


April 1, 2025

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: April 2025 Board Agenda

Enclosed please find materials in support of the April 8, 2025, Board meeting.

All meetings of the Board will be held at the College's Kent Campus, 3939 Roosevelt Blvd., Jacksonville, FL 32205.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room D-120. The Board regular meeting will begin at 1 p.m., Room D-120.

- Strategic Plan & KPIs 2025-2028
- Marketing & Recruitment

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
April 8, 2025 – 1 p.m.
Kent Campus, Room D-120**

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. Requesters 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 JANUARY 24, 2025, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP/PLANNING MEETING (p. 5-12)

MINUTES OF THE FEBRUARY 3, 2025, DISTRICT BOARD OF TRUSTEES BUSINESS DINNER (p. 13-14)

MINUTES OF THE FEBRUARY 11, 2025, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 15-17)

MINUTES OF THE FEBRUARY 11, 2025, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 18-21)

MINUTES OF THE FEBRUARY 11, 2025, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 22-44)

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. 45-46)
2. Purchasing: Plumbing Delivery Order/Job Order Contracting Services (p. 47)
3. Facilities: Certificate of Final Inspection for the North Campus – Science Lab Renovation, Building C (p. 48)
4. Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot (p. 49)
5. Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers (p. 50)

ACTION ITEMS

1. Approval of Consent Agenda (p. 51)
2. Administration: Strategic Plan 2025-2028 (Transforming Tomorrow: A Strategic Vision for FSCJ) and College Mission, Vision, and Values (p. 52-53)
3. Human Resources: Award of Continuing Contracts (p. 54)
4. Human Resources: Faculty Sabbatical (p. 55)

5. Finance: Fees and Charges (p. 56-63)
6. Finance: FSCJ ACCESS Program (p. 64)
7. Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2024 (p. 65)
8. Academic Affairs: Inactivation of Medical Assisting Advanced Associate in Science Program (p. 66)
9. Academic Affairs: Inactivation of Medical Assisting Specialist Technical Certificate Program (p. 67)
10. Academic Affairs: Inactivation of Adult High School Adult Education Program (p. 68)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 69-70)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 71)
- C. Finance: Investment Reports for Quarter Ended December 31, 2024 (p. 72)
- D. Facilities: Change Orders – North Campus – Science Lab Renovation, Building C (p. 73-76)
- E. Facilities: Change Orders – South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot (p. 77-78)
- F. Facilities: Change Orders – South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers (p. 79)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (Written report provided by Terence Right)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Report provided by Rebecca Nelson)

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

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Written report provided by Vlad Sadouski)

NEXT MEETING

The Board will meet on Tuesday, May 20, 2025, at the College's Deerwood Center for a Budget Workshop. The workshop will convene at noon in Room B-1204. The next regular meeting of the Board is scheduled for Tuesday, June 10, 2025, at the College's Administrative Offices.

ADJOURNMENT

Florida State College at Jacksonville
District Board of Trustees
Minutes of the January 24, 2025, Deep Dive Workshop/Planning Meeting
Omni Amelia Island Resort, Conference Center
Cumberland Ballroom B/C, 9 a.m.

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 9:03 a.m. He welcomed those in attendance, which included members of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT), FSCJ Executive Leadership Team (ELT) and FSCJ staff. He shared that members of the FSCJ Foundation Board of Directors (FBOD) would join the meeting at noon for Part 2.

Chair Young noted as they gathered this morning and through-out the day, he looked forward to the engaged discussion/dialog.

**WELCOME/
INTRODUCTION OF
RETREAT:**

President John Avendano, Ph.D. welcomed all those in attendance and thanked them for taking time from their busy schedules for an all-day planning meeting.

President Avendano shared that today's Planning Meeting was divided into two parts. During Part 1 of the meeting, College administration will present information to the Board relating to FSCJ's Strategic Process and Priorities, 9 – 11:45 a.m. FBOD members will join the meeting at noon for Part 2, which will consist of information relating to FSCJ's top priorities for institutional advancement and a preview of the College's 60th Anniversary events. He encouraged open conversation during the meeting with attendees asking questions, adding comments and sharing their experiences.

**INFORMATION/
DISCUSSION:**

PART 1:

- I. Strategic Process: Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine and Associate Vice President of Strategy and Transformation Karen Acevedo provided attendees with an overview of the College's Strategic Process. The overview included the following:

- Goals.
- Forums:
 - Faculty and Staff.
 - Students.
 - Business Industries and Community Partners.
- Engagement.
- Data Collection.
- Alignment of Plan and Impact.

There was discussion by attendees regarding FSCJ's success and growth, data collection methods, engaging student community and community partnerships, evaluating processes, student success, areas of improvement, best practices and strategic planning.

II. Strategic Priorities:

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine and Associate Vice President of Strategy and Transformation Karen Acevedo provided attendees with an overview of FSCJ's Strategic Priorities. The overview included the following:

- Proposed 2025-28 Strategic Priorities and Goals.
- Programs and Service.
- Facilities.
- Vision Impact Plan (VIP) 2.0 vs. Revised Priorities:
 - Enrollment:
 - Goals 1, 2 and 3.
 - Service:
 - Goals 1, 2 and 3.
 - Success:
 - Goals 1, 2 and 3.
 - Excellence:
 - Goals 1, 2, 3 and 4.
 - Community:
 - Goals 1, 2, 3 and 4.
- Key Performance Indicators for Strategic Plan 2025-28.
- Enrollment – Annual Unduplicated Headcount.
- Enrollment – Funded FTE.
- Persistence – Fall to Spring.

- Persistence – Fall to Fall.
- Completion of Gateway Courses:
 - Fall Cohort:
 - Mathematics.
 - English.
- Graduation Rates – IPEDS.
- Institutional Graduation Rate (150% Time) – Fall Cohort.
- Institutional Graduation Rate (200% Time) – Fall Cohort.
- Credits Attempted Compared to Credits Completed – Fall Cohort.
- High School Yield:
 - High School Graduation Cohort Year:
 - District.
 - Duval County Public Schools.
 - Nassau County School District.

There was in-depth discussion by attendees regarding areas of growth, BILT (Business and Industry Leadership Team), student completions and employment, elevating the FSCJ experience, onboarding, employee recognition programs, enrollment pathways for adult learners, high school yield, student engagement, community engagement and education, partnerships connections, Junior Achievement proposal, student belonging and pride, opportunity for socialization, faculty engagement, campus structure and synergy, culture building, Year Up program, career services, internships, life skills coaching, student success, student feedback, business advisory groups, touch points within industries, business industry training, national benchmarks, student persistence, enrollment growth and institutional goals.

Trustees consented that the Junior Achievement proposal is a great opportunity for the College and community, noting they look forward to hearing additional information on the matter.

III. DBOT Discussion/
Direction:

President John Avendano, Ph.D. opened up the DBOT discussion in order to obtain engaged conversation on the Board's direction for FSCJ in 2025. Areas of focus included:

- Enrollment Growth.
- FSCJ's Main Focuses – Top Priorities.
- Secure Funding/Other Alternative Source of Revenues.
- Comprehensive Campaign/Feasibility Study.

- Best Interest of College:
 - Student Success.
 - Service.
 - Employee Excellence.
 - BILTs.
 - Community:
 - Career Center.
 - Education.

There was discussion by attendees regarding community education and connections, FSCJ Artist Series, alumni, naming opportunities, structuring scholarships, community needs and success, enrollment growth, increase workforce, relationship building, career fairs, developing partnerships for graduates, AI and emerging technology, program offerings, deletion of non-relevant courses, dual enrollment, STEM program, Junior Achievement and methodology to enhance the College's presence and recognition in the community.

PART 2:

President Avendano welcomed the FSCJ FBOD members and thanked them for taking time from their busy schedules to attend Part 2 of today's planning meeting. He asked attendees to take a moment to introduce themselves, to include their connection with FSCJ, and they all did so accordingly.

I. New Advancement/ Foundation:

President John Avendano, Ph.D. and Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans provided attendees with an overview of FSCJ's New Advancement and Foundation. The overview included the following:

- FSCJ FBOD Leadership:
 - Officers.
 - Members.
 - Directors Emeritus.
- FSCJ FBOD Committees:
 - Alumni Relations Committee.
 - Board Meetings.
 - Campaign Cabinet.
 - Committee on Directors.
 - Executive Committee.
 - Finance, Audit and Compliance Committee.
 - Governance and Nomination Committee.
 - Investment Advisory Committee.
- Vision.

There was discussion by attendees regarding perspective roles, connecting Boards for common purpose, unified and stronger team, College advancement, secure funding, strategic process, capturing information, five major pillars of FSCJ's Strategic Plan, community focus and educational needs, impact enrollment growth, distinguish FSCJ within higher education, giving back to community, greater presence in community, student success and striving for excellence.

II. Strategies on Priorities: President John Avendano, Ph.D. and Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans provided attendees with an overview of FSCJ's Foundation Strategies on Priorities. The overview included the following:

- Priorities of Institutional Advancement:
 - To Build the Culture of Philanthropy.
 - To Strengthen the FSCJ Foundation.
- Building the Culture of Philanthropy:
 - Set Goals.
 - Goal Areas.
 - Case Statement.
 - Planning Phase.
- Goal:
 - Transforming Student Access.
 - Transforming Workforce.
 - FSCJ Excellence.
- Next Steps in the Big Picture.
- Program Information Template.
- What Can You Do to Build the Culture of Philanthropy:
 - Identify.
 - Introduce.
 - Engage.
 - Solicit.
 - Give.
- Strengthening the Foundation:
 - The Board.
 - The Staff.
 - The Tent.
- Strengthening the Board:
 - Board Membership.

- Committees.
- Governing Policies.
- Operating Policies.
- Bylaws.
- Strengthening the Staff:
 - Hiring.
 - Training.
 - Setting Goals – Individual and Team.
 - Making Assignments.
 - Points of Pride in Last Six Months.
 - Individual Goals for Next Six Months.
 - Team Goals for Next Six Months.
- More People Under the Tent:
 - Board Members.
 - Staff.
 - Internal Stakeholders.
 - Alumni and a New Alumni Association.
 - Campaign Volunteers.
 - Donors.
- What Can You Do to Strengthen the Foundation:
 - Develop the Organization and Govern.
 - Identify, Introduce and Recruit Board Members.
 - Work with and Mentor the Staff.
 - Get More People Under the Tent.
- “Now We Go!” – Transforming Tomorrow Together.

There was in-depth discussion by attendees regarding categories of pillars, goals and mission, student impact, excellence, innovation and transformation, fundraising, case statement, Quiet Phase, solicitations, gathering program details and information template, strategic process, donor privacy, prioritization of needs, return of investment, charge of Committee on Directors, increase DBOT and FBOD engagement, building infrastructure, robust improvement process, staying engaged, members serving on committees, governing and operating policies, update Bylaws, Florida Sunshine Law training, DBOT/FBOD partners in fundraising and venture, elevator speech, art of the ask, culture of philanthropy, art of story tellers, transforming student access, scholarships, transforming workforce, onboarding process of campaign and two types of expansion (physical and capacity).

III. Preview of FSCJ's 60th Anniversary:

Chief Communications Officer Jill Johnson provided attendees with a Preview of FSCJ's 60th Anniversary. The preview included the following:

- Celebration Begins August 2025 through December 2026.
- Kicking Off the Celebration at Convocation, August 2025.
- Events and Ideas being Planned Throughout the 14-month Celebration.
- Special Program and Campus Specific Events.
- Celebration will Culminate with FSCJ's 60th Anniversary Diamond Gala, October 2026.
- Branding Plays a Huge Role in the Anniversary.
- Support Events with Attendance.

There was discussion by attendees regarding FSCJ's social media, ideas for events and advising administration if you come in contact with an FSCJ alumni.

IV. Final Charge:

President Avendano shared a few final thoughts as the meeting closed:

1. He thanked the members of the DBOT for their continued guidance, support and advocacy.
2. He thanked the members of the FBOD for their willingness to support FSCJ's mission and for being a part of a larger team.
3. He thanked the FBOD members for serving on the various FSCJ Foundation committees, and those leading the committees.
4. He thanked the members of the ELT for their involvement in today's meeting and for helping bring FSCJ well into the future, noting this is one of the strongest teams he has ever worked with.
5. He shared every piece is in place, noting his appreciation for each and every one of the members.

President Avendano asked if there were any additional questions or comments by attendees related to information presented during today's Planning Meeting, and there were none.

President Avendano thanked everyone for their in-depth conversation of the information and ongoing support of the College. He noted he always welcomes their ideas, perspectives and feedback.

NEXT MEETING: The FSCJ Board will meet on Tuesday, February 11, 2025, at the College's Administrative Offices.

ADJOURNMENT: There being no further business, Chair Young declared the meeting adjourned at 3:01 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 3, 2025, Business Dinner
Governors Club, Tallahassee, FL, 7:30 p.m.**

PRESENT:

Michael M. Bell
Thomas R. McGehee, Jr.
John Avendano, College President
Taylor Mejia Roberts, Director of Government & Community Relations
Karis Lockhart, Partner, The Southern Group-Florida
Chris Hagan, Partner, The Southern Group-Florida

ABSENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County

CALL TO ORDER:

College President John Avendano, Ph.D. called the meeting to order at 7:30 p.m. and welcomed those in attendance.

WELCOME:

President Avendano thanked the Trustees for taking the time from their busy schedules to travel to Tallahassee for the various events surrounding the 2025 Florida College System (FCS) Presidents and Trustees Legislative Fly-In and Legislative Office Visits.

