

April 2, 2024

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: April 2024 Board Agenda

Enclosed please find materials in support of the April 9, 2024, 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.

- Professional Development
- General Education Review

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 9, 2024 – 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. Please note that consideration of the Action Items will also constitute a public hearing under the Administrative Procedures Act. Any comments regarding the Board Rule under consideration today, should also be made at this time. 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 22, 2024, DISTRICT BOARD OF TRUSTEES BUSINESS DINNER (p. 274-275)

MINUTES OF THE JANUARY 26, 2024, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP/PLANNING MEETING (p. 276-283)

MINUTES OF THE FEBRUARY 13, 2024, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 284-287)

MINUTES OF THE FEBRUARY 13, 2024, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 288-290)

MINUTES OF THE FEBRUARY 13, 2024, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 291-313)

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. Administration: Board Rules – Non-Substantive Changes and Review (p. 314-330)
2. Purchasing: Annual Contract Extensions (p. 331-332)
3. Purchasing: Architectural Services: North Campus Nursing Renovation & Remodel, Buildings B, C & E (p. 333)
4. Purchasing: Roof Replacement – South Campus, Building G & Connecting Towers (p. 334)
5. Facilities: Certificate of Final Inspection for the Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement (p. 335)
6. Facilities: Certificate of Final Inspection for the Downtown Campus – ARP Act – Building A – Roof Replacement (p. 336)
7. Facilities: Certificate of Final Inspection for the North Campus, Building B – ARP Act – Roof Replacement (p. 337)

Subject: FSCJ DBOT Regular Meeting
 April 9, 2024, Board Agenda
 (Continued)

8. Facilities: Certificate of Final Inspection for the North Campus, Building C – ARP Act – Roof Replacement (p. 338)
9. Facilities: Certificate of Final Inspection for the North Campus, Building E – ARP Act – Roof Replacement (p. 339)
10. Facilities: Certificate of Final Inspection for the Nassau Center – Commercial Vehicle Driving Skills Pad (p. 340)
11. Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D (p. 341)
12. Facilities: Certificate of Final Inspection for the South Campus – ART Act – Building P – Roof Replacement (p. 342)

ACTION ITEMS

1. Approval of Consent Agenda (p. 343)
2. Administrative Procedure Act – Board Rules, Section 2 – Administration (p. 344-347)
3. Administrative Procedure Act – Board Rules, Section 4 – Finance (p. 348-351)
4. Human Resources: Award of Continuing Contracts (p. 352)
5. Human Resources: Faculty Sabbatical (p. 353)
6. Finance: Fees and Charges (p. 354-355)
7. Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 4 (p. 356-357)
8. Finance: FSCJ ACCESS Program (p. 358)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 359-361)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 362)
- C. Finance: Investment Reports for Quarter Ended December 31, 2023 (p. 363)
- D. Facilities: Change Orders – Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement (p. 364-365)
- E. Facilities: Change Orders – Downtown Campus – ARP Act – Building A, Roof Replacement (p. 366-367)
- F. Facilities: Change Order – North Campus, Building E – ARP Act – Roof Replacement (p. 368-369)
- G. Facilities: Change Orders – Nassau Center – Commercial Vehicle Driving Skills Pad (p. 370-373)
- H. Facilities: Change Orders – South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D (p. 374-375)
- I. Facilities: Change Order – South Campus – ARP Act – Building P, Roof Replacement (p. 376)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

Subject: FSCJ DBOT Regular Meeting
April 9, 2024, Board Agenda
(Continued)

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

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Vanessa Gordon)

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

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

NEXT MEETING

The Board will meet on Tuesday, May 21, 2024, at the College's Deerwood Center for a Budget Workshop. The workshop will convene at noon in Room B-1206. The next regular meeting of the Board is scheduled for Tuesday, June 11, 2024, at the College's Administrative Offices.

ADJOURNMENT

TOUR OF FSCJ KENT CAMPUS

Immediately following the DBOT regular meeting, Trustees will be provided with a guided tour of the College's Kent Campus, to include the Art Gallery and The Center for Cultures, Languages and Societies.

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the January 22, 2024, Business Dinner
Governors Club, Tallahassee, FL, 7:30 p.m.**

PRESENT:

O. Wayne Young, Chair, District Board of Trustees (DBOT)
Roderick D. Odom, Vice Chair, Nassau County, DBOT
Michael M. Bell, DBOT
John Avendano, College President, FSCJ
Taylor Mejia, Director of Government & Community Relations, FSCJ
Karis Lockhart, Partner, The Southern Group-Florida

ABSENT:

Jennifer D. Brown, Vice Chair, Duval County, DBOT
Thomas R. McGehee, Jr., DBOT
Andrew B. Shaw, DBOT

CALL TO ORDER:

College President John Avendano, Ph.D. called the meeting to order at 7:35 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 2024 Florida College System (FCS) Trustee Commission Legislative Conference and Legislative Office Visits.

