

March 12, 2026

MEMORANDUM

TO: District Board of Trustees
Florida State College at Jacksonville

FROM: John Avendano, Ph.D. 
College President

RE: Administrative Procedure Act – April 2026

The Board Rules shown below are governed by the Administrative Procedure Act and will appear on the agenda for the April 14, 2026, 1 p.m. regular meeting of the District Board of Trustees.

The Board meeting will be held at the College's Kent Campus, Room D-120, located at 3939 Roosevelt Blvd., Jacksonville, FL 32205.

Any individual wishing to address the proposed items will be provided an opportunity to do so in person during the meeting.

BOARD RULES:

- 6Hx7-1.3 – District Board of Trustees Self-Evaluation
- 6Hx7-2.24 – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- 6Hx7-4.25 – Endowment Funds and Funds Functioning as Endowment Funds
- 6Hx7-9.2 – Distance Education

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

AGENDA ITEM NO. APA 1.

Subject:	Administrative Procedure Act – Board Rules, Section 1 – General Provisions, Definitions and Governance
Meeting Date:	April 14, 2026

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 1 – General Provisions, Definitions and Governance, effective with this action.

6Hx7-1.3 – District Board of Trustees Self-Evaluation

BACKGROUND: The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-1.3 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

RATIONALE: Approval of this item brings the Rule up to date with Florida Statutes and State Board of Education Rules as depicted within and provides for efficient College business practices.

FISCAL NOTES: There is no economic impact as a result of these revisions.

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-1.3	District Board of Trustees Self-Evaluation	1-3

- (1) As self-evaluations are a best practice for governing boards and a requirement for institutional accreditation by the ~~Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)~~, it is imperative for the District Board of Trustees (DBOT) to conduct a self-evaluation to help the DBOT review its actions, evaluate its effectiveness and ensure the priorities of the DBOT and the mission of Florida State College at Jacksonville (**FSCJ**) remain aligned. The DBOT will conduct a self-evaluation on an annual basis. The College President, as Secretary to the DBOT, will facilitate this self-evaluation process.

(General Authority: F.S. 1001.64, ~~SACSCOC Principles of Accreditation~~)

(Adopted 06/09/2020, Revised 04/14/26)

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

AGENDA ITEM NO. APA 2.

Subject:	Administrative Procedure Act – Board Rules, Section 2 – Administration
Meeting Date:	April 14, 2026

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 2 – Administration, effective with this action.

6Hx7-2.24 – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

BACKGROUND: The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-2.24 – Recommends modifications to the Rule to update the title and general authority to align with the new title and legal citation of the Act.

RATIONALE: Approval of this item brings the Rule up to date with federal and state statutes and State Board of Education Rules as depicted within and current College business practices.

FISCAL NOTES: There is no economic impact as a result of these revisions.

RULES OF THE BOARD OF TRUSTEES		
NUMBER	TITLE	PAGE
6Hx7-2.24	Jeanne Clery <u>Campus Safety Act (Clery Act)</u> Disclosure of Campus Security Policy and Campus Crime Statistics Act	2 - 38



- (1) The Florida State College at Jacksonville (FSCJ/College) shall comply with the provisions of the ~~Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act~~, originally known as the ~~Crime Awareness and Campus Security Act of 1990~~ Jeanne Clery Campus Safety Act (Clery Act), codified in Section 485(f) of the Higher Education Act (HEA), as amended from time to time, and other applicable laws pertaining to College safety and security practices.
- (2) In order to ensure compliance with the provisions of the subject Act the College President shall develop and distribute appropriate procedures to address the provisions of the Act.

(General Authority: Jeanne Clery Campus Safety Act (Clery Act), Section 485(f) of the Higher Education Act (HEA), F.S. 1001.64, 1001.65, ~~Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092~~)

(Adopted 10/20/92, Revised 12/11/07, 02/10/15, 04/14/26)
 (Reviewed 04/08/14, 06/14/16, 11/10/20)

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

AGENDA ITEM NO. APA 3.

Subject:	Administrative Procedure Act – Board Rules, Section 4 – Finance
Meeting Date:	April 14, 2026

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 4 – Finance, effective with this action.

6Hx7-4.25 – Endowment Funds and Funds Functioning as Endowment Funds

BACKGROUND: The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-4.25 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

RATIONALE: Approval of this item brings the Rule up to date with Florida Statutes and State Board of Education Rules as depicted within and provides for efficient College business practices.

FISCAL NOTES: There is no economic impact as a result of these revisions.



