (190 NSF), Room R0120 (233 NSF), Room R0121 (119 NSF), Room R0121A (89 NSF), Room R0122 (86 NSF), Room R0123 (153 NSF), Room R0123A (44 NSF), Room R0124 (215 NSF), Room R0125 (253 NSF), Room R0127 (467 NSF), Room R0127A (106 NSF), Room R0128 (649 NSF), Room R0128A (14 NSF), Room R0128B (146 NSF), Room R0129 (158 NSF), Room R0129A (42 NSF), Room R0130 (213 NSF), Room R0131 (54 NSF), Room R0131A (64 NSF), Room R0132 (136 NSF), Room R0133 (115 NSF), Room R0134 (225 NSF), Room R0135 (280 NSF), Room R0136 (107 NSF), Room R0136A (26 NSF), Room R0137 (110 NSF), Room R0138 (247 NSF), Room R0139 (114 NSF), Room R0139A (23 NSF), Room R0140 (266 NSF), Room R0141 (208 NSF), Room R0142 (224 NSF), Room R0143 (44 NSF), Room R0144 (113 NSF), Room R0145 (115 NSF), Room R0146 (162 NSF), Room R0147 (127 NSF), Room R0148 (127 NSF), Room R0149 (515 NSF), Room R0150 (18649 NSF), Room R0150A (97 NSF), Room R0150B (283 NSF), Room R0200 (3846 NSF), Room R0200A (110 NSF), Room R0200B (128 NSF), Room R0200C (652 NSF), Room R0200D (670 NSF), Room R0200E (220 NSF), Room R0201 (2341 NSF), Room R0202 (79 NSF), Room R0204 (211 NSF), Room R0205 (227 NSF), Room R0210 (195 NSF), Room R0211 (39 NSF), Room R0208 (923 NSF), Room R0208A (31 NSF), Room R0208B (30 NSF), Room R0208C (29 NSF), Room R0208D (33 NSF), Room R0209 (1439 NSF), Room R0209A (64 NSF), Room R0209B (63 NSF), Room R0206 (1182 NSF), Room R0206A (91 NSF), Room R0206B (88 NSF), Room R0207 (984 NSF), Room R0207A (37 NSF), Room R0207B (35 NSF), Room R0207C (38 NSF) Renovation Description:</p> <p>This project will be completed in phases to minimize impact to ongoing operations.</p>	\$7,208,549
4	A	<p>SR.01/ SR. 02</p> <p>Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.</p> <p>Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.</p> <p>This project will be completed in phases to minimize impact to ongoing operations.</p>	\$ 10,703,335.00

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**

5	A	<p>1.025/2.024/3.024/4.038/6.020/7.020/8.021 RENOVATE COLLEGE-WIDE SIGNAGE</p> <p>Renovate campus-wide, existing exterior signs, maps and directories</p> <p>This project will be completed in phases to minimize impact to ongoing operations.</p>	\$ 4,500,000.00
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OEF 217FC
Rule 6A-2-0010, FAC

Page 6 of 6
Effective November 2014

Continue on additional sheets, as needed.

See instructions on page 2 of 6.

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

AGENDA ITEM NO. A – 7.

Subject:	Academic Affairs: FCS Affordability Report
Meeting Date:	September 12, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached FCS Affordability report for submission to the Florida Department of Education.

BACKGROUND: By September 30th of each year, the Board of Trustees of each institution in the Florida College System (FCS) must submit a report to the Chancellor which details information about tuition costs as compared to prior year, various fees as compared to prior year, selection processes, cost variance, initiatives to reduce textbook and instructional material costs, the timeliness of textbook adoptions and institutional financial aid policies and programs that promoted affordability. The report was developed according to a template provided by the Division of Florida Colleges.

RATIONALE: Approval of this item will allow submission of the required report as prescribed in s.1004.084 and 1004.085, Florida Statutes (F.S.).

FISCAL NOTES: There is no economic impact as a result of this item.