**INFORMATION/
DISCUSSION:**

A. Legislative Update:

Director of Government & Community Relations Taylor Mejia Roberts provided Trustees with the FSCJ Legislative Priority Project List. The group reviewed and discussed the appropriation request for the Fire Academy's new Burn Building, which is being sponsored by Senator Jennifer Bradley and Speaker Pro Tempore Wyman Duggan. The group also reviewed and discussed the appropriation request for the Allied Health Programs at North Campus, noting the project request was being sponsored by Senator Tracie Davis and Speaker Pro Tempore Wyman Duggan. Additionally, she shared that Senator Clay Yarborough and Representative Dean Black were sponsoring the Nassau Center Expansion request.

In addition, there was a discussion on the Council of Presidents' top legislative priorities, which includes a request for an additional \$200 million for recurring programs, deferred maintenance and capital projects.

The group also discussed potential legislative changes to the LINE (Linking Industry to Nursing Education) Grant.

B. 2025 FCS Presidents and Trustees Legislative Fly-In and Legislative Office Visits:

President John Avendano, Ph.D. and Director of Government & Community Relations Taylor Mejia Roberts provided Trustees with an overview of the schedule for the Legislative Office Visits with members of the Duval Delegation on Tuesday, February 4, 2025.

The Southern Group-Florida Partner Karis Lockhart shared biographical information and outlined the priorities of the Duval Delegation members, as well as key members of the House and Senate Higher Education Appropriation Committees.

NEXT BOARD MEETING:

President Avendano announced that the next regular meeting of the Board is scheduled for Tuesday, February 11, 2025, at the College's Administrative Offices.

ADJOURNMENT:

There being no further business, President Avendano declared the meeting adjourned at 9:05 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President

Florida State College at Jacksonville
District Board of Trustees
Finance & Audit Committee
Minutes of February 11, 2025, Quarterly Meeting
Administrative Offices, Room 406, 10:45 a.m.

PRESENT:

Thomas R. McGehee, Jr., Committee Chair
Roderick D. Odom
O. Wayne Young
John Avendano
Wanda Ford
Stephen Stanford
Morris Bellick
Mark Lacey
Debbie Monnseratt
Lisa Moore
Lindsey Thomas
John Wall

ABSENT:

None

CALL TO ORDER:

College President John Avendano, Ph.D. and Finance & Audit (F&A) Committee Chair Trustee Thomas McGehee, Jr. called the F&A Committee meeting to order at 10 a.m. and welcomed those in attendance.

**INFORMATION /
DISCUSSION:**

**I. Review of February
DBOT Finance and
Administration
Agenda Items:**

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford discussed the following agenda items being presented to the Trustees today:

- Purchasing: Property Insurance.
- Human Resources: Collective Bargaining Agreement (Full-time Faculty).
- Human Resources: Salary Increase for Full-Time Employees.
- Finance: Fees and Charges.
- Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 2.
- Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 3.

There were no objections by the committee to the agenda items presented.

- II. Preliminary Budget Outlook FY 2025/26 & Discussion of Interim Financial Statement:
- Vice President Ford and Associate Vice President Stanford provided the committee with various projected budget scenarios for the upcoming fiscal year. A few of the factors taken into consideration when developing the projections were the new funding model requested by the Counsel of Presidents and the cost of new state health insurance.
- Vice President Ford gave an update on the Interim Financial Statement/Summary of Net Position, Revenue and Expenditures as of December 31, 2024. Student Fees and other revenues are trending as anticipated. Enrollment is trending up 8.5%. Expenses are also trending as projected but up a little due to increase in goods and services.
- III. Exit Conference (Financial Audit for FY Ending June 30, 2024):
- Vice President Ford and Controller Lindsey Thomas led the discussion regarding the Exit Conference for the Financial Audit for the FY ending June 30, 2024. The auditors confirmed there were no findings or issues identified during the audit.
- IV. Wayfinding/Master Plan:
- Associate Vice President of Facilities Morris Bellick discussed the Campus Wayfinding Master Plan Design Signage Project beginning with South Campus. Associate Vice President Bellick provided an overview of the monument signage plan (primary and secondary signage around South Campus).
- Associate Vice President Bellick updated the committee on San Jose Early College project at Cecil Center. The Water Management District, Army Core of Engineers and City of Jacksonville approved to San Jose School to build their permanent drive to access their charter school at Cecil North. It was recommended that a roundabout be utilized. Construction will require closing of FSCJ Cecil Drive for six months. Access to Cecil North during this time will be redirected to Finger Lake Road. Finger Lake Road is the next intersection north of FSCJ Cecil Drive on POW MIA Memorial Drive. Temporary signage will be provided to direct vehicular traffic to the site. Electronic message boards and other signage will redirect traffic. FSCJ has notified JTA of the temporary road closure and request buses be redirected to use the Finger Lake Road entrance to the bus stop on the campus during this time period. Note: FSCJ's Finger Lake Road entrance is actively used by our commercial vehicle driving program.
- V. Bookstore Updates:
- President Avendano and Vice President Ford discussed the ongoing issues with Follett. The College has notified Follett that we are changing directions and would be exploring other options. The contract with BibliU has been signed and is effect for July 1st.

The transition team is in place and will meet weekly. The College will have three bookstores – Downtown, South, and North campuses. We will have pop-up shops at the beginning of each semester and have vending machines to address needs at other campuses.

NEXT MEETING: The next meeting of the F&A Committee is scheduled for Tuesday, April 8, 2025. The Committee will meet at 10:45 a.m. at the College’s Kent Campus, Room D-111.

ADJOURNMENT: There being no further business, Committee Chair McGehee declared the meeting adjourned at 11:56 a.m.

APPROVAL OF MINUTES:

Committee Chair, Finance and Audit Committee

Vice President of Finance and Administration

Submitted by: Shannon Oliver, Administration Support Manager – Office of Vice President of Finance and Administration

Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 11, 2025, Workshop
Administrative Offices, Room 403A, Noon

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 12:01 p.m. and welcomed those in attendance.

**WELCOME/
INTRODUCTIONS:**

College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had two discussion topics. He introduced Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine, who will present to the Board, as part of the Retreat follow-up, a summary of the College's Strategic Vision for FSCJ, followed by Provost/Vice President of Academic Affairs Dr. John Wall providing Trustees with information pertaining to the Junior Achievement proposal.

**INFORMATION/
DISCUSSION:**

A. Retreat Follow-Up:

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine provided Trustees with a summary of the College's Strategic Vision for FSCJ, as part of the Retreat follow-up. The summary included information pertaining to the following:

- Transforming Tomorrow: A Strategic Vision for FSCJ.
- Proposed Strategic Priority Definitions, Goals and Strategies.
- Strategic Priorities:
 - Enrollment.
 - Service.
 - Success.
 - Excellence.
 - Community.
- Proposed Strategic Goals:
 - Enrollment – Goal 1,2 and 3.
 - Service – Goal 1, 2 and 3.
 - Success – Goal 1, 2 and 3.
 - Excellence – Goal 1, 2, 3 and 4.
 - Community – Goal 1, 2, 3, 4 and 5.
- Proposed Strategies/Activities.

Chair Young asked if there were any questions or comments by the Board related to the College's Retreat follow-up. There was discussion by the Board regarding plans for BILT (Business and Industry Leadership Team), to include feedback mechanisms, developing longstanding relationships for the College, connectivity from previous meetings, visible stepping stones and next years' strategies. There was additional conversation pertaining to student enrollment/increases, engaging middle school students, better end roads for workforce opportunities, education ecosystem database and awareness/goals/funding of dual enrollment. Trustees commented on the combined Planning Meeting/Retreat, noting the tremendous value of having perspectives from all members of the District Board of Trustees and Foundation Board of Directors.

B. Junior Achievement (JA)
Proposal:

Provost/Vice President of Academic Affairs Dr. John Wall provided Trustees with information pertaining to the Junior Achievement proposal. The information included the following:

- Partnering to Establish a Junior Achievement Discovery Center for North Florida.
- The Elevator Pitch:
 - FSCJ and JA Share a Career Development Focus Distinct but Connected Places in the Career Development Pipeline.
 - A Junior Achievement of North Florida (JANF) Discovery Center Built on FSCJ Property Through a Long-term Low-cost Lease.
- FSCJ Strategic Interests:
 - To Not be a "Best Kept Secret."
 - Strengthen Community Outreach and Partnerships.
 - Increase Community Engagement on Campus.
 - Work Toward Continued Alignment in Workforce Development.
 - Attract Support for Comprehensive Campaign.
 - Provide Students with Exceptional Learning Opportunities.
- JANF Strategic Interests:
 - A Transformation Opportunity:
 - Elevate Student Career Development via Inspiring Active Learning.
 - Engage Public and Private Partnerships in this Work.
 - JANF Impact and Strategic Plan.
- JANF Snapshot.
- Planning Steps:
 - Planning Taskforce Discussions.
 - Staff Discussion/Review.

- A Review with the Gen Z Advisory Council.
- Opt-in Draft Reviews:
 - Invite Board, Staff & Gen Z.
- Board Discussion.
- Inspire K-12 Student Toward Career Success:
 - Inspire, Engage and Retain Students.
 - Demonstrate that JANF is the Premier Solution Provider for K-12 Career Prep.
 - Lay the Groundwork to Position JANF for Empowerment Programs for Ages 18-25 and Build a Track Record of Expertise in Experiential Learning.
- Expand Capacity to Provide Impactful Experiential Learning.
- What is a Discovery Center:
 - An innovative facility designed to strengthen the impact of JA curriculum through immersive real-world simulation experiences.
- Curriculum Driven:
 - Grade Level.
 - In Class Curriculum.
 - Focus.
 - Curriculum Length.
 - Interactive Learning Experience at the Discovery Center.
 - Debrief.
- Supported by Business.
- Immersive for Students.
- The JANF Discovery Center.
- Collaborative Vision.
- Proposed Next Steps & Discussion:
 - Provide Summary and Follow-up Information.
 - Visit a Discovery Center Site.
 - Specify Details of Potential Agreement.
 - Further DBOT Consideration.

Chair Young asked if there were any questions or comments by the Board related to the Junior Achievement proposal. There was discussion by the Board regarding JANF campaign, capital funding, operational costs, FSCJ's role, long-term commitment, career center/services, placement office, community needs, outreach, tremendous connections and multiple exposure for students. There was interest by Trustees to visit a Discovery Center site within the next couple of months.

President Avendano provided Trustees with information pertaining to recent conversations with River City Science Academy (RCSA), noting their interest for a future site on the College's South Campus. RCSA's plan is to build a new high school in the near future. The opportunity to partnership with RCSA works well with FSCJ's Strategic Plan to build connections for middle/high school students and further student growth.

President Avendano thanked everyone for their involvement in today's workshop. He shared with Trustees if there are any follow-up questions/concerns to today's presentations to please feel free to reach out to him directly and/or contact him through Board Liaison Kimberli Sodek.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 1:01 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President

Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 11, 2025, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:08 p.m. and welcomed those in attendance.

PLEDGE:

Chair Young led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair Young opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration, noting that consideration of today's Action Items would also constitute a public hearing under the Administrative Procedures Act. Therefore, any comments regarding the revised Board Rules should also be made at this time.

Chair Young advised the Board that no member of the public had requested to speak. He asked if there were any comments by the Trustees, and there were none.

MINUTES:

(Ref. Board Agenda for February 11, 2025; Pages 202500251 – 289)

Chair Young noted in efficiency of time, he would like to entertain a motion to approve the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes as presented on pages 251 – 289: The November 12, 2024, Finance & Audit Committee Quarterly Meeting, on agenda pages 251 – 253; November 12, 2024, Workshop, on agenda pages 254 – 259; and November 12, 2024, Regular Meeting, on agenda pages 260 – 289.

MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ DBOT minutes as presented on pages 251 – 289, from the November 12, 2024, Finance & Audit Committee Quarterly Meeting; November 12, 2024, Workshop; and November 12, 2024, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Florida College System (FCS)
in Tallahassee:

College President John Avendano, Ph.D. shared with the Board information relating to FCS in Tallahassee:

- Last week the FCS, along with the Trustees, Government Affairs members and the Council of Presidents had the opportunity to visit with the delegates and special members of the legislature to talk about the State College System (SCS) needs as well as the College's own institutional needs.
- He thanked Director of Government and Community Relations Taylor Mejia Roberts and The Southern Group-Florida Partner Karis Lockhart for coordinating the great lineup of meetings in Tallahassee.
- He thanked Trustees Michael Bell and Thomas McGehee, Jr. for joining FSCJ on the visits.
- The asks for the SCS are an additional \$200 million for the colleges through the formula, and PECO funding. The ask for support for the State's Health Insurance was still a primary ask. However, the Florida Division of Management Services took that issue through their process. On the institution's side, the Burn Building for FSCJ's Fire Academy of the South was the College's primary ask, Allied Health at North Campus was second and the expansion of the Nassau Center was third.

Federal Pause on Funding:

President Avendano shared with the Board information relating to the Federal Pause on Funding:

- As Trustees may have heard, the White House paused on all Federal Funding pending reviews of all grants and programs.
- At this time, the pause has been rescinded, so FSCJ continues to operate business as usual.
- As new information arises, the College will be sure to keep the Trustees informed.

PAWS Program Press
Conference with the City of
Jacksonville (COJ):

President Avendano shared with the Board information relating to the PAWS Program Press Conference with COJ:

- During a press conference at the end of January 2025, FSCJ was excited to share the wonderful news of an expansion of our dual enrollment program with the Arc Jacksonville, called PAWS, which stands for Professional Animal Workers.

- Through the partnership with the Arc Jacksonville, COJ and Animal Care and Protective Services, the College is offering students with intellectual and developmental differences the opportunity to work toward a rewarding career in the animal care industry.
- The 12-week program is being offered to Arc Jacksonville's secondary transition programs. FSCJ is providing content through an online course and the participants will also take part in a 50-hour internship to gain work experience through COJ's Animal Care and Protective Services.
- The first cohort is underway, and the College looks forward to seeing them succeed. The College anticipates expanding this type of programming to other industries so FSCJ can serve even more students in this way.