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.25	Endowment Funds and Funds Functioning as Endowment Funds	4-41

- (1) The District Board of Trustees (DBOT) of Florida State College at Jacksonville (FSCJ/College) shall approve a policy statement for the administration and investment of Endowment Funds and Funds Functioning as Endowment Funds.
- (2) The policy shall be consistent with Florida Statutes and Rules as promulgated by the State Board of Education.
- (3) The College President is authorized to accept Endowment Funds or Funds Functioning as Endowment Funds to support student financial assistance and other purposes as approved by the DBOT.
- (4) The source of Endowment Funds and Funds Functioning as Endowment Funds shall may include, but not be limited to, Auxiliary Fund Commissions, Fines and Penalty Fees, Financial Aid Fees, Short Term Loan Funds, Unexpended Grant Funds, Endowment Earnings and other miscellaneous contributions.
- (5) Endowment Funds and Funds Functioning as Endowment Funds shall be accepted or established by the College without restriction, or only when the restriction placed on such funds is in support of College student financial aid assistance programs, or in support of other programs as approved by the DBOT.
- (6) Endowment Funds and Funds Functioning as Endowment Funds may be perpetual and indefinite in nature:
 - A. Endowment Funds may be dissolved only upon the expressed permission of the donor or as the result of a predetermined condition in the gift agreement and Funds Functioning as Endowment Funds may only be dissolved by expressed action of the DBOT.
- (7) The Vice President of ~~Business Services~~ Finance and Administration and the College's ~~Chief Investment Officer~~, together with the Chief Business Affairs Officer Associate Vice President (AVP) of Finance and Controller and the ~~Director of Budgeting and Financial Planning~~ AVP of Administrative Services shall constitute the College Investment Committee (the Committee).
- (8) The ~~Chief Investment Officer~~ AVP of Finance and Controller shall be principally responsible for making day-to-day investment decisions in accordance with the Investment Policy and shall annually complete not less than eight (8) hours of continuing education in subjects or courses related to investment practices and products
- (9) The ~~Chief Investment Officer~~ AVP of Finance and Controller shall submit an annual investment report to the College President and the DBOT.
- (10) Notwithstanding (8) above, the DBOT shall periodically select and approve, and the College may engage, an Investment Manager who may be responsible for all or certain activities associated



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.25	Endowment Funds and Funds Functioning as Endowment Funds	4-42

with the management of the portfolio and shall advise, monitor and build the Fund based on the *Prudent Man Rule*; invest funds as would a person of prudence, i.e. with discretion, care and intelligence.

(11) Endowment Investment Policy:

- A. The investment objective for Endowment Funds is to achieve a target rate of return of 5% plus the inflation rate as measured over a five-year period to preserve the spending power of the Fund. To achieve its investment objectives, the College Endowment Funds shall be allocated among a number of asset classes. These asset classes may include: Cash and cash equivalents, Domestic equity, Domestic fixed income, International equity and International fixed income.
- B. The general policy shall be to diversify investments among both equity and fixed income securities so as to provide a balance that will enhance total return while avoiding undue risk concentration in any single asset class or investment category. The Investment Manager(s) should monitor the total portfolio to ensure that risk and return levels are appropriately balanced as per accepted prudent practices. An Investment Consultant may be utilized to assist the College in selection and evaluation of Investment Manager(s).

(12) Target Asset Mix Table:

Asset Class	Minimum	Target	Maximum
Equities	70 percent	75 percent	80 percent
Fixed Income	20 percent	25 percent	30 percent
Cash and equivalents	0 percent	0 percent	10 percent

A. Equity Securities:

1. The Investment Manager(s) should maintain the equity portion of the portfolio at a risk level roughly equivalent to that of the equity market as a whole, over an annualized moving three-and five-year time period. Equity holdings shall generally be restricted to readily marketable securities of corporations that are actively traded on the major stock exchanges. If portions of the equity portfolio are assigned to Investment Managers, those portions of the portfolio should be managed to the risk levels and appropriate benchmarks for those securities. International equity investments of similar quality and marketability will be permitted in the total equity position. Real Estate Investment Trust securities may be included in the domestic equity portfolio.
2. Decisions as to individual security selection, number of industries and holdings, current income levels and turnover are left to the selected Investment Manager(s), subject to the standards of fiduciary prudence. However, no single major industry shall represent more



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.25	Endowment Funds and Funds Functioning as Endowment Funds	4-43

than 20 percent of the total market value of the investments, and no single security shall represent more than 5 percent of the total market value of the investments.

