

May 17, 2022

**MEMORANDUM**

TO: District Board of Trustees  
Florida State College at Jacksonville

FROM: John Avendano, Ph.D.   
College President

RE: Administrative Procedure Act

The Board Rules shown below are governed by the Administrative Procedure Act and will appear on the agenda for the June 14, 2022, 1 p.m. regular meeting of the District Board of Trustees.

The Board meeting will be held at the College's Advanced Technology Center, Rooms T-140 & 141, 401 West State Street, Jacksonville, FL 32202.

Any person requesting to address these items will be given an opportunity to do so by appearing before the Board at this meeting.

**BOARD RULES:**

6Hx7-1.1 – Effective Date of Rules

6Hx7-10.5 – Scholarships, Grants and Loans

6Hx7-10.9 – Deferred Payment Status

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

**AGENDA ITEM NO. APA 1.**

<b>Subject:</b>	Administrative Procedure Act – Board Rules, Section 1 – General Provisions, Definitions and Governance
<b>Meeting Date:</b>	June 14, 2022

**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.


**6Hx7-1.1 – Effective Date of Rules**

**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 the Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-1.1 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

**RATIONALE:** Approval of this item will allow the College to use the College Seal as the logo on Board Rules and administrative procedures.

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

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-1.1	Effective Date of Rules	1 - 1

- (1) The rules for the operation and administration of Florida State College at Jacksonville are contained within the Rules of the District Board of Trustees (“Rules”). Those Rules adopted by the District Board of Trustees (DBOT) shall be effective upon ~~Board~~ DBOT approval unless otherwise specified by the ~~Board~~ DBOT.
- (2) All Board Rules will show a date of adoption specified by rule or statute. Any alternate date shall be contained in the text of the rule. All Board Rules shall indicate a date of adoption and last revision, as appropriate. These dates shall be displayed on the bottom of the last page of the Board Rule.
- (3) The College President may develop administrative procedures to implement the Rules. The administrative procedures developed to implement these Rules shall comply with all ~~F~~federal and ~~S~~state laws, State Board of Education Rules and ~~District Board~~ DBOT Rules.
- (4) Effective as of June 15, 2022, all Board Rules and all administrative procedures (APMs) will use the College Seal as the logo in the upper left-hand corner of the documents. Other than the change of the logo, the documents shall remain as they are currently written and approved until such time as future revisions are deemed necessary. Such change of the logo will be done within a reasonable time frame.
- ~~(4)~~(5) The Rules contained herein supersede all previously published rules for the operation and administration of the College.

(General Authority: F.S. 1001.64, 1001.65)

(Adopted: 07/01/74, Revised: 06/23/80, 06/23/87, 05/13/14, 01/12/16, 06/14/22 Formerly 1.1)

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

**AGENDA ITEM NO. APA 2.**

Subject:	Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services
Meeting Date:	June 14, 2022

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rules under Section 10 – Educational Support Services, effective with this action.


6Hx7-10.5 – Scholarships, Grants and Loans  
6Hx7-10.9 – Deferred Payment Status

**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 the Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-10.5 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-10.9 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

**RATIONALE:** Approval of this item brings the Rules 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.

	<b>RULES OF THE BOARD OF TRUSTEES</b>	
	<b>NUMBER</b>	<b>TITLE</b>
	6Hx7-10.5	Scholarships, Grants and Loans
		<b>PAGE</b>
		10-5.1

- (1) The College President is authorized to establish and operate student scholarship, grant and loan programs utilizing funds from student financial aid fees, funds from the operation of auxiliary services and other sources.
- (2) The College President shall establish, or cause to be established, programs and procedures for the awarding of scholarships and grants in recognition of a distinctive personal accomplishment, service to the institution, special skill or as an employee benefit.
- (3) Scholarships and Grants shall be administered in accordance with guidelines established by the College. Guidelines and procedures which outline approved programs, funding limitations and student eligibility criteria will be maintained through the Office of Financial Aid.
- (4) Scholarships and Grants may be awarded to groups which are recognized by and of benefit to the College including, but not limited to:
  - A. High scholastic achievement as evidenced by grade point average in college preparatory curriculum and appropriate recommendations.
  - B. Outstanding graduate from each public and accredited senior high school in Duval and Nassau Counties.
  - C. Students with demonstrated academic progress who exhibit commitment and motivation to succeed in their program of study and career field.
  - D. Talent in one of the Co-Curricular Activities such as voice or instrumental music, drama, and Student Government Association ~~and Brain Bowl~~.
  - E. Talent in intercollegiate athletic programs.
  - F. Students with disabilities as defined by the 1973 Rehabilitation Act, Section 504 and in the Americans with Disabilities Act of 1992.
  - G. Students with special and extraordinary needs not included in one of the above categories.

(General Authority: F.S. 1001.64, 1001.65, 1009.23(8))

(Adopted 07/01/72, Revised 01/17/79, 06/23/80, 05/26/82, 06/30/82, 10/21/86, 08/18/87, 05/27/93, 03/10/15, 06/14/22 Formerly 6.4)

	<b>RULES OF THE BOARD OF TRUSTEES</b>	
	<b>NUMBER</b>	<b>TITLE</b>
	6Hx7-10.9	Deferred Payment Status
		<b>PAGE</b>
		10-10

- (1) The College President is authorized to develop, or cause to be developed, procedures for the deferment of fees, tuition, and other charges within the provisions presented herein.
- A. Payment of tuition and fees may be deferred from the first day of class up to sixty (60) days but not beyond the end of the term for those students receiving financial aid from institutional, federal or state assistance programs, when the transmittal of such aid is delayed through circumstances beyond the control of the student. Failure of the student to make timely application for financial aid shall not be a reason for granting a deferral. If the institutional, state, or federal rules or regulations require additional time, events, or documentation, additional deferment time may be granted, but not beyond the end of the term.
  - B. Veterans eligible for benefits provided pursuant to Chapters 32, 33, 34, or 35, Title 38, U.S. Code, shall, upon written request and documentation receive one deferment during each academic year for the payment of registration fees for up to sixty (60) days from the first day of classes but not beyond the end of the term. Upon request and administrative review, an additional deferment may be granted each term there is a delay in the receipt of Veterans Administration educational benefits provided the previous term's fees have been paid in full. Proof of delay must be provided before an additional deferment is granted.
  - C. Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last day of any registration period up to ~~sixty (60) days but not beyond~~ the end of the term for those students for whom the College has received a written authorization for payment from an approved business, industry, governmental unit, non-profit organization, or civic organization.
    - 1. If the sponsoring agency or organization does not render payment to the College, the sponsored students will be liable for the charges incurred on their behalf and will be billed by the College. Students will be required to render payment within 30 days of the billing date. If payment is not received, the provisions of Board Rule 6Hx7-4.22, Delinquent Accounts Receivable, will apply.

(General Authority: F.S. 1001.64, 1001.65, 1009.27, 1011.83, SBE ~~6A-14.0261~~, 6A-14.054)

(Adopted: 04/14/77, Revised 04/11/79, 06/23/80, 09/17/80, 07/01/81, 10/21/86, 05/27/93, 08/06/02, 11/12/13, 08/12/14, 06/14/22 Formerly 2.25)