Board Retreat Recap:

President Avendano shared with the Board information relating to the Board Retreat:

- He thanked the Trustees for their participation at the Board Retreat, noting he always enjoys the event when they can focus their attention on the year ahead. It was a productive day, and he is excited for all that is on the horizon, especially FSCJ's 60th anniversary and the comprehensive campaign.

Commencement:

President Avendano shared with the Board information relating to Commencement:

- He reminded Trustees of the date change for FSCJ's 2025 Commencement Ceremony. Traditionally these events are held on Thursdays. However, due to scheduling at the Arena, this year's event will take place on Wednesday, May 7.
- Another exciting change is FSCJ is incorporating the College's Adult Education graduates into the program, noting that the inclusion will bring them much pride. The College also anticipates it will inspire their continued educational pursuit.
- There will be a Grad Bash event at South Campus on Saturday, May 3. This event will be similar to the Grad Fest events the College held on the different campuses and centers in the past. The event will expand the activities students can participate in during Grad Bash.
- Graduates will be able to come to the celebration to pick up honors and military cords, take photos with their families, visit the alumni team, celebrate with their family and more.

- As always, communications will be shared with additional details, and the College hopes you can all join us!

President's Circle Event:

President Avendano shared with the Board information relating to the President's Circle Event:

- He looks forward to seeing the Trustees at FSCJ's Annual President's Circle event being held on Thursday, February 13th at The River Club.
- The annual event is where FSCJ honors its generous donors who make our work possible.
- The College is excited to award some of our donors for their generosity and also hear additional highlights from the Foundation and Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans.

Academic Accomplishments
by Athletic Program:

President Avendano shared with the Board information relating to the Academic Accomplishments by Athletic Program:

- The College's Athletic Program and FSCJ athletes are crushing it in the classroom.
- The College has eight teams that compete on behalf of FSCJ, and following the Fall Term, 7/8 had a team Grade Point Average above a 3.0. Only one team did not surpass the "Team" GPA, and theirs was at a 2.93 GPA.
- For information a 3.0 GPA receives national recognition. In addition to the Team GPAs, FSCJ had 17 student athletes with a perfect 4.0 GPA. The Men's Basketball Team has a team GPA of 3.23 and ranked #9 in the Country.

Data Dashboard:

President Avendano shared with the Board information relating to the February 2025 Data Dashboard/high-level view of the institutional data sets:

- Fall Term College Credit Enrollment:
 - Positive variance of 10.6% credit hours for fall 2024 over fall 2023.
 - Positive variance of 46.6% compared to the same day in the enrollment cycle for Fall Term 2023 relating to clock hour enrollment.
- Spring Term College Credit Enrollment:
 - Positive variance of 8.1% credit hours for spring 2025 over spring 2024.

- Positive variance of ~16% compared to the same day in enrollment cycle for Spring Term 2024 relating to clock hour enrollment.
- Spotlight on Three Programs that Align with Corporate Operations:
 - Supervision and Management B.A.S.;
 - Business Administration B.S.; and
 - Business Administration A.S. Programs.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending December 31, 2024 and December 31, 2023.
 - Unrestricted fund revenues were up approximately \$2.7 million compared to prior year, primarily due to an increase in student fee revenues.
 - Expenditures were up approximately \$4.5 million, due to an increase in personnel and current expenses.
 - The restricted fund revenues and expenditures reflect both student and grant activities.
 - Revenues from restricted fund revenues remained constant compared to last year and expenditures decreased by about \$2.8 million. Year-over-year differences are attributed to varying grant cycles and types of grants.
- Grants Report:
 - For the 2024-25 award year, FSCJ received more than \$12.1 million in grants.
 - The total received for the 2023-24 fiscal year was more than \$11.6 million.

Alliance for Innovation &
Transformation (AFIT) Event:

President Avendano shared with the Board information relating to the upcoming AFIT event:

- AFIT is a grouping of 50 community colleges from around the country, who are focused on excellence and being the best institution in the country.
- FSCJ is part of the AFIT organization.
- The College is hosting the AFIT – 2025 CEO Forum & Reps Meeting on February 26 – 28, 2025 at FSCJ's Administrative Offices as well as the Advanced Technology Center.

STRATEGIC
PROGRAMMATIC
DISCUSSION:

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

CONSENT AGENDA:

(Ref. Board Agenda for February 11, 2025; Items 1 through 4, Pages 202500290 – 298)

Chair Young noted the Trustees had fully reviewed the Consent Agenda items prior to today's meeting and had the opportunity to discuss any questions and/or concerns with the College President. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of the Board meeting. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items, and there were none.

ACTION ITEMS:

(Ref. Board Agenda for February 11, 2025; Items 1 through 9, Pages 202500299 – 346)

MOTION: (McGehee – Bell) The motion was made to approve the Consent Agenda, as recommended.

Chair Young noted he did not wish to remove any items from the Consent Agenda for discussion. However, he did wish to highlight Consent Item CA-3, Purchasing: Property Insurance. He shared that the Finance & Audit Committee met earlier today, wherein CA-3 was a discussion item. He noted for policy year 2025-2026, there will be no increase in the property insurance premium. Even with catastrophic events in 2024, the market has stabilized due to large increases the last two years and increased market competition. He shared this is very good news for the College.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 2 – Administration, on agenda pages 300 – 302.

MOTION: (Bell – McGehee) The motion was made to approve revised Board Rules 6Hx7-2.16 – Reimbursement of Relocation and Travel Expenses and 6Hx7-2.25 – Contracts, Grants and Agreements under Section 2, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Administrative Procedure Act – Board Rules, Section 3 – Human Resources, on agenda pages 303 – 309.

MOTION: (McGehee – Bell) The motion was made to approve revised Board Rules 6Hx7-3.1 – Authority to Hire; 6Hx7-3.3 – Pay Plan; 6Hx7-3.45 – Benefits Program; and 6Hx7-3.48 – Employee and Dependent Tuition and Fees under Section 3, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Human Resources: Collective Bargaining Agreement (Full-time Faculty), on agenda pages 310 – 325. The CBA was ratified by the Faculty last week.

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

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

Trustee McGehee stated that the Finance & Audit Committee discussed various Action Items from today's agenda, noting there was consensus among committee members to provide the full Board with a brief overview of the item as the items were brought forward for action.

Therefore, as Committee Chair, he shared the following information relating to Action Item A-4:

A committee, with equal representation from the Union and the Administration met to explore options and develop recommendations associated with potential changes to the content and modality of faculty evaluations for the purpose of achieving a more holistic and efficient faculty evaluation process. The faculty unanimously voted in favor of ratifying the new Article 11 and evaluation tool on January 31, 2025.

The F&A Committee supports approval of this item.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Human Resources: Salary Increase for Full-Time Employees, on agenda page 326.

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

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-5:

The F&A Committee recommends the approval of a recurring base salary increase of \$750.00 for all eligible instructional and non-instructional full-time employees hired as of November 30, 2024. This increase recognizes the continued efforts of our faculty and staff and acknowledges the cost-of-living changes and benefit programs. As such, it will apply to both faculty and staff in accordance with the following provision that was ratified in the Compensation article of the CBA in September 2024.

The F&A Committee supports approval of this item.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Finance: Fees and Charges, on agenda pages 327 – 339.

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

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-6:

The F&A Committee recommends the approval of the fee changes for the courses listed in the packet to be effective Summer Term 2025. These fees do not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services. The fee changes

are adjustments needed due to an increase in the cost of materials and supplies, implementation of new training or software, the elimination of a courses, material and supplies no longer needed, or an increase in the cost of insurance.

The F&A Committee supports approval of this item.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 2, on agenda pages 340 – 341.

MOTION: (McGehee – Bell) The motion was made to approve the Fiscal Year 2024-25 Operating Budget Amendment No. 2, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-7:

The Committee recommends approval of this action item, which is increasing the current expense budget due to an increase in outside legal expenses and claim settlements, and increased costs of travel, educational materials and supplies. The \$611,984 in the category of Transfer Expense is to move PIPELINE Nursing funds from the Operating Expense Budget to the Capital Outlay Budget to be used for the design services for renovations to the Nursing facilities at North Campus.

The F&A Committee supports the approval of this amendment.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No.3, on agenda pages 342 – 344.

MOTION: (McGehee – Shaw) The motion was made to approve the Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 3, as recommended.

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

F&A Committee Chair McGehee shared the following information relating to Action Item A-8:

The Committee recommends approval of this item, which was discussed during the meeting. The amendment is requested to adjust the Capital Outlay Budget to add \$611,984 in PIPELINE funding from Fund 1 to Fund 7 and add \$600k for the South Campus Gym Bleacher Upgrades project.

The F&A Committee supports the approval of this amendment.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Academic Affairs: Academic Calendar, 2025-2026, on agenda pages 345 – 346.

MOTION: (Bell – McGehee) The motion was made to approve the Academic Calendar, 2025-2026, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for February 11, 2025; Items A – H, Pages 202500347 – 358)

Chair Young asked the Board if there were any questions or comments related to Information Items A – H, on agenda pages 347 – 358, and there were none.

REPORT OF THE BOARD CHAIR:

There was no report provided by Chair Young.

REPORT OF TRUSTEES:

Trustee Bell echoed President Avendano's comments relating to the Tallahassee trip. He thanked Director Mejia Roberts and Southern Group-Florida Partner Lockhart along with others at the Southern Group, noting it was abundantly clear there was

extensive leg work accomplished before the FSCJ group arrived in Tallahassee. The group was met with a warm reception from both the House and Senate leadership. He shared his appreciation for their time and efforts in making sure the trip was a success.

Trustee McGehee provided a follow-up to President Avendano's and Trustee Bell's comments, adding he is very impressed with the amount of work that groups like the Southern Group perform on behalf of their clients. The Southern Group is working on behalf of the College. As such, the awareness of FSCJ and its needs are known everywhere you go in Tallahassee. The Southern Group's involvement is well worth the investment FSCJ places in them.

REPORT OF THE BOARD
FINANCE & AUDIT
COMMITTEE CHAIR:

FSCJ F&A Committee Chair McGehee provided the Board with an overview of the written report relating to the February 2025 quarterly meeting. (Appendix A)

The next meeting of the FSCJ F&A Committee is scheduled for Tuesday, April 8, 2025, at the College's Kent Campus, Room D-111. The Committee will meet at 10:45 a.m.

REPORT OF THE BOARD
LIAISON, FSCJ
FOUNDATION BOARD OF
DIRECTORS:

FSCJ Foundation Board Liaison Michael Bell provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix B)

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Terence Wright 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 Rebecca Nelson 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 addressed the Board and presented an overview of the written report relating to current Senate initiatives and activities. (Appendix E)

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

Collegewide Student Government Association President Vlad Sadouski provided the Board with a written report relating to current SGA initiatives and activities. (Appendix F)

NEXT MEETING: Chair Young announced the next regular meeting of the Board is scheduled for Tuesday, April 8, 2025, at the College's Kent Campus, Room D-120, 1 p.m.

ADJOURNMENT: There being no further business, Chair Young declared the meeting adjourned at 1:57 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Administration Support Manager – Office of the College President



REPORT OF THE FINANCE & AUDIT COMMITTEE
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE, JR.
FEBRUARY 11, 2025

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided a preliminary budget outlook for fiscal year (FY) 2025-26. The estimates were based on several assumptions and showed the projected fund balance with and without any additional state appropriations and/or reimbursement for state group health insurance. Receiving additional state appropriations and reimbursement of the insurance is an ask by the Council of Presidents (COP) and is imperative for the College to continue remaining financially stable.

The committee also received an overview of the Interim Financial Statement as of December 31, 2024. Total liabilities, deferred inflows and net position is \$64m. Student fees are trending upward, and other revenues are trending as anticipated. Expenses are also trending as projected. The estimated fund balance is 9.5%. The current unknown is whether the College will be required to fund the transition to the state group insurance plan, which could cost approximately \$4.7m.

Controller Lindsey Thomas provided an update on the Financial Statement Audit for FY 2023-24. The auditors reported no audit findings, which indicates that the financial records and processes reviewed were in compliance with the relevant standards and regulations.

Associate Vice President of Facilities Morris Bellick and his team led the discussion regarding the College's plan to enhance wayfinding at the various campuses. FSCJ's exterior monuments are outdated, damaged and display outdated branding that no longer reflects the institution's vision and values. Replacing them provides an opportunity to refresh FSCJ's visual identity, enhance curb appeal and improve the arrival experience at all seven locations. A modernized "front door" entrance will leave a lasting and positive impression on students, faculty, staff and the community. Although the project has secured \$845,000 in funding, additional resources will be necessary to fully execute the planned upgrades.

AVP Bellick also provided an update on the San Jose Early College project. San Jose Schools just received approval from Water Management District, Army Core of Engineers and City of Jacksonville to build their permanent drive to access their Charter School at Cecil North. The ground lease with FSCJ allowed the charter school two years from opening to engineer, permit and construct a permanent access drive. The new road to the charter school required development through Florida designated wetlands. Currently the school uses a temporary paved road that originates off FSCJ Cecil Drive. The temporary road was constructed on land identified in FSCJ's Master Plan for future development by the College.

Construction of the permanent drive will require closing FSCJ Cecil Drive six months for construction. Access to Cecil North during this period will be re-directed to Finger Lake Road. Finger Lake Road is the next intersection north of FSCJ Cecil Drive on POW MIA Memorial Drive. Temporary signage will be provided to direct vehicular traffic to the site. FSCJ has notified JTA of the temporary road closure and requested buses be re-directed to use Finger Lake entrance to the bus stop on campus. Note: FSCJ's Finger Lake entrance is actively used by our commercial vehicle driving program.