3. The Investment Manager(s) is prohibited from buying securities on margin, borrowing money or pledging assets, or trading uncovered options, commodities or currencies. The Investment Manager(s) is also restricted from investing in private placements and restricted stock unless otherwise permitted in writing by the DBOT. It is expected that no assets will be invested in securities whose issuers are or are reasonably expected to become insolvent, or who otherwise have filed a petition under any state or federal bankruptcy or similar statute.
4. Investments in equity securities should be managed actively to pursue market opportunities with the objective of meeting or exceeding the results of the equity market as represented by the annualized returns of the appropriate standardized market index or blend of indices which match the portfolio asset allocations, (e.g., Standard and Poor's 500 Index, Russell 2000, Morgan Stanley MSCI non-U.S. index, etc.) over an annualized moving three- and five-year time period.
5. Within the above guidelines and restrictions, the Investment Manager(s) will have complete discretion over the timing and selection of equity securities.

B. Fixed Income Securities:

1. The purpose of fixed income investments, both domestic and international, is to provide diversification, and a predictable and dependent source of current income. It is expected that fixed income investments will not be totally dedicated to the long-term bond market, but will be flexibly allocated among maturities of different lengths according to interest rate prospects.
2. Investments in fixed income securities should be managed actively to pursue opportunities presented by changes in interest rates, credit ratings and maturity premiums, with the objective of meeting or exceeding the results of the fixed income market as represented by the annualized returns of the appropriate standardized market index or blend of indices which match the portfolio asset allocations (e.g., Lehman Brothers Aggregate Bond Index, Merrill Lynch High Yield Master II Index, etc.) over an annualized moving three- and five-year time period. If portions of the fixed income portfolio are assigned to subordinate investment managers, those portions of the portfolio should be managed to the risk levels and appropriate benchmarks for those securities.
3. The Investment Manager(s) may select from appropriately liquid preferred stocks, corporate debt securities and obligations of the U. S. Government and its agencies. These investments will be subject to the following limitations:
 - a. No issues may be purchased with more than 30 years to maturity.
 - b. Investments of a single issuer, with the exception of the U. S. Government and its agencies, may not exceed 5 percent of the total market value of the investments.



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.25	Endowment Funds and Funds Functioning as Endowment Funds	4-44

- c. No more than 15 percent of the corporate debt securities in the fixed income portfolio may be rated below-investment grade.
- d. Within the fixed income component, the Investment Manager(s) is prohibited from investing in private placements and fixed income or interest rate futures.
- e. Within the above guidelines and restrictions, the Manager(s) has complete discretion over the timing and selection of fixed income securities.

(13) Spending Policy:

- A. The target rate of expendable funds from the Endowment Fund shall be five percent (5%) annually to support College student financial aid programs. Rates differing from this target rate may be approved by the DBOT as part of the annual budget approval process.

(General Authority: F.S. 215.47, 1001.64, SBE Rule 6A-14.0765, Florida Accounting Manual, (FAM) Sec. 4 (C), Uniform Prudent Management of Institutional Funds Act (UPMIFA) 2006)

(Adopted: 03/21/84, Revised: 03/07/06, 02/11/14, 08/11/15, 04/14/26)

(Reviewed: 04/12/16)

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

AGENDA ITEM NO. APA 4.

Subject:	Administrative Procedure Act – Board Rules, Section 9 – Instruction
Meeting Date:	April 14, 2026

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 9 – Instruction, effective with this action.

6Hx7-9.2 – Distance Education

BACKGROUND: The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedures (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-9.2 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

RATIONALE: Approval of this item brings the Rule up to date with Florida Statutes and State Board of Education Rules as depicted within and current College business practices.

FISCAL NOTES: There is no economic impact as a result of these revisions.

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-9.2	Distance Education
		PAGE
		9-2

- (1) To meet the workforce and educational needs of Florida State College at Jacksonville's (FSCJ) service area, teaching and learning must be accessible and flexible, **as well as** and offer quality and value. The District Board of Trustees (**DBOT**) affirms that students will have the opportunity to participate in meaningful and structured distance education experiences **that involve regular and substantive interactions between students and instructors.**
- (2) Distance education at FSCJ shall comply with the definition, requirements and standards of the ~~Higher Education Opportunity Act 2008 (HEOA)~~ **Distance Education and Innovation regulations of 2020**, Family Education Rights and Privacy Act (FERPA), ~~the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and~~ **the College's institutional accreditor**, Florida Statutes, **and requirements of any other regulating bodies and programmatic accreditation agencies.**
- (3) The College President is authorized to establish necessary administrative procedures for the implementation of this Rule.

(General Authority: **85 FR 54742**, Family Education Rights and Privacy Act (FERPA), ~~Higher Education Opportunity Act 2008 (HEOA)~~, F.S. 1001.64, 1001.65, 1011.81, ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~)

(Adopted 08/11/2020, **Revised 04/14/26**)