MEMORANDUM

DATE: August 18, 2023

TO: College President Dr. John Avendano and Members of the College's District Board of Trustees

FROM: Dr. John Wall, Provost/Vice President of Academic Affairs

SUBJECT: Florida State College at Jacksonville's 2023 FCS Affordability Report

In accordance with sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.), the District Board of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor the factors that influence college affordability initiatives and the selection of textbook and instructional materials by September 30th. The annual Florida College System Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2023 Florida College System Affordability Report template requires that Florida College System institutions provide the following information:

- A comparison of tuition versus the prior year;
- A comparison of various fees versus the prior year;
- The selection process for textbook and instructional materials;
- Policies or initiatives designed to reduce the cost of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;
- Policies and initiatives implemented that were designed to reduce the cost of textbooks and instructional materials;
- Policies implemented regarding the posting of textbook and instructional materials;
- The number and percentage of course sections, by semester, that were not able to meet the textbook and instructional material posting deadlines for 2023 reporting year, including Fall 2022 and Spring 2023;
- Steps taken to make course materials selection searchable and downloadable;
- Posting of General Education course syllabi at least 45 days prior to the start of the class;
- Examples of why the posting deadlines were not met;
- Specific institutional financial aid policies or programs that promoted affordability.

Enclosed herein is Florida State College at Jacksonville's 2023 Florida College System Affordability Report, collaboratively prepared by staff members representing all units of senior college leadership.

The report appendices contain the following supporting evidence:

- Appendix A: Collective Bargaining Agreement, Article 20: Textbook Selection
- Appendix B: Administrative Procedural Manual 09-0701: Textbook Affordability and Instructional Material Adoption
- Appendix C: Reasons for Late Adoption Postings

Upon your approval, the report will be submitted electronically (via the provided link) to the Florida College System office.

Please let us know if we can furnish any additional information about Florida State College at Jacksonville's 2023 Florida College System Affordability Report, and we will gladly do so.

Thank you.

2023 Affordability Report Template

Institution Contact Information

1. College Name
Florida State College at Jacksonville

2. Contact Information

Name	Richard Turner
Title	Associate Vice President of Academic Operations
Email Address	Rich.Turner@fscj.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?
 Yes
 No

If you answered "no," provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.
 Yes
 No

If you answered "no," provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?
 Yes
 No

If you answered "yes," provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

Yes

No

If you answered "no," provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

7. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered "yes," provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution's established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

The College, working in concert with Follett, opens the textbook adoption process for each term no later than 91 days prior to the start of each term with a goal of being 95% compliant on all textbook adoptions at 75 days prior to the start of each term. Academic Operations works closely with Academic Deans and Faculty to reach the target of 95% compliance 75 days before the term/session starts. Once a faculty member completes the adoption process, that data is transferred via Follett Discover back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. The College has also added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs associated with the class.

9. Describe your institution's selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

The selection process for all textbook and instructional materials, including those for general education courses and other high-enrollment courses as well as those with a wide cost variance, is codified in Florida State College at Jacksonville's Collective Bargaining Agreement (CBA), Article 20: Textbook Selection (see Appendix A). The CBA is available on the College's internal website and is also widely disseminated to faculty and academic administrators, who follow the process as described in Article 20 and summarized herein:

"The selection of textbooks and supplementary materials to be used is the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law."

Per the CBA, "Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty." Additionally, "in the interests of students, academic departments shall agree upon texts to be used college-wide in sequential courses" via college-wide textbook selection committees. Textbooks selected by the collegewide committees will be used for a minimum period of two (2) years unless the committee, on a case-by-case basis, determines that a shorter period is appropriate.

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources (OER)
- Usage of digital textbooks and learning objects
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- Program(s) with no textbook costs
- Faculty grants for development of textbooks
- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high-enrollment general education courses
- Other (please specify) [Click or tap here to enter text.](#)

Forty-Five (45) Day Posting Requirement

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Florida State College at Jacksonville has codified its policies pursuant to s. 1004.085(6), Florida Statutes (F.S.), in Administrative Procedure Manual APM 09-0701: Textbook Affordability and Instructional Material Adoption (see Appendix B). To ensure that adoptions are made in a timely manner, to confirm availability of requested materials, and to provide maximum availability of used textbooks, the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract-defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term). The e-adoption process is executed via Follett Discover, as early as feasible, but not less than forty-five (45) days prior to the first day of class. In practice, the College has created a process that targets 95% compliance at 75 days prior to the start of the term, thereby enhancing institutional effectiveness. Additionally, Follett Discover transfers faculty-adopted resources back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in,

new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. We have added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs-associated with the class.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the academic year. Please specify how many sections there were with and without reasonable exceptions.

