


October 9, 2025

MEMORANDUM

TO: District Board of Trustees
Florida State College at Jacksonville

FROM: John Avendano, Ph.D.
College President 

RE: Administrative Procedure Act – November 2025

The Board Rules shown below are governed by the Administrative Procedure Act and will appear on the agenda for the November 12, 2025, 1 p.m. regular meeting of the District Board of Trustees.

The Board meeting will be held at the College's Administrative Offices, Board Room 405, located at 501 West State Street, Jacksonville, FL 32202.

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

BOARD RULES:

6Hx7-2.5 – Signing Authority
6Hx7-4.10 – Electronic Transfer of Funds
6Hx7-4.23 – Travel and Per Diem
6Hx7-6.2 – Safety and Security

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

AGENDA ITEM NO. APA – 1.

Subject:	Administrative Procedure Act – Board Rules, Section 2 – Administration
Meeting Date:	November 12, 2025

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.


6Hx7-2.5 – Signing Authority

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 6Hx7-2.5 – Recommends modifications to the Rule to update 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	PAGE
	6Hx7-2.5	Signing Authority	2 - 17

- (1) The Chairman of the District Board of Trustees (DBOT) and the College President, or designee, shall have the authority to sign ~~checks~~, contracts and other documents reflecting action by the DBOT, as appropriate.

A. In furtherance thereof, the College President designates:

1. the Provost/Vice President of Academic Affairs, Vice President of Finance and Administration or the Associate Vice President of Administrative Services, or designee, to sign contracts, external funding proposals and other documents and reports affecting or reporting on the operations of the College or other documents on behalf of the College President, as appropriate;
2. the Vice President of Finance and Administration, or designee, to sign checks and financial documents and reports for the financial operation of the College;
3. the Vice President for Strategic and Institutional Effectiveness and the Associate Vice President of Resource Development, or designee, to sign external grant funding proposals and associated documents on behalf of the College President;
4. the Associate Vice President of Administrative Services or the Executive Director of Purchasing, or designee, to sign contracts and purchase orders;
5. the Registrar and Director of Student Records to sign College transcripts;
6. the Associate Vice President of Enrollment Operations and Student Financial Aid, or designee, to sign financial aid awards and termination letters;
7. the Vice President of Student Affairs and Enrollment Management, the Director of Admissions, or their designees, to sign enrollment verifications and student mailings;
8. the Associate Vice President of Facilities or the Executive Director of Campus Operations and Special Events to sign facility rental agreements and other campus-oriented agreements, as appropriate and not otherwise in conflict with any other provision of this Rule; and
9. the appropriate Vice President, or designee, to sign customized training contracts;
10. the Executive Director of Risk Management to sign risk management documents and reports for the risk management operations of the College;
11. the Vice President of Finance and Administration, Associate Vice President of

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

AGENDA ITEM NO. APA – 2.

Subject:	Administrative Procedure Act – Board Rules, Section 4 – Finance
Meeting Date:	November 12, 2025

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

6Hx7-4.10 – Electronic Transfer of Funds


6Hx7-4.23 – Travel and Per Diem

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 6Hx7-4.10 – Recommends modifications to the Rule to reflect updates to College practices.
- Edits to Board Rule 6Hx7-4.23 – Recommends modifications to the Rule to update 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.

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.10	Electronic Transfer of Funds	4-10