INFORMATION/
DISCUSSION:

A. Legislative Update:

Director of Government & Community Relations Taylor Mejia provided Trustees with the FSCJ Legislative Priority Project List. The group reviewed and discussed the appropriation request for the Public Safety Facilities, which includes upgrades and renovations to the Criminal Justice Center, Fire Academy, and EMT program. She shared that the Public Safety Facilities project was being sponsored by Senator Clay Yarborough and Representative Kiyam Michael. The group also reviewed and discussed the appropriation request for the Nursing Program at North Campus, noting the project request was being sponsored by Senator Tracie Davis and Representative Wyman Duggan.

There was additionally discussion on the Council of President's top legislative priorities, including adding the Florida College System to the State Group Health Insurance Plan and increasing funding for recurring programs, deferred maintenance, and capital projects.

The Southern Group-Florida Partner Karis Lockhart shared the priorities of the Senate and House leadership, including the Senate President's Live Healthy Act and the Speaker of the House's focus on social media use by children.

- B. 2024 FCS Trustee Commission Legislative Conference and Legislative Office Visits: President Avendano and Director Mejia provided Trustees with an overview of the schedule for the Legislative Office Visits with members of the Duval Delegation on Tuesday, January 23, 2024.

NEXT BOARD MEETING: President Avendano announced that the next regular meeting of the Board is scheduled for Tuesday, February 13, 2024, at the College's Administrative Offices.

ADJOURNMENT: There being no further business, President Avendano declared the meeting adjourned at 9:18 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 January 26, 2024, Deep Dive Workshop/Planning Meeting
Omni Amelia Island Resort, Conference Center
Magnolia Ballroom EFG, 9 a.m.**

PRESENT:

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

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 Foundation Board of Directors (FBOD) and Emeritus, FSCJ Executive Leadership Team (ELT), FSCJ staff, and several community leaders.

Chair Young noted as they gathered this morning and through-out the day, he looked forward to the robust discussion/dialog. The discussion would be of what they all could do internally as they look forward to not only this year but out to mid and long-term planning for the College.

WELCOME/
INTRODUCTIONS:

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 and for their commitment for being part of the College's Transforming Tomorrow Together Campaign for the future of FSCJ.

President Avendano shared his excitement for today's meeting as the College is almost 60 years old and this will be the first time FSCJ is undergoing a full fledge campaign. Therefore, each member present is taking part in FSCJ's history.

President Avendano shared the theme for today's Planning Meeting, "How will the College approach the Comprehensive Campaign." He encouraged open conversation during the meeting with attendees asking questions, adding comments and sharing their experiences.

President Avendano noted there were a lot of new faces around the table. He asked attendees to take a moment to introduce themselves, to include their connection with FSCJ, and they all did so accordingly.

INFORMATION/
DISCUSSION:

I. Planning Meeting
Overview:

President John Avendano, Ph.D. provided attendees with an overview of the Planning Meeting. The overview included the following:

- Campaign History and Readiness:
 - History of FSCJ and Key Statistics:
 - High Level Information about FSCJ.
 - General Knowledge.
- Case for Support and Priorities:
 - Start with Why:
 - Rational and Purpose of Campaign.
- Campaign Process:
 - The Vision for Transforming Tomorrow Together:
 - Discussion about the Direction for the Campaign.
 - Steps to Date.
- Volunteer Champion Roles:
 - Commitment with Campaign.
 - Support of Campaign Leadership.
- Charge for Transforming Tomorrow Together:
 - The Ask.
 - Commitment from the Volunteers for the Campaign.

There was discussion by attendees regarding the goals for funds raised, feasibility study, silent phase and setting a high realistic fund-raising goal; then beating it.

II. Transforming
Tomorrow Together:

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine provided attendees with a summary of FSCJ's Transforming Tomorrow Together. The summary included information pertaining to the following:

- Defining the Goals:
 - Vision Impact Plan (VIP) 2.0.
 - Campus Master Plan.
 - Interviews and Focus Groups with Internal and External Stakeholders.
- Transforming Student Access:
 - Increase Educational and Job Training Opportunities through Increased Financial Support and Community-Based Training Programs.

- Transforming Student Experience:
 - Increase Student Success by Providing Services, Technology, Classrooms, Labs and Student Spaces that are Designed for Today's Student and Their Needs, Including FSCJ's Students who are Veterans and Athletes.
- Transforming Community:
 - Increase Career Readiness and Placement in FSCJ's Regional Economy and Investing in High-Performing Programs.
- Campaign Readiness Findings:
 - Gift Estimates by Campaign Priorities.
- Working Goal:
 - Transforming Student Success.
 - Transforming Workforce Access.
 - FSCJ Excellence Fund.
- Next Steps:
 - Realign Transforming Tomorrow Together Priorities.
 - Ensure Alignment with VIP 2.0.
 - Refine Campaign vision and Case Statement.
 - Clearly Define Unmet Needs and Impacts Over Time.
 - Highlight How Expanded Access to Workforce Opportunities will Impact the Region.
 - Engage DBOT and FBOD feedback on Revised Case Statement.
 - Collect and Amplify Alumni Stories of Success and Life Change due to FSCJ.