	Fall 2022	Spring 2023
Total Number of Course Sections		
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>	2925/97.5%	2948/97.9%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>	6/.2%	18/.6%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>	75/2.5%	64/2.1%

*A "No-Cost Section" could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

Searchable Textbooks and Instructional Materials List

13. Indicate the extent to which your institution made the list of textbooks and instructional materials searchable by the end of the reporting period by the required components. Check all that apply.

- Course subject
- Course number
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students. The College created a link to the materials on the Academics landing page of the Florida State College at Jacksonville webpage. The page is public-facing and does not require any type of login or password to access.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): Click or tap here to enter text.

FSCJ currently utilizes a Class Attribute and a Class Note to inform students of class sections where no textbook is required or no-cost OER is used. Zero textbook cost course sections are displayed on the online class search with the following Class Attribute: "No Textbook Purchase Required." Additionally, zero textbook course sections display the following Class Note: "No textbook purchase is required for this course" on FSCJ's class search and registration system. FSCJ students have the ability to search for specific course sections associated with the "No Textbook Purchase Required" attribute. When students click on the "Course Materials" link of zero textbook course sections, the Follett site displays appropriate notes to indicate the adoption of free materials. Notes from the Follett site include one of the following statements: "Free Open Educational Resources are required for this course. Please see your Instructor" or "No books required for this course. Please see your Instructor." FSCJ is also currently exploring the possibility of utilizing an icon such as the ZTC indicator developed by the Florida Postsecondary Academic Library Network in the college's local class search and registration system.

General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement

16. Indicate the extent to which all general education core course syllabi included or were modified to include the required components. Check all that apply.

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

17. Indicate the extent to which your institution was able to comply with the general education core course syllabi posting requirement for at least 95% of all course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions. Reasonable exceptions include: A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and the course section is added after the forty-five (45) day notification deadline.

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

Although the technical build-out of our syllabus posting process delayed us from meeting the 45 day requirement, we now have technology in place to ensure timely compliance for all general education course syllabi starting in the Spring 2024.

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate the extent to which your institution published the preceding five (5) academic years' textbooks and instructional materials list by May 1, 2023. Check all that apply.

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance: [Click or tap here to enter text.](#)

19. Indicate the extent to which the five-year textbooks and instructional materials list(s) included the required components.

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.
Click or tap here to enter text.

Financial Aid Policies

21. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.
- Targeted aid to students close to completing (including Last Mile)
 - Targeted aid to students who were in need, but not eligible for Pell Grants
 - Emergency student aid fund for students in emergency financial situations with unplanned costs
 - Single online scholarship application management system for all institutional scholarships
 - Partnerships with community-based organizations
 - Other (please specify) Click or tap here to enter text.

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. Optional. In the Spring term 2021 the College launched FSCJ ACCESS, an opt-out, inclusive ACCESS program with Follett. Since that initial launch, the program has continued to expand. In the Fall term 2022 the College had 744 classes in the program with 12,850 duplicated enrollments which resulted in a total savings to students of \$444,795.01. In the Spring term of 2023, the College had 922 classes in the program with 17,262 duplicated enrollments which resulted in a total savings to students of \$760,043.05.

Training and Organizational Development (TOD), along with the Academy for Teaching and Learning (ATL), in partnership with the Library and Learning Commons (LLC), promotes and offers workshops during an annual Open Education Week event at FSCJ. Open Education Week is an annual celebration and an opportunity for actively sharing and learning about the latest advancements in Open Education worldwide. Participants are invited to hear from FSCJ colleagues as they share information about Open Education Resources (OER), practices, tips, and tricks to incorporate into their teaching. TOD along with ATL offers a number of professional development courses around OER and other textbook affordability initiatives.

Currently, a faculty librarian is working with the Academy for Teaching and Learning on an OER Certificate program to assist faculty and staff in understanding and implementing OER strategies in their curriculum.