An aerial view of the planned improvements and temporary access to the site during construction was presented during the meeting.

Over the past couple of years, the College has received a significant increase in complaints from students, faculty, and staff concerning the level of service provided by our current bookstore vendor. These concerns have negatively impacted the College community.

After careful evaluation and multiple discussions with the vendor to address these deficiencies, the College determined that a change was necessary to ensure that our bookstore meets the needs of our students and faculty. As a result, on February 4, 2025, we issued a formal notice of termination to Follett, with an effective termination date of June 30, 2025. The College has entered into a new agreement with BibliU, whose contract will take effect on July 1, 2025.

BibliU was chosen based on their demonstrated ability to provide high-quality service, competitive pricing, and innovative solutions to enhance the bookstore experience. We are confident that this transition will lead to improved customer satisfaction and better support our academic mission.

Over the next several months, we will work closely with both vendors to ensure a smooth transition and minimal disruption to bookstore operations. Our goal is to create a seamless handover process that prioritizes the needs of our students and faculty.

This concludes my report.



REPORT OF THE BOARD LIAISON, TRUSTEE MIKE BELL FEBRUARY 11, 2025

1. FBOD 4th Quarter Board Meeting – December 4, 2024:

- The Foundation Board held its 4th Quarter Board Meeting on Wednesday, December 4th, in the College's AO Boardroom.
- The agenda included the following respective reports:
 - College President's Report, Dr. John Avendano
 - Foundation Chair Report, Brent Lister
 - FY'24 Year End Financial Update, Jeff Mall
 - Campaign Update, Carl Cannon
 - Student Testimonial, FSCJ business student Barbara Powell

2. Action Items:

- FSCJ President Dr. John Avendano presented three Board members (Paige Hakimian, Cheryl Mogavero and Sasha Poulos) for approval and the renewal of three current Board members (Dr. Maggie Cabral-Maly, Emily Lisska and Christopher Verlander) for renewal. The motion was approved.

3. Foundation Chair Report:

- Foundation Chair Brent Lister reported the following:
 - Two Board members are leaving the Board as of December 31, 2024: Tim Tresca and Brian Parks.
 - The Executive Committee will begin meeting regularly, which will help the new VP of Advancement align strategies for 2025.

4. FY '24 Year-End Financial Update:

- The Investment Advisory Committee (IAC) has been working with ClearView fiduciary to revise the investment policy statement and to evaluate proposals from various investment advisory firms.
- The committee received 11 proposals from providers. In February, the IAC will review the proposals and present a recommendation to the Finance, Auditing, and Compliance Committee (FAC) for approval.

5. College President's Report:

- FSCJ President Dr. John Avendano reported on the following:
 - The new VP of Advancement hiring committee will interview three additional candidates from the original candidate pool. This committee includes two Board members. The goal is to have a recommendation and make an offer to start early in the new calendar year.
 - The President's Circle Reception will be held on February 13, 2025, at the River Club.
 - In preparation for the April 2025 kick-off of the quiet phase of the Comprehensive Campaign, President Avendano has been visiting companies and high-capacity individuals.

6. Campaign Update:

- Campaign Cabinet has been strategizing for the next steps for the Comprehensive Campaign. Board support (financially, event participation and donor cultivation) was emphasized as a vital component to the success of the campaign.

7. Student Testimonial:

- FSCJ business student Barbara Powell gave her testimonial about how a scholarship she received helped her complete an AS Degree in Supply Chain and Management.

8. Upcoming Board Meeting:

- The next Foundation Board meeting is Wednesday, April 2, 2025, at 11:30 a.m.

This concludes my report.



Date: February 11, 2025

To: Florida State College at Jacksonville District Board of Trustees

From: Terence L. Wright, Chair of the Administrative and Professional Collaborative, 2024-2025

Re: February 2025 Administrative and Professional Collaborative Report

Chair Young and Trustees:

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

Since our last report, the APC has met twice for monthly meetings, in November and January. As part of our meetings, we invite leaders from the College to provide updates on their areas and address higher-level issues and concerns. In November, we had a guest speaker, Mr. David Baime, M.Sc., Senior Vice President, Government Relations, from the American Association of Community Colleges (AACC). He provided an insightful federal legislative update on many higher education issues. APC had two guests join us for our January meeting. Jill Johnson shared Marketing and Communications updates regarding Commencement, Grad Bash, Marketing request forms, 60th Anniversary events, and more. Dr. Cuyler Mishaw, the new Executive Director of Military Affairs and Veteran Services, joined us to introduce himself and gave an overview of his vision for Military Affairs and Veterans Services. Lastly, we hosted our annual Administrative and Professional Collaborative Holiday Hangout at the Kent Campus in December instead of our normal monthly meeting. It was a festive event with good participation by employees from all over the College. This event provides APC employees an opportunity to come together, fellowship, and celebrate the holiday.

Constituent engagement is our identified priority for this year. APC representatives hosted fall meetings at all campuses to disseminate updates and important information about College-wide and departmental initiatives and planned APC events for the remainder of the year. We also hosted the first of a three-part Brown Bag Professional Development series titled Leadership Journeys: Navigating Paths in Higher Education, where we will explore and discuss different paths to leadership. The three parts are;

Part 1: Rising from Within: Leaders Who Grew at Our College

Part 2: New Perspectives: Leaders Who Came from Beyond

Part 3: Beyond Our Walls: Leaders Who Took the Next Step

The first PD, **Rising from Within: Leaders Who Grew at Our College**, was a huge success. It was attended by more than seventy A&P employees, which is our most attended PD ever. It also shows a high level of interest in the topic. Part 2: **New Perspectives: Leaders Who Came from Beyond** is scheduled for Tuesday, February 25th. We are planning many other events and experiences for APC employees for the remainder of the year. The social committee has monthly networking events for the remainder of the academic year. Finally, we reviewed, updated, and submitted our APM to the Policy Development & Review Committee for approval. It was approved. Members also shared leadership/organizational updates from various areas and departments throughout the College (Academic Affairs; Baccalaureate, Career, and Technical; Business Services, Institutional

Effectiveness & Advancement; Online and Workforce Education; and Student Services).

The APC will continue to invite College leaders to our monthly meetings to address higher-level issues and provide us with timely updates. We look forward to keeping our members informed and updated with the latest information. We will continue highlighting members through monthly spotlights and promoting professional growth by hosting Brown Bag Professional Development events.

Respectfully,

A handwritten signature in black ink, appearing to read "Terence L. Wright". The signature is fluid and cursive, with the first name "Terence" written in a larger, more prominent script than the last name "Wright".

Terence L. Wright
Director of Campus Enrollment and Student Services
Kent Campus Dean
Administrative and Professional Collaborative Chair, 2024-2025



Date: February 11, 2025

To: Florida State College at Jacksonville District Board of Trustees

From: Rebecca A. Nelson, Career Employees' Council Chair, 2024-2025

Re: February 2025 Career Employees' Council Report

Chair Young and Trustees:

The Career Employees' Council (CEC) continues to hold monthly meetings and serve as a representative voice for all of the College's Career employees.

Since my last report, we are pleased to share that the annual poinsettia and fern sale was a huge success with over one-hundred (100) items sold. During the fundraising event we had active participation from our CEC representatives across all campuses. It is also with sincere appreciation that the Council would like to thank Dr. Avendano and the Executive Leadership Team specifically for their support of the holiday fundraising event.

As we enter the Spring term, we have started the planning phase for the annual rose sale, which will be held on May 7th at this year's Commencement Ceremony. With a dedicated team of individuals who will spearhead this fundraiser, we are looking forward to improved marketing and event setup in order for the sales process to run smoothly for all. As a Council, we look forward to continued partnership with other College departments as we move from the planning to implementation phase.

Over the last several months, the CEC has received ongoing requests to support Career employee participation in a variety of search committees. The Council enthusiastically supports the inclusion of our Career employees in the search committee process as we believe they bring a wealth of knowledge and experience when considering candidates. Of course, the Council always seeks to ensure that a CEC campus representative has the opportunity to be included if it all possible. However, we also recognize that this may not always be feasible but sincerely appreciate the collaboration among hiring managers when forming their specific search committees.

In an effort to focus on increased participation, the Council continues gather ideas on how to increase participation in the monthly meetings as well as campus events. During our last meeting, we discussed as a board the opportunity for possible partnerships with the office of Human Resources to ensure that through the on boarding process, new Career employees are made aware of the Council and provided with contact information for their specific campus representative.

Finally, with the annual CEC board elections just around the corner, we look forward to discussions during our next meetings to gather ideas from our Career employee community as to what their goals and expectations may be for the Council in the upcoming 2025-2026 academic year.

As always, we thank you, and your colleagues for your continued support of our governance group. On behalf of all Career employees, we express our gratitude to the District Board of Trustees for your time, determination, and care that you bring to the FSCJ community.

Respectfully,

A handwritten signature in cursive script, appearing to read "RANelson".

Rebecca A. Nelson

Career Employees' Council Chair, 2024-2025

Florida State College at Jacksonville

904-632-3274 / Rebecca.Nelson@fscj.edu



February 11, 2025

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

From: John A. Woodward, PhD

Re: February 2025 Faculty Senate Report

Chair Young and Fellow Trustees:

Our Senate business this semester will focus largely on proctored exams, academic rigor, the curriculum process, and developing more academic guidance for students. We are working in an environment that has been significantly chilled by recent statements from politicians, but we at the College are the route to preserving free speech and free association, rights protected by the Constitution as I described in my previous letter. We are, therefore, the place where students can think freely, and speak openly about our world. We continue to work diligently to protect this environment and to serve our students on their educational journeys.

While it may seem contradictory, rigorous education and attention to preventing cheating is part of our protection of the College environment and our service to our students and their education. In December, the Senate asked the administration to end all offerings of what is called 'automated online' proctoring. In this system, a student is monitored by a computer that will then 'flag' the student for any action it thinks might be evidence of cheating. These systems are well-known to be insecure and they poorly prevent cheating. Importantly, they rely on a single camera on the student's computer to monitor the student's actions. Hence the student can have their phone or other device hidden off camera and use it to cheat on the exam. Stephen Nickell, a highly valued member of our assessment centers, is working with faculty to develop a system that uses two cameras. This will involve more direct interaction by the human proctor or faculty member, but it greatly reduces the chance of error. Senate felt that the use of automated proctoring, where humans only react to flagged material, is not sufficiently rigorous and might lead to a cascade of failures for the student and their academic careers and education. As I tell my colleagues, we all know that with great freedom comes great responsibility – responsibility to our students, to our discipline, and to the truth.

This decision by the Senate will lead to an increase in the use of our assessment centers. To add to that increase, in January the Social and Behavioral Sciences faculty mandated that all adjuncts teaching AMH2010, AMH2020, and POS2041 use proctored exams in their courses – either using the assessment center or proctoring them in class. This decision, plus a move by the math faculty to increase face-to-face proctoring has led to some discord in the faculty ranks, but also and more importantly has stretched our assessment resources a bit thin. We are working on assisting the administration to find solutions, especially in those cases where this might be a single point in the semester (final exams, for example). We have an ethical responsibility, however, that we feel we must uphold. Making sure students know the material in a course such as Anatomy and Physiology 1 when they complete that course ensures that they will be better prepared for the content of Anatomy and Physiology 2, and consequently better prepared for their eventual nursing exams. Moreover, due to statute, it is difficult for a student to retake a course unless they have made a "D" or less. Passing students who do not know the material because they have cheated is harming their future careers (they will not be able to retake a course they learned nothing from), as much as it may be

February 2025 Faculty Senate Report

February 11, 2025

Page 2

harming our reputation. There is now a groundswell in the faculty to work on improving those outcomes and making sure our students are well prepared for their future coursework and employment. I am confident that we can find a solution to the capacity problem and I know our colleagues in the administration are our partners in this work.

In more positive news, the conversion to Simple Syllabus has been virtually seamless. Yet again, we have Brandi Bleak and her team to thank for this. Brandi led a committee of faculty and staff to look into not only the selection of the product but also the questions surrounding implementation. She and her team have continued to listen to the copious feedback from faculty and from the Senate and have adapted, including determining which sections are required and which are optional, which sections must be made public and which sections can be left for the registered students only. They are responsive to issues both technical and those caused by user error. The team's continuing collaboration with faculty has been outstanding, and we applaud her yet again for the success of the project and the continued work in training faculty and adjuncts in its use.

Finally, in this month of February, I will remember Varlam Shalamov (1907-1982), one of the many writers imprisoned in Soviet Russia for thinking things the state did not allow to be thought. He was arrested on February 19, 1929 for supporting Trotsky under Stalin's regime – the same year Trotsky was exiled for leading his "Left Opposition" to Stalin. Shalamov's criticism of Stalin and the Stalinist government was a practice he refused to give up, and he spent much of his life (off and on from 1929-1951) in the Gulag system where he almost died from malnutrition. Luckily, he escaped the collective murder of so many of his political companions during the Great Purge and became an important, and censored, Russian poet. We in the US have been blessed with an educational and political system that has prevented such abuses of power and permitted criticism of the state to go unpunished. Historical figures such as Shalamov should remind us of how fragile these systems can be. Without a firm, honest, and vocal commitment to universal rights, any political system could slip towards authoritarianism. We can celebrate our freedom in February by remembering the struggles of those who are not free, those who were freed but still oppressed, and those who may never be free.

As always, we deeply appreciate all of your support for FSCJ and thank you for your service on the Board.

That concludes my report.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward", with a stylized flourish at the end.