- (1) The College President of Florida State College at Jacksonville (FSCJ/College) shall develop, or cause to be developed, procedures for the electronic transfer of funds.
- (2) An electronic transfer of funds is defined as ~~the transfer of moneys between College bank accounts and electronic payments are defined as the transfer of moneys to external parties to settle transactions.~~ the digital movement of money between the College and various parties, including banks, individuals and companies.
- (3) The procedures for electronic transfer of funds shall be in accordance with the provisions of Florida Statutes and SBE Rule. The procedures shall cover electronic transfers ~~made telephonically~~, by direct deposit, wire transfer, or withdrawal, ~~investment or payment~~.
- (4) The procedures for electronic transfers shall utilize separation of duties and dual authorizations as well as other procedures to ensure appropriate internal controls are in place. All electronic transfers will require these controls:
 - A. No one employee shall be permitted to initiate, approve and reconcile any form of electronic transfer.
 - B. Supporting documents must be provided before an electronic transfer can be initiated. The documentation shall include payee name and address, payment instructions, payment amount and voucher, ~~a properly approved invoice or disbursement request.~~
 - C. Digital certificates, tokens or other security measures shall be in place with the financial institution.
 - D. All electronic transfers shall be supported by transactions in the College's financial system.
 - E. Evidence of each completed electronic transfer be verified by the Controller ~~Associate Vice President of Finance~~, or designee.
- (5) Desktop Procedures for the execution of electronic transfer of funds will be maintained by the ~~Associate Vice President of Finance~~, Controller's Office, and shall in all cases be consistent with standard accounting procedures and the State Accounting Manual.
- (6) ~~The procedures for electronic payments shall utilize separation of duties and dual authorizations as appropriate to the electronic payment process. Control procedures for electronic payments to vendors, employees and students that happen through the College's computerized processes will be documented in the accompanying procedure.~~

(General Authority: F.S. 1001.64, 1001.65, 1010.11, SBE Rule 6A-14.075(3))

(Adopted: 01/08/13, Revised 01/14/14, 06/13/17, 11/12/25)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.23	Travel and Per Diem	4-29

- (1) The College President of Florida State College at Jacksonville (FSCJ) is authorized to establish procedures for employee and student travel and per diem in accordance with Florida Statutes and State Board of Education Rules. ~~A report of travel where air transportation and lodging total more than \$2,000 per meeting will be summarized and presented to the District Board of Trustees (DBOT) on a quarterly basis.~~
- (2) College President's International Travel - When traveling internationally on behalf of the College, the College President will notify the ~~Florida State College at Jacksonville~~ FSCJ District Board of Trustees (DBOT) in writing outlining the period of international travel, purpose, itinerary, source of funding (if other than the College) and how ~~he/she~~ they can be contacted during the travel.

(General Authority: F.S. 112.061, 112.062, 112.29, 1001.64, 1001.65, 1005.08

(Adopted: 07/01/72, Revised 07/01/73, 06/23/80, 07/01/81, 07/22/81, 10/24/84, 09/16/93, 09/04/01, 10/06/09, 06/09/15, 11/12/25, Formerly 6Hx7-5.1)

(Reviewed 06/13/17)

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

AGENDA ITEM NO. APA – 3.

Subject:	Administrative Procedure Act – Board Rules, Section 6 – Business Services
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 6 – Business Services, effective with this action.


6Hx7-6.2 – Safety and Security

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 6Hx7-6.2 – Recommends modifications to the Rule to update 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.

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-6.2	Safety and Security	6-2

- (1) The Florida State College at Jacksonville (FSCJ/College) College President, or designee, shall establish, or cause to be established, safety and security procedures for the well-being of the College and the college community.
- (2) To ensure the safety and security of students, employees and property of the College in emergency situations, the College President, or designee, is ~~and/or Directors of Campus Operations are~~ hereby authorized as follows:
 - A. to close the College, a College campus and/or center or any portion thereof;
 - B. to request utilization or assistance of law enforcement and other agencies as appropriate;
 - C. to reschedule classes and work periods to meet requirements and policies of the College and to conform to applicable external mandates;
 - D. to take any other actions reasonably deemed necessary;
 - E. to approve emergency pay for non-exempt full-time employees required to work in order to maintain and/or protect the facilities of the College;
 - F. to inform the District Board of Trustees (DBOT) of any of the foregoing at the next meeting following the action taken.

(General Authority: F.S. 943.0311, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 04/14/77, 06/23/80, 05/27/93, 10/01/02, 06/09/15, 06/14/16, 11/12/25, Formerly 3.4)

(Reviewed 02/13/18)