Beginning the Spring term 2022, Florida Shines online course catalog allowed institutions to designate zero textbook cost (ZTC) online course sections on the catalog. FSCJ uploaded 53 ZTC course sections during the Fall term 2022 and 43 ZTC sections during the Spring term 2023 to the Florida Shines catalog.



**2022-2023 FLORIDA COLLEGE SYSTEM AFFORDABILITY
REPORT:**

APPENDICES

APPENDIX A:
Collective Bargaining Agreement, Article 20:
Textbook Selection

ARTICLE 20: TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The faculty and the administration are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability. A committee, with equal representation from the Union and the Administration, shall be jointly established to annually develop non-binding recommendations addressing textbook affordability, inclusive of concerns that arise in the State audit process ensuring the Committee utilizes the State audit report. The initial meeting of this committee shall be no later than November 1, 2021 with recommendations delivered to the Provost and the President of the Faculty Senate by the end of each academic year.

Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty.

In the interests of students, academic departments or discipline shall agree upon texts to be used collegewide in sequential* courses using the following procedure:


- Faculty within each department or discipline representing each campus shall serve on a collegewide committee to select by majority vote one textbook to be used in each course in the sequence.
- An accompanying list of supplemental texts and ancillary instructional materials may be selected by each faculty in addition to the course text, to meet the needs of the particular discipline.

Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the collegewide committee determines that a shorter period is appropriate, on a case-by-case basis.

The list of selected textbooks will be submitted by the established deadline or the textbooks in current use will be reordered.

* A sequential course is a course as defined by the collegewide committee.

APPENDIX B:
Administrative Procedural Manual 09-0701:
Textbook Affordability and
Instructional Material Adoption


ADMINISTRATIVE PROCEDURE MANUAL				
	SECTION TITLE	NUMBER	PAGE	
		TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	1 OF 2
		BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	August 31, 2016		

Purpose

To describe the procedures the College shall use to comply with Section 1004.085 Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", relative to textbook affordability and the adoption of student textbooks and other instructional material.

Procedure

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville campus.
- B. Each faculty member must submit an electronic attestation and e-adoption that includes the author, title, publisher, edition, ISBN, and estimated quantity of texts and other student procured instructional materials needed for each of the courses they will be teaching (identified by course title and ISBN reference number). The faculty member must also indicate whether procurement of the text and materials by the student is required or optional.
- C. Pursuant to Section 1004.085(4) Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", each faculty member or campus administration must submit and maintain, before each textbook adoption is finalized, an electronically submitted adoption certification for each course section attesting:
 1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
 2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term).
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085 Florida Statutes.
- F. Pursuant to Section 1004.085 Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of class for each term, a list of each textbook required for each course offered by the College during the upcoming

ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	2 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	August 31, 2016	

term, where the listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date and retail prices.

- G. College faculty and academic departments are requested to participate in the development, adaptation, and review of open-access textbooks, and in particular, open access textbooks for high-demand general education courses.

REFERENCES: F.S. 1004.085, SBE Rule 6A-14.092

Adopted Date: May 1, 1981

Revision Date: July 14, 1986, February 5, 2013, February 3, 2015, August 31, 2016

APPENDIX C:
Reasons for Late Adoption Postings

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2022, SPRING 2023)