John Arrington Woodward, PhD
Professor of Humanities and Film Studies
Faculty Senate President
C2326B, DWC
Florida State College at Jacksonville
john.a.woodward@fscj.edu
904-997-2703



Date: February 11, 2025

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February 2025 Student Government Association Executive Board Report

Greetings Chair Young and Trustees:

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period between January 2025 and February 2025. All of the Student Life and Leadership programming is led by students and for all students.

Since the last report, the SGA would like to share the following:

- Between January 6-9 all FSCJ campuses and centers hosted Spring Welcome Week where students were able to enjoy activities, refreshments, and free FSCJ branded swag while learning how to read their class schedules and discovering ways to get involved in extracurricular activities.
- During January and the start of February, all campuses and the Deerwood Campuses hosted Club Rush events where students learned about FSCJ clubs and organizations that they can join.
- During the last two weeks of January, multiple campuses hosted student-led Human Rights programming.
- On January 21, South Campus Student Life hosted a Kickball Social where students had the opportunity to have fun, meet new people, and enjoy being outside.
- Between January 23-25, 18 FSCJ students participated in the 2025 FCSAA Winter Music Symposium at Jacksonville University.
- On January 25, members of the FSCJ Math Club traveled to Orlando Science High School to participate in the Mu Alpha Theta January Regional Competition.
- On January 30, the International Student Club hosted a Lunar New Year Celebration at the Downtown Campus where students celebrated Chinese New Year.
- On February 4, students on the History & Heritage Committee hosted a Black Excellence Mixer to kick off Black History Month.
- On February 8, the FSCJ Brain Bowl Team hosted a regional FCSAA competition at the Deerwood Center.
- Between February 10-12, six SGA officers traveled to Tallahassee to participate in the FCSSGA Legislative Conference.

On behalf of the student body, we would like to thank the District Board of Trustees and College President Dr. John Avendano for continuing to provide 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,
Uladzislau (Vlad) Sadouski
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:	April 8, 2025

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-13F	Pressure Washing & Window Cleaning Job Order Contracting Services	Kept Companies, Inc.	06/01/2025	05/31/2026	5 of 5	\$325,000	0%
2.	2022C-12F	Painting Delivery Order Contracting Services	Kept Companies, Inc.	05/01/2025	04/30/2026	3 of 5	\$1,000,000	0%
3.	2022C-12P	Painting Delivery Order Contracting Services	Painting Unlimited Contractors, Inc.	05/01/2025	04/30/2026	3 of 5	\$1,000,000	0%
4.	2022C-12Q	Painting Delivery Order Contracting Services	Quick Painting Group Corp.	05/01/2025	04/30/2026	3 of 5	\$1,000,000	0%
5.	2022C-13C	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	C.C. Borden Construction, Inc.	05/01/2025	04/30/2026	3 of 5	\$15,000,000	0%
6.	2022C-13E	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	E. Vaughan Rivers, Inc.	05/01/2025	04/30/2026	3 of 5	\$15,000,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

7.	2022C-13W	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	Warden Construction Corporation	05/01/2025	04/30/2026	3 of 5	\$15,000,000	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:	Purchasing: Plumbing Delivery Order/Job Order Contracting Services
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contract(s) for Plumbing Delivery Order/Job Order Contracting Services for the following companies:

- Eagerton Plumbing Company, Inc.
- Turner Plumbing Company, Inc.

These companies were the top-ranked proposers for the initial term of June 1, 2025, to May 31, 2026. Each resultant contract will have an amount not-to-exceed of \$195,000 per project, as well as an amount not-to-exceed of \$500,000 per termed period. Renewal of contract(s) for up to five additional one-year terms is subject to continued need, satisfactory performance, mutually agreed to rates, same terms and conditions, and District Board of Trustees approval of extension.

BACKGROUND: The current Collegewide plumbing delivery order/job order contracting services contracts expire on May 31, 2025. It is recommended multiple plumbing contracts be awarded to provide each campus the ability to concurrently assign work to different plumbing contractors during peak periods or emergency situations due to the length of time each project may take to complete.

College administration issued a request for proposal (RFP) soliciting proposals from licensed qualified plumbing contractors to provide defined services. The RFP solicited competitive fixed price rates for an initial one-year term and the scope allows for utilization during disaster situations.

Twenty-three Florida licensed plumbing contracting firms were solicited in addition to being publicly advertised in the Florida Times Union and posted on the My Florida MarketPlace and the eBidding GetAll System. Four firms submitted proposals. A College evaluation committee completed a detailed evaluation of the four proposals.

RATIONALE: Pursuant to State Board Rule 6A-14.0734 indefinite quantity contracts minimize purchase costs through collective volume buying. The recommendation of award of contract(s) to the top-ranked proposers will cost-effectively provide the College with timely access to qualified, experienced licensed contractor(s).

FISCAL NOTES: The total amount is comprehended in the College's operating budget.

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

AGENDA ITEM NO. CA – 3.

Subject:	Facilities: Certificate of Final Inspection for the North Campus – Science Lab Renovation, Building C
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus – Science Lab Renovation, Building C Project to E. Vaughan Rivers, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to E. Vaughan Rivers, Inc. for the North Campus – Science Lab Renovation, Building C in accordance with plans and specifications developed by Pond & Company Corp. The College issued the contract to E. Vaughan Rivers, Inc. on July 23, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 24, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Pond & Company Corp. It certifies that North Campus – Science Lab Renovation, Building C 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. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot Project to Pars Construction Services, LLC.

BACKGROUND: The Board of Trustees awarded Contracting Services to Pars Construction Services, LLC for the South Campus Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot Project in accordance with plans and specifications developed by Hanson Professional Services, Inc. The College issued the contract to Pars Construction Services, LLC on November 13, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on March 6, 2025, by the College’s Facilities Management & Construction Building Code Official and the Engineer of Record, Hanson Professional Services, Inc. It certifies that the South Campus – ARP Act – Fire Academy Pavement – Driving, Skills Pad & W-1 Lot 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. CA – 5.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers Project to Old World Craftsmen, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Old World Craftsmen, Inc. for the South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers Project in accordance with plans and specifications developed by TTV Architects, Inc. The College issued the contract to Old World Craftsmen, Inc. on May 8, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on February 13, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, TTV Architects, Inc. It certifies that the South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers 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) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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:	Administration: Strategic Plan 2025-2028 (Transforming Tomorrow: A Strategic Vision for FSCJ) and College Mission, Vision, and Values
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the proposed Strategic Plan 2025-2028 (Transforming Tomorrow: A Strategic Vision for FSCJ) and College Mission, Vision, and Values. A copy of the Strategic Plan, Mission, Vision, and Values will be provided at the meeting.

BACKGROUND: The College underwent a new strategic planning process to set the College's future direction through 2028. The College incorporated feedback from community members, employees, and students to provide their expertise and perspectives through a variety of information-gathering activities, including surveys; faculty and staff forums; student forums; president-led community meetings and conversations; local, state, and national workforce data; and state priorities. Additionally, the College reviewed its Mission, Vision, and Values statements. The draft Strategic Plan, presented at the District Board of Trustees workshops in February and April 2025, is accompanied by key performance indicators and associated targets to monitor institutional progress.

RATIONALE: Approval of this framework will support implementation of the new Strategic Plan and use of strategic plan components in the budget planning process and resource allocation decisions.

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

2025-28

TRANSFORMING TOMORROW:

A STRATEGIC VISION FOR FSCJ

Mission Statement: Florida State College at Jacksonville provides an equitable, high quality, success-driven learning experience for our diverse community of students.

Vision Statement: To promote intellectual growth for life-long learning, advance the economic mobility of our students and transform the communities we serve.

Core Values (iRISE)

- Integrity
- Respect for All Served by FSCJ
- Innovation
- Student-Centered
- Excellence in Teaching, Learning and Service

Strategic Priorities	Strategic Goals
Enrollment: Increase access to and participation in postsecondary education serving all student populations, creating pathways for lifelong learning and success.	Goal 1: Execute a comprehensive strategic enrollment management plan to drive the institution's growth objectives. Goal 2: Expand college-going activities in our service area to increase the percentage of service area high school graduates who apply to and enroll at FSCJ. Goal 3: Foster and maintain partnerships between FSCJ's recruitment team, internal departments and community organizations to streamline enrollment pathways for adult learners.
Service: Elevate the student and employee experience by fostering a supportive, collaborative environment that promotes engagement, belonging and a sense of connection.	Goal 1: Design and develop the availability of adequate, accessible and flexible spaces to support the evolving academic, administrative and community needs of the College. Goal 2: Create impactful student-centered opportunities that resonate with and represent the entire FSCJ student body. Goal 3: Achieve excellence in student support across the FSCJ experience.
Success: Increase student achievement with comprehensive support and pathways, empowering them to reach their full potential and achieve economic mobility.	Goal 1: Ongoing review and revision of programmatic roadmaps to ensure efficient scheduling and timely credential completion. Goal 2: Exceed benchmarks in all student outcomes by program and course. Goal 3: Improve program progression through curricular and co-curricular activities.
Excellence: Enhance college operations through quality improvement and process governance, enriching the educational environment for students and staff, ultimately to be considered an Aspen Top 10 institution.	Goal 1: Promote professional development to enhance employee growth, teaching and learning and student excellence. Goal 2: Expand data informed decision making across the institution, including regular, systemic feedback from BILTs. Goal 3: Systemic review of FSCJ core processes to improve and increase efficiencies. Goal 4: Integrate emerging technologies to enhance learning and prepare students, faculty and staff for the modern workforce.
Community: Position FSCJ as a public good by enhancing partnerships with business and industry to align educational programs with workforce needs, advancing individual and community economic vibrancy.	Goal 1: Expand and more broadly integrate educational programs and training into the community. Goal 2: Increase opportunities for community-connected experiential learning. Goal 3: Increase partnerships with industry and community-based organizations. Goal 4: Strengthen the Foundation's capacity to enhance philanthropic support. Goal 5: Create meaningful interactions between students, donors and alumni to increase student engagement after graduation.

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

AGENDA ITEM NO. A – 3.

Subject:	Human Resources: Award of Continuing Contracts
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve continuing contract status for the following full-time faculty members, effective with the 2025-26 faculty contract year.

<u>Name</u>	<u>Title</u>
Dr. David Buchman	Professor of Culinary and Hospitality Management
Mathew Keyes	Professor of Finance
Dr. Stacey Legler	Professor of Business
Julie Pactor	Librarian
Christy Bisson	Professor of Physical Therapy
Dr. Kalia Toro-Sepulveda	Professor of Humanities

BACKGROUND: Pursuant to State Board of Education Rule 6A-14.0411, *Employment Contracts for Full-Time Faculty*, the Board shall provide a continuing contract to eligible instructional employees who meet the established minimum requirements.

Article 13, *Continuing Contracts*, of the Collective Bargaining Agreement (CBA) between The District Board of Trustees of Florida State College at Jacksonville and the United Faculty of Florida – Florida State College at Jacksonville stipulates the guidelines, criteria and process for application.

RATIONALE: These faculty members have demonstrated a standard of excellence and commitment to the College, its philosophy and mission, consistent with established criteria for the award of continuing contract.

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

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

AGENDA ITEM NO. A – 4.

Subject:	Human Resources: Faculty Sabbatical
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve a faculty sabbatical for the following full-time faculty member, effective with the 2025-26 faculty contract year.

Tina Dajci Professor of Economics

BACKGROUND: The Faculty Sabbatical Program is designed to encourage full-time faculty to take advantage of opportunities for professional growth and development, and may be awarded for development of a program of academic study, instructional methodology, collaboration and business, research, or writing of importance that furthers the goals of the College. The sabbatical may vary in length from one semester to one full contract year.

Faculty Member	Brief Project Description
Tina Dajci, Professor of Economics	<p>Professor of Economics Tina Dajci has proposed the sabbatical project, "Toward a More 'Mindful' Economy," which aims to explore the relationship between mindfulness meditation practices and economic behavior at individual and societal levels. Her research will investigate how mindfulness can affect decision-making, relationships, and economic outcomes such as productivity, consumption, and sustainability. It will also examine the determinants of mindfulness, including the role of various meditation practices and their potential to promote long-term mindfulness cultivation. The sabbatical will involve literature reviews, direct experience with mindfulness meditation, and interviews. The findings will be shared through publications and integrated into classroom projects for FSCJ students, promoting reflection on mindful economic decisions. Additionally, the project will offer mindfulness meditation sessions for students, faculty, and staff, fostering a holistic approach to understanding and practicing mindful decision-making within the context of economics.</p> <p>Sabbatical Period: Fall 2025 and Spring 2026 terms</p>

RATIONALE: Approval of this sabbatical will enhance the professor's ability to better prepare students for success in her respective field. The faculty member has met the eligibility requirements for application for faculty sabbatical and all required steps in the process were followed.

FISCAL NOTES: Pursuant to the Collective Bargaining Agreement, Article 15, while on sabbatical the professor will receive 70% of her respective 2025-26 annual base salary plus continuation of current benefits. The reduced pay to the faculty member will cover the cost of adjunct or overload for her normal load with an inconsequential effect on College finances.

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

AGENDA ITEM NO. A – 5.

Subject:	Finance: Fees and Charges
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Summer Term and Fall Term 2025, pursuant to Board Rule 6Hx7-4.19.

BACKGROUND: Florida Statutes 1009.22(9) Workforce education postsecondary student fees and 1009.23(12) Florida College System institution student fees allow the assessment of user fees. State Board Rule 6A-14.054(6), Student Fees, provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs (specialized software and equipment, equipment and software maintenance, tests, kits, materials, insurance, and others). These fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

Summer Term 2025 – Barbering Program Kit Fee

Course Number	Course	Current Fee	Recommended Fee
COS0160C	Barbering 1A with Lab (122384)	\$0.00	\$401.00

The Barbering program requires students to use specialized kits containing essential products and tools necessary for hands-on training. These kits are purchased in bulk by the College and are typically funded through designated student fees.