Term	Course ID	Section	Reason For Late Adoption	Explanation
Fall 2022	AMH2020	4815	2. Schedule Change/New Faculty Assignment	
Fall 2022	AMH2020	5670	2. Schedule Change/New Faculty Assignment	
Fall 2022	AMH2070	5432	2. Schedule Change/New Faculty Assignment	
Fall 2022	ASL 1140	5349	2. Schedule Change/New Faculty Assignment	
Fall 2022	BCN1251	5374	6. Oversight/Human Error (adoption not completed on time)	
Fall 2022	BOT1010C	5375	2. Schedule Change/New Faculty Assignment	
Fall 2022	BSC1005	5358	2. Schedule Change/New Faculty Assignment	
Fall 2022	BSC2010C	4956	4. Faculty Member Assigned After the Deadline (originally encoded as IBA instructor)	
Fall 2022	BSC2010C	4957	8. Other - Please specify ->	EN class
Fall 2022	BSC2011C	4961	8. Other - Please specify ->	OT class
Fall 2022	BSC2011C	5331	6. Oversight/Human Error (adoption not completed on time)	
Fall 2022	BSC2085C	5482	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	BSC2086C	4978	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	BSC2086C	5356	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	CC11020	5457	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	CGS1060C	5644	7. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2022	CGS1100C	5241	2. Schedule Change/New Faculty Assignment	
Fall 2022	CGS1100C	5479	2. Schedule Change/New Faculty Assignment	
Fall 2022	CGS2512C	5441	6. Oversight/Human Error (adoption not completed on time)	
Fall 2022	CHM1025C	5399	2. Schedule Change/New Faculty Assignment	
Fall 2022	CHM2210C	5340	2. Schedule Change/New Faculty Assignment	
Fall 2022	CIS3534C	5715	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	DFP2004	5146	2. Schedule Change/New Faculty Assignment	
Fall 2022	ECO2023	5228	2. Schedule Change/New Faculty Assignment	
Fall 2022	EMS2601	5347	2. Schedule Change/New Faculty Assignment	
Fall 2022	ENC1101	5362	2. Schedule Change/New Faculty Assignment	
Fall 2022	ENC1101	5534	2. Schedule Change/New Faculty Assignment	
Fall 2022	ENC1101	5535	2. Schedule Change/New Faculty Assignment	
Fall 2022	ENC1101	5603	2. Schedule Change/New Faculty Assignment	
Fall 2022	HIM2442	5435	5. Technical/System Error (adoption did not process)	
Fall 2022	HUM2020	5257	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	HUM2020	5258	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	HUM2020	5374	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	HU54321	5404	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	IDS1107	4976	2. Schedule Change/New Faculty Assignment	
Fall 2022	IDS1107	5601	2. Schedule Change/New Faculty Assignment	
Fall 2022	INP1390	5337	2. Schedule Change/New Faculty Assignment	
Fall 2022	MAC1105	5178	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	MAC1105	4810	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAC1105	4983	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	4984	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	4985	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	4988	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	4990	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAC1105	4991	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	5181	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAC1105	5234	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAC1105	5207	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAC1114	5116	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	MAC1114	5422	2. Schedule Change/New Faculty Assignment	
Fall 2022	MAC2233	4979	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	MAC2233	5183	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAT001E	5312	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAT1103	4993	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MAT1031	4995	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAT1031	5000	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAT1033	5001	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MAT1033	5182	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MEA206C	4905	2. Schedule Change/New Faculty Assignment	
Fall 2022	MGF1106	5003	8. Other - Please specify ->	Dual Enrollment - Late Encoding?
Fall 2022	MGF1106	5607	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MGF1107	5310	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	MUL2010	5625	2. Schedule Change/New Faculty Assignment	late course addition - DL C7
Fall 2022	MVS2326	5188	2. Schedule Change/New Faculty Assignment	late course addition- 7/28/2022
Fall 2022	PDS2041	4935	2. Schedule Change/New Faculty Assignment	
Fall 2022	SPC2065	4980	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	SPC2065	5339	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2022	STA2023	4981	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	STA2023	5179	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	STA2023	5299	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	STA2023	5510	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	STA2023	5627	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Fall 2022	STS1307C	5315	2. Schedule Change/New Faculty Assignment	
Fall 2022	STS153B	5402	6. Oversight/Human Error (adoption not completed on time)	
Fall 2022	THE2000	5013	2. Schedule Change/New Faculty Assignment	late course addition - Dual Enrollment 194
Spring 2023	5381	44935	2. Schedule Change/New Faculty Assignment	late class addition
Spring 2023	ARI2000	5541	2. Schedule Change/New Faculty Assignment	late course addition - DL C7
Spring 2023	BSC1605I	5545	2. Schedule Change/New Faculty Assignment	
Spring 2023	BSC2010C	5476	6. Oversight/Human Error (adoption not completed on time)	
Spring 2023	BSC2085C	5372	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	BSC2085C	5374	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	BSC2085C	5483	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	BSC2085C	3873	6. Oversight/Human Error (adoption not completed on time)	
Spring 2023	BSC2085C	4157	6. Oversight/Human Error (adoption not completed on time)	
Spring 2023	BSC2086C	5484	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	BSC2086C	5262	2. Schedule Change/New Faculty Assignment	
Spring 2023	BSC2086C	5387	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	BSC2086C	5504	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	CL1266P	5069	2. Schedule Change/New Faculty Assignment	
Spring 2023	CE1266F	5388	2. Schedule Change/New Faculty Assignment	
Spring 2023	CGS1100C	4388	2. Schedule Change/New Faculty Assignment	
Spring 2023	CGS1100C	4536	6. Oversight/Human Error (adoption not completed on time)	
Spring 2023	CGS1100C	4540	2. Schedule Change/New Faculty Assignment	
Spring 2023	CGS1100C	5366	2. Schedule Change/New Faculty Assignment	
Spring 2023	CGS2555	5530	2. Schedule Change/New Faculty Assignment	
Spring 2023	CHM2210C	5424	2. Schedule Change/New Faculty Assignment	
Spring 2023	CN1101S	5012	2. Schedule Change/New Faculty Assignment	
Spring 2023	COP1000C	4720	2. Schedule Change/New Faculty Assignment	
Spring 2023	COP1000C	5437	2. Schedule Change/New Faculty Assignment	
Spring 2023	CPO2002	4269	2. Schedule Change/New Faculty Assignment	
Spring 2023	CIS1176C	5495	2. Schedule Change/New Faculty Assignment	
Spring 2023	CIS1131C	5256	2. Schedule Change/New Faculty Assignment	
Spring 2023	CIS1333C	5474	2. Schedule Change/New Faculty Assignment	
Spring 2023	CIS1333C	5507	2. Schedule Change/New Faculty Assignment	

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2022, SPRING 2023)

Term	Course ID	Section	Reason For Late Adoption	Explanation
Spring 2023	CTSL154	4674	2. Schedule Change/New Faculty Assignment	
Spring 2023	CTSL154	4677	2. Schedule Change/New Faculty Assignment	
Spring 2023	CTSL134	4763	2. Schedule Change/New Faculty Assignment	
Spring 2023	DSC1574	5596	2. Schedule Change/New Faculty Assignment	
Spring 2023	DSC1079	4634	2. Schedule Change/New Faculty Assignment	
Spring 2023	ECED2023	5387	2. Schedule Change/New Faculty Assignment	
Spring 2023	ENCL101	5485	2. Schedule Change/New Faculty Assignment	
Spring 2023	HUM1070	5327	2. Schedule Change/New Faculty Assignment	
Spring 2023	HUM1070	5431	2. Schedule Change/New Faculty Assignment	late course addition 12/8/2022 - HB A15
Spring 2023	HUM1020	5686	2. Schedule Change/New Faculty Assignment	late course addition 1/4/2023 - DL 071
Spring 2023	IBL2002	5120	2. Schedule Change/New Faculty Assignment	late course addition 2/16/2023 - DL C7
Spring 2023	IBL2014	4805	2. Schedule Change/New Faculty Assignment	
Spring 2023	MAC1105	6205	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	MAC1105	6414	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MAC1105	6648	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MATD022	5159	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MATD028	5647	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MATD033	5120	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MIA2030C	1728	2. Schedule Change/New Faculty Assignment	
Spring 2023	MGF1106	5396	2. Schedule Change/New Faculty Assignment	Class was eventually cancelled.
Spring 2023	MGF1106	5625	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	MGF1107	6649	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	MUL2010	5384	2. Schedule Change/New Faculty Assignment	late course addition 12/12/2022 - DL 012
Spring 2023	POS2041	5189	1. Text Not Available/Publisher Delays	
Spring 2023	POS2041	5515	2. Schedule Change/New Faculty Assignment	
Spring 2023	POS2041	5522	2. Schedule Change/New Faculty Assignment	
Spring 2023	REAO017	5582	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2023	SFC0005	6489	2. Schedule Change/New Faculty Assignment	
Spring 2023	STA2023	5110	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	STA2023	5121	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	STA2023	5297	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	STA2023	5416	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)
Spring 2023	STA2023	5494	2. Schedule Change/New Faculty Assignment	Class Encoded After Textbook Adoption Deadline (Schedule Management)

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 12, 2023

INFORMATION: The Personnel Actions since the previous Board Meeting are presented to the District Board of Trustees for information.