Summer Term 2025 – Cosmetology Program Kit Fee

Course Number	Course	Current Fee	Recommended Fee
COS0009C	Cosmetologist and Hairdresser 3 (106241)	\$0.00	\$475.00

The Cosmetology program requires students to use specialized kits containing essential products and tools necessary for hands-on training. These kits are purchased in bulk by the College and are typically funded through designated student fees. However, due to an oversight, one group of students in Phase I of the program did not incur this fee, resulting in unrecovered costs for the program. To address this, a one-time, temporary fee will be charged to this specific group during Phase III to recoup the expense of the kits provided in Phase I. Once these costs are recovered, the fee will be permanently removed from Phase III.

Subject: Finance: Fees and Charges
(Continued)

Summer Term 2025 – Culinary Program Lab Fee

Course Number	Course	Current Fee	Recommended Fee
FSS1063	Baking (110690)	\$150.00	\$0.00
FSS1202C	Food Production I (110695)	\$150.00	\$0.00
FSS1221	Food Production II (110697)	\$150.00	\$0.00
FSS1240	American Regional Foods (110699)	\$150.00	\$0.00
FSS1242	International Foods (110701)	\$150.00	\$0.00
FSS1248	Garde Manager (110705)	\$150.00	\$0.00
FSS2284	Catering and Buffet Management (110718)	\$150.00	\$0.00

The Culinary program currently charges a lab fee that is no longer aligned with the program's current structure and needs. A review of the fee determined that it is outdated and no longer necessary for supporting instructional costs. As a result, the fee will be removed to ensure students are not charged for expenses that are no longer incurred by the program. This adjustment aligns with the College's commitment to maintaining accurate and equitable fee structures.

Summer Term 2025 – Insurance Fee

Course Number	Course	Current Fee	Recommended Fee
ACR0000L	Introduction To HVAC/R Lab (121854)	\$0.00	\$4.00
ACR0001L	HVAC/R Fundamentals Lab (100108)	\$0.00	\$4.00
ACR0045L	HVAC/R Adv Comm/Ind Svc Lab (121860)	\$0.00	\$4.00
ARR0210L	Cr Technician Lab 1 (101836)	\$0.00	\$4.00
AST1002L	Astronomy Lab (102918)	\$0.00	\$4.00
BCN1210L	Construct Material Lab (103128)	\$0.00	\$4.00
BSC1005L	Biology Laboratory (104658)	\$0.00	\$4.00
COS0001	Basic Cosmetology (106238)	\$3.00	\$4.00
COS0001L	Cosmetology Phase I Lab (121561)	\$0.00	\$4.00
COS0007	Inter Cosmetology (106239)	\$3.00	\$4.00
COS0007L	Cosmetology Phase II Lab (121562)	\$0.00	\$4.00
COS0008	Adv. Cosmetology (106240)	\$3.00	\$4.00
COS0008L	Cosmetology Phase III Lab (121563)	\$0.00	\$4.00
COS0160C	Barbering 1A with Lab (122384)	\$0.00	\$4.00
COS0161C	Barbering 2A with Lab (122385)	\$0.00	\$4.00
CSP0100	Esthetics/Skin Care (106311)	\$3.00	\$0.00
CSP0266	Esthetics/Skin Care (121735)	\$3.00	\$4.00
CSP0290	Facial Methods/Procs (106312)	\$3.00	\$0.00

Subject: Finance: Fees and Charges
(Continued)

CSP0301	Facial and Makeup (106313)	\$3.00	\$0.00
CVT2320C	Peripheral Vascular I w/Lab (106421)	\$5.00	\$4.00
CVT2420C	Invasive Cardiology I w/Lab (106422)	\$5.00	\$4.00
CVT2421C	Invasive Cardiology II w/Lab (106423)	\$5.00	\$4.00
CVT2500C	EKG Interpretation w/Lab (106424)	\$5.00	\$4.00
CVT2620C	Non-Invasive Cardiology I w/Lab (106426)	\$5.00	\$4.00
CVT2621C	Non-Invasive Cardiology II w/Lab (106427)	\$5.00	\$4.00
CVT2800	Cardiovascular Pre-Practicum (900136)	\$0.00	\$4.00
CVT2840L	Cardiovascular Practicum I (106428)	\$5.00	\$4.00
CVT2841L	Cardiovascular Practicum II (106429)	\$5.00	\$4.00
CVT2842L	Cardiovascular Practicum III (106430)	\$5.00	\$4.00
DEA0020	Intro to Clinical Procedures (108421)	\$0.00	\$4.00
DEA0020L	Intro to Clinical Pro Lab (108422)	\$0.00	\$4.00
DEA0850	Dental Assisting Clinical Practice I (108455)	\$3.00	\$4.00
DEA0851	Dental Assisting Clinical Practice II (108457)	\$3.00	\$4.00
DEH1001C	Introduction to Clinical Procedures (108508)	\$5.00	\$4.00
DEH1800L	Clinical Dental Hygiene I Lab (108516)	\$5.00	\$4.00
DEH1802L	Clinical Dental Hygiene II Lab (108519)	\$5.00	\$4.00
DEH2530L	Dental Hygienists Expanded Functions Lab (108534)	\$5.00	\$4.00
DEH2701L	Community Oral Health Practicum (108538)	\$5.00	\$4.00
DEH2804	Clinical Dental Hygiene III (108541)	\$0.00	\$4.00
DEH2804L	Clinical Dental Hygiene III Lab (108543)	\$5.00	\$4.00
DEH2806L	Clinical Dental Hygiene IV Lab (108545)	\$5.00	\$4.00
DES0103L	Dental Materials Laboratory (108567)	\$3.00	\$4.00
DES0205L	Radiology I Lab (108570)	\$3.00	\$4.00
DES0206L	Radiology II Lab (108572)	\$3.00	\$4.00
DES1000L	Oral and Dental Anatomy Lab (108577)	\$5.00	\$4.00
DES1200L	Dental Radiology Lab (108592)	\$5.00	\$4.00
EMS1119L	EMT Skills Lab (109228)	\$0.00	\$4.00
EMS1401	Fundamental Emergency Medical Clinical Experience (109229)	\$3.00	\$0.00
EMS1421C	EMT Clinical Experience (Ed & Field) (900137)	\$5.00	\$4.00
EMS2601L	Paramedic Laboratory I (121959)	\$0.00	\$4.00
EMS2603L	Paramedic Laboratory III (121963)	\$0.00	\$4.00
EMS2659	Paramedic Capstone (109257)	\$5.00	\$4.00

Subject: Finance: Fees and Charges
(Continued)

EMS2666	Paramedic Clinical I (109258)	\$5.00	\$4.00
EMS2667	Paramedic Clinical II (109259)	\$5.00	\$4.00
EMS2668	Paramedic Clinical III (109260)	\$5.00	\$4.00
EMS2681L	Paramedic Laboratory IV (121965)	\$0.00	\$4.00
EPI0951C	Reading Practicum (121874)	\$0.00	\$4.00
ESC1000L	Earth and Space Science Lab (109389)	\$0.00	\$4.00
ETS2436C	Biomedical Instrumentation (109635)	\$5.00	\$4.00
EVR2613L	Haz Mat Emergency Response Lab (109659)	\$0.00	\$4.00
FSE2100L	Embalming Clinic I (110501)	\$5.00	\$4.00
FSE2120C	Restorative Art and Laboratory (122273)	\$0.00	\$4.00
FSE2120L	Restorative Art Lab (110503)	\$5.00	\$0.00
FSE2140L	Embalming Lab II (110505)	\$5.00	\$4.00
FSE2946	Funeral Services Professional Practicum (110510)	\$5.00	\$4.00
FSS1063	Baking (110690)	\$5.00	\$4.00
FSS1202C	Food Production I (110695)	\$5.00	\$4.00
FSS1221	Food Production II (110697)	\$5.00	\$4.00
FSS1240	American Regional Foods (110699)	\$5.00	\$4.00
FSS1242	International Foods (110701)	\$5.00	\$4.00
FSS1248	Garde Manager (110705)	\$5.00	\$4.00
FSS2284	Catering and Buffet Management (110718)	\$5.00	\$4.00
HCP0121	Nurse Aide and Orderly (Artic) (111096)	\$3.00	\$0.00
HIM1224C	Basic ICD Coding and Lab (111809)	\$0.00	\$4.00
HIM1800	Professional Practice I (111819)	\$5.00	\$4.00
HIM2810	Professional Practice II (111833)	\$5.00	\$4.00
HIM2820	Professional Practice III (111834)	\$5.00	\$0.00
MEA0521C	Phlebotomist, MA (113690)	\$3.00	\$4.00
MEA0550	Medical Assisting I (113693)	\$3.00	\$0.00
MEA0551	Medical Assisting II (113695)	\$3.00	\$0.00
MEA0552	Medical Assisting III (113697)	\$3.00	\$0.00
MEA0573C	Laboratory Procedures (113704)	\$0.00	\$4.00
MEA0581C	Clinical Assisting (113705)	\$0.00	\$4.00
MEA0942	Practicum Experience (113706)	\$0.00	\$4.00
MLT1022C	Introduction to Health Technology (114122)	\$5.00	\$4.00
MLT1300C	Hematology (114123)	\$5.00	\$0.00
MLT1330C	Hemostasis (114124)	\$5.00	\$0.00

Subject: Finance: Fees and Charges
(Continued)

MLT1401C	Medical Microbiology (114127)	\$5.00	\$4.00
MLT1440C	Parasitology/Mycology (114129)	\$5.00	\$4.00
MLT2150C	Clinical Correlations (114132)	\$5.00	\$4.00
MLT2191	Histotechniques I (114134)	\$5.00	\$4.00
MLT2191L	Histotechniques I Lab (114136)	\$5.00	\$4.00
MLT2192L	Histotechniques II Lab (114139)	\$5.00	\$4.00
MLT2194L	Histotechniques III Lab (114142)	\$5.00	\$4.00
MLT2230C	Clinical Microscopy (114143)	\$5.00	\$4.00
MLT2500C	Clinical Immunology (114144)	\$5.00	\$4.00
MLT2525C	Immunohematology (114145)	\$5.00	\$4.00
MLT2610C	Clinical Chemistry (114147)	\$5.00	\$4.00
MLT2800L	Clinical Practicum I (114150)	\$5.00	\$4.00
MLT2801L	Clinical Practicum II (114151)	\$5.00	\$4.00
MLT2840L	Histotechnology Practicum I (114152)	\$5.00	\$4.00
MLT2841L	Histotechnology Practicum II (114153)	\$5.00	\$4.00
MSS0156	Anatomy and Physiology for Massage Therapy (114322)	\$3.00	\$0.00
MSS0254	Massage Therapy Theory and Clinical (114325)	\$3.00	\$0.00
MSS0283	Allied Modalities in Massage Therapy (114327)	\$3.00	\$0.00
MSS0336	Advanced Clinical Training (114329)	\$3.00	\$0.00
NUR1008C	Transition to Professional Nursing (115297)	\$5.00	\$4.00
NUR1020C	Nursing Concepts: Health and Wellness Across the Lifespan I (115298)	\$5.00	\$4.00
NUR1023C	Nursing Concepts: Health and Wellness Across the Lifespan II (115301)	\$5.00	\$4.00
NUR1025C	Health-Illness Concepts Across the Lifespan II (115302)	\$5.00	\$4.00
NUR1212C	Health Alterations Across the Lifespan I (115314)	\$5.00	\$4.00
NUR1411C	Nursing Care of the Family Across the Lifespan (115316)	\$5.00	\$4.00
NUR1521C	Psychiatric/Mental Health Nursing (115320)	\$5.00	\$0.00
NUR2214C	Health Alterations Across the Lifespan II (115329)	\$5.00	\$4.00
NUR2242C	Nursing Concepts: Families in Crisis-Complex Health Problems II (115332)	\$5.00	\$4.00
NUR2243C	Nursing Concepts: Families in Crisis-Complex Health Problems I (115333)	\$5.00	\$4.00
NUR2310C	Nursing Care of Children (115336)	\$5.00	\$0.00

Subject: Finance: Fees and Charges
(Continued)

OCE2001L	Oceanography Laboratory (115387)	\$0.00	\$4.00
OPT2287	Ophthalmology Medical Practicum III	\$5.00	\$0.00
OPT2800L	Vision Care Clinic I (115429)	\$5.00	\$0.00
OPT2801L	Vision Care Clinic II (115430)	\$5.00	\$0.00
OPT2802L	Vision Care Clinic III (115431)	\$5.00	\$0.00
OPT2940	Ophthalmology Medical Practicum I (115432)	\$5.00	\$0.00
OPT2941	Ophthalmology Medical Practicum II (115433)	\$5.00	\$0.00
OPT2943	Ophthalmic Medical Practicum III (115423)	\$5.00	\$0.00
OTH1800	Occupational Therapy Practicum I (115613)	\$5.00	\$4.00
OTH2840	Occupational Therapy Supervised Practice I (115621)	\$5.00	\$4.00
OTH2841	Occupational Therapy Supervised Practice II (115622)	\$5.00	\$4.00
OTH2933	Seminar for Clinical Practice (115623)	\$0.00	\$4.00
PHT1120C	Applied Kinesiology with Lab (115863)	\$5.00	\$4.00
PHT1200C	Basic Patient Care with Lab (115864)	\$5.00	\$4.00
PHT2131C	Tests and Measures with Lab (122259)	\$0.00	\$4.00
PHT2220C	Physical Agents and Mechanical Modalities with Lab (115867)	\$5.00	\$4.00
PHT2224C	Therapeutic Exercise I w Lab (115868)	\$0.00	\$4.00
PHT2228C	Adv Therapeutic Int with Lab (122260)	\$0.00	\$4.00
PHT2252C	Musculoskeletal Physical Therapy with Lab (115869)	\$5.00	\$4.00
PHT2253C	Neuromuscular Physical Therapy (115870)	\$5.00	\$4.00
PHT2282C	Cardiopulmonary and Integumentary Physical Therapy (115871)	\$5.00	\$4.00
PHT2801L	Physical Therapy Clinical Practice I (115873)	\$5.00	\$4.00
PHT2810L	Physical Therapy Clinical Practice II (115874)	\$5.00	\$4.00
PHT2820L	Physical Therapy Clinical Practice III (115875)	\$5.00	\$4.00
PHY1020C	Physics for Liberal Arts w Lab (115883)	\$0.00	\$4.00
PMT0070L	Welder Assistant I Lab (121862)	\$0.00	\$4.00
PMT0071L	Welder Assistant II Lab (121864)	\$0.00	\$4.00
PMT0072L	Welder SMAW I Lab (121866)	\$0.00	\$4.00
PMT0073L	Welder SMAW II Lab (121868)	\$0.00	\$4.00
PRN0098	Practical Nursing Foundations I (121685)	\$3.00	\$4.00
PRN0098L	PRN Foundations 1 Clinical Lab (121758)	\$0.00	\$4.00
PRN0099	Practical Nursing Foundations II (121686)	\$3.00	\$4.00
PRN0099L	PRN Foundations 2 Clinical Lab (121759)	\$0.00	\$4.00