BACKGROUND: This listing provides the District Board of Trustees a timely notification of all recently hired personnel.

FISCAL NOTES: The costs of all personnel actions are covered by the College's annual salary budget or from grant or auxiliary funding.

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of September 12, 2023**

Faculty Full-Time Appointments

Alkhayyat	Yasameen	Professor of Engineering Technology
Braswell	Elizabeth	Professor of Dental Hygiene
Glover	Andreas	Professor of Criminal Justice
Harris	Desmond	Professor of Respiratory Care
Mickens	Tiffani	Professor of Nursing
Minoza	Bridgette	Professor of Nursing
Taylor	Wyatt	Professor of History
Varthakavi	Holly	Professor of American Sign Language

Job Title**A&P Full-Time Appointments**

Ballagas Rodriguez	Lino	Functional Analyst
Bartlett	Bradley	Engineer IV Network
Benigno	Alexandra	Budget Analyst
Bogenpohl	Darlene	Instructional Program Manager
Cochran	Elysia	Instructional Program Manager
Gray	Phenessa	Library and Learning Commons Manager
Hartsell	Sabrina	Head Coach - Women's Softball
Hess	Jeffrey	Associate Provost for Liberal Arts and Sciences
Hinck	Chelsea	Head Coach - Women's Volleyball
Lafond	Whitney	Interim Dean Arts and Sciences
Priester	Amanda	Engineer IV Software
Putyrski	John	Head Coach - Men's Basketball
Yertzell	Anthony	Library and Learning Commons Manager

Job Title**Career Full-Time Appointments**

Abbott	Toni	Campus Operations Coordinator
Bowman	Labrena	Campus Dual Enrollment Coordinator
Brown	Jamica	Academic Department Coordinator
Burkitt	Samantha	Administrative Assistant III
Carreiro	Arnold	Duplicating and Mailroom Coordinator
Castillo	Adrian	Armed Security Officer
Crosby	Michael	Academic Tutor
Everett	Antoinette	Campus Operations Coordinator
Farias-Millan	Valeria	Military Program Specialist
Gotay	Marcus	Supervisor of Plant Service Workers
Henderson	Martha	Academic Department Coordinator
King	Trenee	Interim Senior Specialist
Lafortune	Marie	Student Records Specialist
Latak	Eric	Plant Service Worker
McGoldrick	Meghan	Human Resources Coordinator
Nickel	Alexandra	Accounts Receivable Specialist II
Revenaugh	Jennifer	Campus Operations Coordinator
Shelton	Sheryl	Administrative Assistant I
Sidney	Richard	Associate Program Specialist
Van Court	James	Duplicating and Mailroom Coordinator
Williams	Chester	Academic and Career Advisor
Williams	Leila	Business Office Specialist II

Job Title**Career Part-Time Appointments**

Bellis	Peter	Academic Tutor
Blokker-Coetzer	Christopher	Academic Tutor
Ewer	Linda	Test Examiner
Ferioli	Dustin	Test Proctor
Ferren	Melanie	Interim Director of Program Development
Vinduska	Kyle	Program Facilitator I

Job Title

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	September 12, 2023

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-5.1 for purchases greater than \$195,000.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00015481	\$250,000	Giddens Security Corporation	Security Guard Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Cooperative Agreement: State of Florida Term Contract No. 92121500-20-1
PO00015360	\$420,000	City of Jacksonville	Jacksonville Sheriff Officers providing training to FSCJ Police Academy Students	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Inter-Governmental Agency Partnership with the City of Jacksonville
PO00015342	\$964,956	ERP Analysts, Inc.	PeopleSoft Content Migration, Hosting and Managed Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6HX7-5.1; Strategic Technology Plan; Cooperative Contract 2018-04; Alabama State University Bid 1966-2015

BACKGROUND: Board Rule 6Hx7-5.1 requires submittal of an Information Item listing purchase orders greater than \$195,000 that were purchased in accordance with State Board of Education (SBE) and College Board Rules.

RATIONALE: This listing provides the District Board of Trustees an opportunity to review all College purchases \$195,000 or greater. These purchases were made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

FISCAL NOTES: These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$1,634,956.

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

INFORMATION ITEM I – C.

Subject:	Finance: Investment Reports for Quarter Ended June 30, 2023
Meeting Date:	September 12, 2023

INFORMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending June 30, 2023 are presented to the District Board of Trustees (DBOT) for information.

BACKGROUND: The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, Corporate Note, Asset-backed, Mortgage-backed, Municipal, and Supranational Securities. The Operating Fund Portfolio's quarterly total return performance of -0.16% outperformed the benchmark performance of -0.45%. Over the past year, the Portfolio's total return was 0.90%, compared to 0.32% for the benchmark.

The College utilizes the investment management services of PFM Asset Management, LLC (PFM) for intermediate term fixed income investments. As of June 30, 2023, the College had surplus funds of approximately \$35.0 million 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 June 30, 2023 was \$6.9 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned a gain of 3.91% (net of mutual fund fees) in the 2nd Quarter of 2023, underperforming its policy benchmark return of 4.51% by 0.6%. Over the past year, the Portfolio had a return of 9.91%, underperforming its 10.83% benchmark return. Since the inception date of July 1, 2016, the Portfolio returned 8.55% annually, outperforming its 8.22% benchmark by 0.33% annually. In dollar terms, the Portfolio gained \$259,703 in return on investment over the quarter and \$651,672 over the past 12-months.

The Investment Performance Review for the quarter ending June 30, 2023 will be available at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

RATIONALE: The sound investment of surplus funds and endowment funds can produce additional income to support the operations of the College and student financial aid programs while meeting the requirements of safety and liquidity.

FISCAL NOTES: As of June 30, 2023, the College had investment balances totaling \$42.0 million, which compares to \$41.0 million as of June 30, 2022.

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

INFORMATION ITEM I – D.

Subject:	Facilities: Change Orders – North Campus Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road
Meeting Date:	September 12, 2023

INFORMATION: The change orders listed below are presented to the District Board of Trustees for information.

BACKGROUND: Board Rule 6Hx7-8.2 states the following: “The College President or Vice President of Finance and Administration may authorize individual construction or professional service change orders in the name of the Board when such changes involve no change in cost, a decrease in cost, or an increase in cost not to exceed an amount as shown in the table below. The College President shall submit an information item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

Contract Value	Maximum change Order Authority
Less than \$500,000	\$50,000
\$500,000 or greater	\$100,000

Vendor	C.O.#	Amount
<p><u>North Campus:</u> Change orders issued to ShayCore, LLC for the original contract dated June 22, 2023, for the North Campus – Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road in accordance with FSCJ RFP #2023C-24.</p> <p>ShayCore, LLC Original Contract Amount: \$412,900.00</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO from \$412,900.00 to \$283,320.56, a total deduction of \$129,579.44. Direct purchase of materials \$122,174.00 plus tax savings \$7,405.44 for POR 15150 issued to Preferred Materials, Inc. • Increase: Change Order #2 issued to increase PO from \$283,320.56 to \$293,605.56, a total increase of \$10,285.00 for additional scope of work defined on AIA Change Order #1. 	<p>CO #1</p> <p>CO #2 AIA CO1</p>	<p>(\$129,174.00)</p> <p>\$10,285.00</p>

Subject: Facilities: North Campus – Re-paving Criminal Justice Center Driving Course & Skills Pad – A & E Service Road 202400138
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> Increase: Change Order #3 issued to increase PO from \$293,605.56 to \$296,302.54, a total increase of \$2,696.98 for additional scope of work defined on AIA Change Order #2. <p>ShayCore, LLC Final Contract Amount: \$296,302.54</p>	CO #3 AIA CO2	\$2,696.98

RATIONALE: To advise the Board of monetary changes to the construction contracts.

FISCAL NOTES: The following change orders are included for informational purposes only. The changes are comprehended in the approved project budgets.