Subject: Finance: Fees and Charges
(Continued)

PRN0290	Medical Surgical Nursing I (121687)	\$3.00	\$4.00
PRN0290L	MS Nursing 1 Clinical Lab (121760)	\$0.00	\$4.00
PRN0291	Medical Surgical Nursing II (121732)	\$3.00	\$4.00
PRN0291L	MS Nursing 2 Clinical Lab (121761)	\$0.00	\$4.00
PRN0690	Comprehensive Nursing and Transitional Skills (121733)	\$3.00	\$4.00
PRN0690L	Comprehensive PRN Clinical Lab (121762)	\$0.00	\$4.00
PTN0086L	Pharmacy Technician Lab/Practicum 3 (116559)	\$0.00	\$4.00
RAT2832	Clinical Education B (116611)	\$5.00	\$4.00
RAT2833	Clinical Education C (116612)	\$5.00	\$4.00
RAT2834	Clinical Education D (116613)	\$5.00	\$4.00
RED4941C	Reading Practicum (121851)	\$0.00	\$4.00
RET1824	Clinical I (116699)	\$5.00	\$4.00
RET2272	Essentials of Respiratory Care Lab (120854)	\$5.00	\$4.00
RET2272L	Essentials of Respiratory Care Lab (120854)	\$5.00	\$4.00
RET2834	Clinical III (116718)	\$5.00	\$4.00
RET2835	Clinical IV (116719)	\$5.00	\$4.00
RTE1804L	Radiographic Clinic I (116791)	\$5.00	\$4.00
RTE1814L	Radiographic Clinic II (116792)	\$5.00	\$4.00
RTE1824L	Radiographic Clinic III (116793)	\$5.00	\$4.00
RTE1834L	Radiographic Clinic IV (116794)	\$5.00	\$4.00
RTE1844L	Radiographic Clinic V (116795)	\$5.00	\$4.00
STS0010L	Surgical Technologist I Lab (119403)	\$3.00	\$4.00
STS0011L	Surgical Technologist II Lab (119405)	\$3.00	\$4.00
STS0012L	Surgical Technologist III Lab (119407)	\$3.00	\$4.00
STS0015L	Central Supply Technician Lab/Clinical (119409)	\$3.00	\$4.00
STS2323L	Surgical Procedures I Lab (121252)	\$0.00	\$4.00
STS2324	Surgical Procedures II (121254)	\$0.00	\$4.00
STS2944C	Surgical Technology Clinical I (121257)	\$0.00	\$4.00
STS2945C	Surgical Technology Clinical II (121258)	\$0.00	\$4.00
THE2945	Drama Practicum (119532)	\$0.00	\$4.00
TPA1290	Technical Theatre Lab I (119817)	\$0.00	\$4.00
TPA1291	Technical Theatre Lab II (119818)	\$0.00	\$4.00
TPA2292	Technical Theatre Lab III (119831)	\$0.00	\$4.00
TPA2293	Technical Theatre Lab IV (119832)	\$0.00	\$4.00

Subject: Finance: Fees and Charges
(Continued)

Insurance fees for liability are collected on all lab, clinical, and practicum courses to cover the cost of the policy plus claims from the previous year. The above fees need to be modified to cover increased costs.

Fall Term 2025 – Nursing PN Program Test Fee

Course Number	Course	Current Fee	Recommended Fee
PRN0098	Practical Nursing Foundations I (121685)	\$122.00	\$0.00
PRN0099	Practical Nursing Foundations II (121686)	\$122.00	\$187.00
PRN0290	Medical Surgical Nursing I (121687)	\$122.00	\$187.00
PRN0291	Medical Surgical Nursing II (121732)	\$122.00	\$188.00
PRN0690	Comprehensive Nursing and Transitional Skills (121733)	\$122.00	\$188.00

The Nursing PN program assesses a fee to cover a portion of the per-student charge incurred through the College's contract with Elsevier/HESI. This fee is necessary to support the program's requirement to maintain an NCLEX pass rate within 10% of the national average. The funds collected will specifically cover the testing portion of the comprehensive package provided by Elsevier/HESI. This ensures students have access to the necessary assessments to prepare for and successfully complete the NCLEX exam.

RATIONALE: The District Board of Trustees is authorized under Florida Statutes 1009.22 and 1009.23 to establish fees to recover costs of services provided.

FISCAL NOTES: This will have no net fiscal impact on the College.

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

AGENDA ITEM NO. A – 6.

Subject:	Finance: FSCJ ACCESS Program
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the FSCJ ACCESS Program for Summer Term 2025, pursuant to Board Rule 6Hx7-4.19.

BACKGROUND: Florida Statutes 1009.22(9) Workforce education postsecondary student fees and 1009.23(12) Florida College System institution student fees allow the assessment of user fees. State Board Rule 6A-14.054(6), Student Fees, provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs (specialized software and equipment, equipment and software maintenance, tests, kits, materials, insurance and others). These fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

Florida Statutes allow inclusive access programs when there is documented evidence that the options reduce the cost of textbooks and course materials for students. Students enrolling in courses under this program benefit from significantly reduced textbook costs, as publishers are willing to sell for less when more students purchase the course materials. In most cases, the FSCJ ACCESS program utilizes electronic textbooks and online software. In accordance with Florida Statute 1004.085, Textbook and Instructional Materials Affordability, the FSCJ ACCESS program will utilize an opt-out approach, where students are charged for their books along with their tuition in the participating courses unless the student opts-out of the program. The additional course fees would be exactly what the bookstore provider charges for the course materials. Students enrolled in FSCJ ACCESS classes for Fall Term 2024 had total savings of over \$950,000.

RATIONALE: The bookstore is able to provide course materials at lower costs due to volume and contractual arrangements with publishers that allow for the lowest cost for course materials when an inclusive access program is employed. This will ensure access to required resource material on the first day of classes to everyone in the FSCJ ACCESS class and will provide course materials at lower costs. This will guarantee the lowest cost to students because the College is able to secure a below competitive market rate for the material by purchasing in bulk.

FISCAL NOTES: This will have no net fiscal impact on the College.

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

AGENDA ITEM NO. A – 7.

Subject:	Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2024
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Florida Auditor General’s published Audit Report No. 2025-103, entitled Financial Audit for Fiscal Year Ended June 30, 2024.

BACKGROUND: The State Auditor General conducts an annual audit of financial statements of the District Board of Trustees of Florida State College at Jacksonville pursuant to Florida Statute 11.45. The following information provides a summary of findings of the audit regarding the financial statements of the College for the fiscal year ended June 30, 2024:

- The College’s financial statements were presented fairly, in all material respects, the respective financial position of Florida State College at Jacksonville and of its discretely presented component unit as of June 30, 2024, and the respective changes in financial position and cash flows, thereof for the fiscal year ended, in accordance with generally accepted accounting principles in the United States of America.
- No deficiencies in internal control over financial reporting, considered to be material weaknesses, were identified.
- The results of tests disclosed no instances of noncompliance or other matters that are required to be reported under “Government Auditing Standards.”

RATIONALE: The report is to apprise the Board of activities concerning audit and control.

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

A copy of the report was provided to each Board member in advance from the Office of the Auditor General. Copies of the report may be obtained by the public on written request to the Controller, Florida State College at Jacksonville, Financial Services Department.

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

AGENDA ITEM NO. A – 8.

Subject:	Academic Affairs: Inactivation of Medical Assisting Advanced Associate in Science Program
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Medical Assisting Advanced (65 credit hours) Associate in Science program, effective at the end of Fall Term 2024.

BACKGROUND: The Medical Assisting Advanced Associate in Science program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with Spring Term 2025 per SACSCOC guidelines. The College will continue to offer a path to the Medical Assisting occupation through its existing clock-hour Career Certificate in Medical Assisting program.

The credit program was originally designed as an option for students who wanted to pursue a credit-based, comprehensive degree program versus obtaining a traditional training-based clock-hour certificate in medical assisting. However, total program enrollment has experienced a significant decline over the past several academic terms.

Following a comprehensive program review, it was determined that there has been a total of twenty-three (23) student enrollments within the past three academic years: 2021-2022 (10); 2022-2023 (9); and 2023-2024 (4). Further, there are no full-time faculty members currently assigned to this program. The credit-based Medical Assisting Advanced Associate in Science program is eligible for financial aid.

Because of the decline in enrollment and the availability of the clock-hour version of the program, it was determined to be in the best interest of the students and the College to inactivate the Medical Assisting Advanced Associate in Science program.

RATIONALE: There are no students currently enrolled in the program being inactivated; however, past term students have been notified by letter and email correspondence. Students have also been provided with the opportunity to enroll in one of the College's other allied health programs, including the clock-hour Career Certificate in Medical Assisting program. Additionally, no other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A – 9.

Subject:	Academic Affairs: Inactivation of Medical Assisting Specialist Technical Certificate Program
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Medical Assisting Specialist (44 credit hours) Technical Certificate program, effective at the end of Fall Term 2024.

BACKGROUND: The Medical Assisting Specialist Technical Certificate program has been recommended for inactivation by the College’s Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with Spring Term 2025 per SACSCOC guidelines. This technical certificate is a subset of the courses within the credit-based Medical Assisting Advanced Associate in Science Program, which has also been recommended for inactivation.

The program was originally designed as an option to compliment students who wanted to pursue a credit-based, comprehensive degree program (Associate in Science in Medical Assisting Advanced) by providing a shorter, embedded technical certificate option as a medical assisting specialist. However, total program enrollment has experienced a significant decline over the past several academic terms.

Following a comprehensive program review, it was determined that there has been a total of two (2) student enrollments within the past three academic years: 2021-2022 (1); 2022-2023 (1); and 2023-2024 (0). Further, there are no full-time faculty members currently assigned to this program. The Medical Assisting Specialist Technical Certificate program is eligible for financial aid.

Because of the decline in enrollment and no adverse impact to full-time faculty, it was determined to be in the best interest of the students and the College to inactivate the Medical Assisting Specialist Technical Certificate program.

RATIONALE: There are no students currently enrolled in the program being inactivated; however, past term students have been notified by letter and email correspondence. Students have also been provided with the opportunity to enroll in one of the College’s other allied health programs, including the College’s Career Certificate in Medical Assisting program. Additionally, no other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A – 10.

Subject:	Academic Affairs: Inactivation of Adult High School Adult Education Program
Meeting Date:	April 8, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Adult High School (1,300 clock hours {maximum}) Adult Education program, effective at the end of Summer Term 2026.

BACKGROUND: The Adult High School program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with Fall Term 2026 per SACSCOC guidelines.

The program was originally designed as an option for students to offer a curriculum that enables an adult, no longer enrolled in public high school, to complete the required courses and state assessments to earn a standard high school diploma. However, total program enrollment has experienced a significant decline over the past several academic terms with only eleven (11) students currently enrolled. Also, the College currently offers a similar adult education program titled GED® Preparation: High School Equivalency. The Adult High School program is eligible for limited financial aid.

Because of the decline in enrollment and no adverse impact to full-time faculty, it was determined to be in the best interest of the students and the College to inactivate the Adult High School program.

RATIONALE: There are eleven (11) students currently enrolled in the program being inactivated; however, both current and past term students have been notified by letter and email correspondence. As part of the College's curricular inventory, all courses within the existing program will be available through Summer Term 2026. Students who are unable to complete their coursework by this time will be provided with the opportunity to enroll in one of the College's other adult education programs. Additionally, no other programs will be adversely affected

FISCAL NOTES: No fiscal impact is anticipated.

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

INFORMATION ITEM NO. I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	April 8, 2025

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 April 8, 2025**

A&P Full-Time Appointments

Cimino	Lori	Director of Outcomes Assessment
Beck	Sandra	Associate Dean Business
Gustafson	Thomas	Learning Experience Architect
Henderson	Renata	Associate Dean of Nursing
Scott	Carey	Engineer III Software

Career Full-Time Appointments

		<u>Job Title</u>
Acevedo	Thomas	Student Records Analyst I
Avan	Jasmine	Administrative Assistant I
Babb	Jasmine	Security Officer
Chambliss	Robert	Security Officer
Chopra	Anupma	Accounts Payable Specialist II
Clark	Adrienne	Student Success Advisor II
Daniels	Donald	Senior Plant Service Worker
Dinkens	Sabrina	Security Officer
Faulkner	Bridgette	Administrative Assistant III
Griffin	Arthur	Administrative Services Support Specialist
Hepburn	Sabrina	Plant Service Worker
Hernandez	Luis	Microcomputer Specialist
Kenny	Elizabeth	Campus Security Officer In Charge
King	Trinity	Accounts Receivable Specialist II
Monnier	Malcolm	Security Officer
Mont	Marietta	Administrative Assistant I
Padilla	Lina	Senior Plant Service Worker
Pineiro	Kara	Academic Department Coordinator
Reid	Jennifer	Administrative Services Support Specialist
Saling	Troy	Journeyman Electrician
Sandifer	Michael	Institutional Research Associate Analyst
Townsend	John	Campus Police Officer
Uss	Amanda	Library Assistant
Waldo	Mathew	Armed Security Officer

Career Part-Time Appointments

		<u>Job Title</u>
David	Matthew	Test Examiner
Garcia	Zierna	Library Assistant
Kimbrough	India	Test Examiner
Murphy	Lorah	Academic Tutor
Nguyen	Vu Tuong Vi	Academic Tutor
Sidney	Richard	Test Examiner
Stewart	Nordialee	Education and Career Specialist
Whaley	Tatyana	Test Proctor
Wilson	Hunter	Education and Career Specialist

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

INFORMATION ITEM NO. I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	April 8, 2025

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
PO00017836	\$316,996	Arthur J. Gallagher & Co.	Liability Insurance Renewal	Purchase Authority: SBE 6A-14.0734(2)(f) & Board Rule 6Hx7-5.1 FSCJ's Insurance Broker Services Contract 2024-30
PO00017792	\$437,592	SSE & Associates, Inc.	South Campus Bleachers Replacement	Purchase Authority: SBE 6A-14.0734(2)(c) & Board Rule 6Hx7-5.1 Cooperative Agreement: Sourcewell Contract #081523-HSC.

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 \$754,588.

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

INFORMATION ITEM NO. I – C.

Subject:	Finance: Investment Reports for Quarter Ended December 31, 2024
Meeting Date:	April 8, 2025

INFORMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending December 31, 2024 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 ensure 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 0.08% exceeded the benchmark performance of -0.3%. Over the past year, the Portfolio's total return was 4.29%, compared to 4.29% for the benchmark.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of December 31, 2024, the College had surplus funds of approximately \$37.9 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 December 31, 2024 was \$8.3 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned -1.18% (net of mutual fund fees) over the 4th Quarter of 2024, compared to its policy benchmark return of -1.48%. Over the past year, the portfolio returned 12.56%, compared to 13.11% for the benchmark. Since the inception date of July 1, 2016, the portfolio's 9.23% annual rate of return remains ahead of the 9.08% benchmark return by 0.15% annually. In dollar terms, the portfolio lost \$98,384 in return on investment over the quarter and gained \$8,238,093 over the past 12-months.

The Investment Performance Review for the quarter ending December 31, 2024 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 program while meeting the requirements of safety and liquidity.

FISCAL NOTES: As of December 31, 2024, the College had investment balances totaling \$46.1 million, which compares to \$43.6 million as of Dec 31, 2023.

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

INFORMATION ITEM NO. I – D.

Subject:	Facilities: Change Orders – North Campus – Science Lab Renovation, Building C
Meeting Date:	April 8, 2025

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

Less than \$500,000
\$500,000 or greater

**Maximum change
Order Authority**

\$50,000
\$100,000

Vendor	C.O.#	Amount
<u>North Campus:</u> Change orders issued to E. Vaughan Rivers, Inc. for the original contract dated July 23, 2023, for the North Campus – ARP Act – Science Lab Renovation, Building C Project in accordance with FSCJ 2022C-13E. E. Vaughan Rivers, Inc. Original Contract Amount: \$ 949,770.81		
<ul style="list-style-type: none"> Decrease: Change Order #1 issued to decrease PO by \$52,889.50 per Trane REQ19142 (\$49,825.00 Material + \$3,064.50 Tax), generating a PO decrease from \$949,770.81 to \$896,881.31 per PO CO Req 5693. 	CO #1	(\$52,889.50)
<ul style="list-style-type: none"> Decrease: Change Order #2 issued to decrease PO by \$9,602.59 (\$8,988.29 Material + \$614.30 Tax) for REQ0019313 for Jackson Electric Supply Company. PO should decrease from \$896,881.31 to \$887,278.72 per PO CO Req 5772. 	CO #2	(\$9,602.59)
<ul style="list-style-type: none"> Decrease: Change Order #3 issued to decrease PO by \$7,494.90 (Material \$6,972.00 + Tax \$522.90) for POR REQ19331 issued to Quality Hardware 	CO #3	(\$7,494.90)

Subject: Facilities: Change Orders – North Campus – Science Lab Renovation, Building C
(Continued)

Vendor	C.O.#	Amount
generating a PO reduction from \$887,278.72 to \$879,783.82 per PO CO Req 5779.		
<ul style="list-style-type: none"> Increase: Change Order #4 issued to increase PO for AIA CO #1 as defined on Line #1 in the amount of \$1,650.00 generating a PO increase from \$879,783.82 to \$881,433.82. 	CO # 4 AIA CO #1	\$1,650.00
<ul style="list-style-type: none"> Decrease: Change Order #5 issued to decrease PO by \$12,406.48 (\$11,668.00 Material + \$738.48 Tax) for POR REQ19368 for Starline Holdings, generating a PO reduction from \$881,433.82 to \$869,027.34 per PO CO Req 5804. 	CO #5	(\$12,406.48)
<ul style="list-style-type: none"> Decrease: Change Order #6 issued to decrease PO by \$11,933.18 (\$11,152.50 Material + \$780.68 Tax) per Tax Saving REQ19408 issued to Holman, Inc. generating a total PO reduction from \$869,024.34 to \$857,094.16 per PO CO Req 5817. 	CO #6	(\$11,933.18)
<ul style="list-style-type: none"> Decrease: Change Order #7 issued to decrease PO by \$11,796.48 (\$11,058.00 Materials + \$738.48 Tax) for PO CO request to increase material tax saving PO to Starline PO00017310. PO will decrease from \$857,094.16 to \$845,297.68 per PO CO Req 5846. 	CO #7	(\$11,796.48)
<ul style="list-style-type: none"> Increase: Change Order #8 issued to increase PO for AIA CO #2 dated 9/9/2024 as defined on Line #1 in the amount of \$13,222.97 generating a PO increase from \$845,297.68 to \$858,520.65. 	CO #8 AIA CO #2	\$13,222.97
<ul style="list-style-type: none"> Increase: Change Order #9 issued to increase PO for AIA CO #3 dated 9/17/2024 as defined on Line #1 in the amount of \$1,817.33 generating a PO increase from \$858,520.65 to \$860,377.98. 	CO #9 AIA CO #3	\$1,817.33
<ul style="list-style-type: none"> Decrease: Change Order #10 issued to decrease PO by \$369.90 for additional freight charges for PO CO request to increase material tax saving PO to Starline PO00017310. PO will decrease from \$860,337.98 to \$859,968.08 per PO CO Req 5904. 	CO #10	(\$369.90)
<ul style="list-style-type: none"> Increase: Change Order #11 issued to increase PO for AIA CO #4 dated 10/24/2024 as defined on Line #1 in the amount of \$14,487.00 generating a PO increase from \$859,968.08 to \$874,455.08. 	CO #11 AIA CO #4	\$14,487.00

Subject: Facilities: Change Orders – North Campus – Science Lab Renovation, Building C
(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Increase: Change Order #12 issued to increase PO for AIA CO #5 dated 10/29/2024 as defined on Line #1 in the amount of \$17,626.40 generating a PO increase from \$874,455.08 to \$892,081.48. 	CO #12 AIA CO #5	\$17,626.40
<ul style="list-style-type: none"> • Increase: Change Order #13 issued to increase PO for AIA CO #6 dated 11/18/2024 as defined on Line #1 in the amount of \$3,940.07 generating a PO increase from \$892,081.48 to \$896,021.55. 	CO #13 AIA CO #6	\$3,940.07
<ul style="list-style-type: none"> • Increase: Change Order #14 issued to increase PO by \$24,572.86 per liquidated Starline tax saving PO00017310 (\$23,095.90) + Tax (\$1,476.96) from \$896,021.55 to \$920,594.41 per PO CO Req 6063. 	CO #14	\$24,572.86
<ul style="list-style-type: none"> • Increase: Change Order #15 issued to increase PO for AIA CO #7 as defined on Line #1 in the amount of \$99,940.00 generating a PO increase from \$920,594.41 to \$1,020,534.41. 	CO #15 AIA CO#7	\$99,940.00
<ul style="list-style-type: none"> • Increase: Change Order #16 issued to increase PO for AIA CO #8 as defined on Line #1 in the amount of \$6,598.27 generating a PO increase from \$1,020,534.41 to \$1,027,132.68. 	CO #16 AIA CO #8	\$6,598.27
<ul style="list-style-type: none"> • Decrease: Change Order #17 issued to decrease PO for Tax Saving POR REQ0019726 issued to Hajoca by \$6,956.62 (\$6,492.31 Material + \$464.54 Tax), decreasing the PO total from \$1,027,132.68 to \$1,020,176.06 per PO CO Req 6137. 	CO #17	(\$6,956.62)
<ul style="list-style-type: none"> • Increase: Change Order #18 issued to increase PO for AIA CO #9 as defined on Line #1 in the amount of \$1,500.00 generating a PO increase from \$1,021,176.06 to \$1,021,676.06. 	CO #18 AIA CO#9	\$1,500.00
<ul style="list-style-type: none"> • Increase: Change Order #19 issued to increase PO for AIA CO #10 as defined on Line #1 in the amount of \$4,903.80 generating a PO increase from \$1,021,676.06 to \$1,026,579.86. 	CO #19 AIA CO# 10	\$4,903.80
<ul style="list-style-type: none"> • Decrease: Change Order #20 issued to decrease PO for AIA CO #11 as defined on Line #1 in the amount of \$28,772.86 generating a PO reduction from \$1,026,579.86 to \$997,807.00. 	CO #20 AIA CO#11	(\$28,772.86)

Subject: Facilities: Change Orders – North Campus – Science Lab Renovation, Building C
(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none">Increase: Change Order # 21 issued to increase PO for AIA CO# 12 as defined on Line #1 in the amount \$11,563.24 generating a PO increase from \$997,807.00 to \$1,009,370.24. <p>E. Vaughan Rivers, Inc. Final Contract Amount: \$1,009,370.24.</p>	CO #21 AIA CO#12	\$11,563.24

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 included in the approved project budgets.

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

INFORMATION ITEM NO. I – E.

Subject:	Facilities: Change Orders – South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot
Meeting Date:	April 8, 2025

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

Less than \$500,000
\$500,000 or greater

**Maximum change
Order Authority**

\$50,000
\$100,000

Vendor	C.O.#	Amount
<u>South Campus:</u> Change orders issued to Pars Construction Services, LLC for the original contract dated November 13, 2024, for the South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot Project in accordance with FSCJ ITB 2025C-07. Pars Construction Services, LLC Original Contract Amount: \$2,172,234.00		
<ul style="list-style-type: none"> Decrease: Change Order #1 issued to decrease PO for REQ19659 issued to Hubbard Construction Co/DBA Atlantic Coast Asphalt by \$925,315.10 (\$860,710.00 Material + \$64,605.10 Tax), decreasing the PO total from \$2,172,234.00 to \$1,246,918.90 per PO CO Req 6060. 	CO #1	(\$925,315.10)
<ul style="list-style-type: none"> Decrease: Change Order #2 issued to decrease PO for REQ19666 issued to GP Materials by \$28,218.75 (\$26,250.00 Material + \$1,968.75 Tax), decreasing the PO total from \$1,246,918.90 to \$1,218,700.15 per PO CO Req 6065. 	CO #2	(\$28,218.75)

Subject: Facilities: Change Orders – South Campus – ARP Act – Fire Academy Pavement – Driving Course, Skills Pad & W-1 Lot
(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Increase: Change Order #3 issued for AIA CO #1 as defined on Line 1 in the amount of \$29,599.00 generating a PO increase from \$1,218,700.15 to \$1,248,299.15. 	CO #3 AIA CO #1	\$29,599.00
<ul style="list-style-type: none"> • No Monetary Value: Change Order #4 issued for AIA CO #2 as defined on Line 1 for project time extension with no monetary value change. Project remains at \$1,248,299.15. 	CO #4 AIA CO #2	\$0.00
<ul style="list-style-type: none"> • Increase: Change Order #5 issued to increase Project PO for Liquidate POR PO00017605 issued to GP Materials Project from \$28,218.75 (\$26,250.00 Material + \$1,968.75 Tax), increasing the project PO total from \$1,248,299.15 to \$1,276,517.90 per email request verification from Denise Hakimi dated 1/15/2025. 	CO #5	\$28,218.75
<ul style="list-style-type: none"> • Increase: Change Order #6 issued to increase PO by \$10,177.72 (Add \$12,734.12 for FL sales tax reconciliation, deduct \$2,556.40 for Atlantic Coast Asphalt PO0017592 CO deduct). The PO will increase from \$1,276,517.90 to \$1,286,695.62. 	CO #6	\$10,177.72
<ul style="list-style-type: none"> • Increase: Change Order #7 issued for AIA CO #3 as defined on Line 1 for the remaining increase for additional Scope of Work in the amount of \$10,021.15 generating a PO increase from \$1,286,695.62 to \$1,296,716.77. 	CO #7 AIA CO #3	\$10,021.15
Pars Construction Services, LLC Final Contract Amount: \$1, 296,716.77		

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 included in the approved project budgets.

INFORMATION ITEM NO. I – F.