There was discussion by attendees regarding the current number of FSCJ student athletes, FSCJ's division/conference league(s), dual enrollment, student access, FSCJ's Guided Pathways, Student Experience narrative, FSCJ's student talent, serving students in our community, goal to be the best college in the country, criteria for Aspen Prize for Community College Excellence, FSCJ's Master Plan, revenue source from FSCJ's Artist Series, enhancements for FSCJ's Performing Arts Center, career exploration and FSCJ's Career Connection Center.

III. Donor Engagement and Comprehensive Campaign:

President John Avendano, Ph.D. and Special Consultant to FSCJ Comprehensive Campaign Dr. Pierre Allaire, on behalf of Vice President of Advancement and Executive Director of the FSCJ Foundation Christopher Lambert, J.D., CFRE, provided attendees with a summary of FSCJ's Donor Engagement and Comprehensive Campaign. The summary included information pertaining to the following:

- Prospect Identification and Initial Engagement:
 - Pool of Prospects (Internal and from Peer Referrals).
 - Screening to Determine who Might be Qualified.
 - Assign to Development Team for Contact.
 - Make Initial Contact.
 - Determine if there is a Willingness to Meet to Discuss FSCJ.
- The Donor Continuum:
 - Awareness.
 - Interest.
 - Experience.
 - Participation.
 - Ownership.
- Solicitation Cycle:
 - Assessment/Qualification.
 - Cultivation.
 - Solicitation.
 - Stewardship.
- Campaign Counting:
 - Case Guidelines.
 - Comprehensive Campaigns.
 - Working Goal.
 - Real Back.
 - Pledges.
 - Planned/Estate Gifts.
- Campaign Phases:
 - Preparation and Readiness Assessment.
 - Quiet/Leadership Phase.
 - Kickoff Event.
 - Public Phase.
 - Celebration Event.
- Campaign Gift Categories:
 - Total Outright Gifts and Pledges.
 - Total Irrevocable Planned Gifts.
 - Revocable Planned Gift.
- Campaign Gift Documentation:
 - Documentation of Planned Gift.
 - Purpose.

There was discussion by attendees regarding the FSCJ Foundation staffing plan, identifying FSCJ alumni, alumni engagement, fund raising infrastructure, small/large donor prospects, definition of small vs. major gifts, naming opportunities, case criteria, gift acceptance policy, legal review of policies, grant funds and prior funds raised.

Lunch with Guest Speaker –
 FSCJ Student Athlete
 Gershom Allen:

FSCJ student Gershom Allen, who is an FSCJ scholarship recipient of the Wade Barnes/Don Zell Scholarship, shared with attendees a few remarks about himself and his journey on how he became a student athlete at the College.

Gershom is originally from Waycross, Georgia and the first person in his family to every go to college. He enrolled at FSCJ in 2018, waiting a year after graduating high school. This was so he could become a Florida resident and receive in-state tuition. A few years later life took him away to California. However, when he returned, he did everything possible to be back at FSCJ. He shared his deep appreciation for the College and Cross-Country Head Coach Joseph Hale, noting he received his A.A. degree and is currently working on his B.A.S. His hope is to one day work at CSX in logistics.

President Avendano thanked Gershom for taking time out of his day to attend today's meeting and share his story. He thanked FBOD Emeritus member Dr. H. Wade Barnes, Jr. for his generosity as it is greatly appreciated, noting Dr. Barnes has been a longtime supporter of the College and its students. The College appreciates you along with former DBOT and FBOD member Don Zell for your leadership and commitment to the FSCJ.

FBOD Emeritus Barnes noted that it is always great to be able to provide a scholarship to a student and give back to the community – this is what it is all about – playing it forward and helping others!

IV. Volunteer Roles and
 Campaign Structure:

Special Consultant to FSCJ Comprehensive Campaign Dr. Pierre Allaire provided attendees with a summary of Volunteer Roles and the Campaign Structure. The summary included information pertaining to the following:

- Planning Meeting Objectives.
- What Makes a Campaign Successful:
 - Strong Case for Support.
 - Leadership.
 - Volunteers (Active).
- Volunteers' Role in Campaign:
 - Make a Gift.
 - Share the FSCJ Experience.

- Connect Your Circles of Influence.
- Proactive Prospecting.
- Ambassador.
- Individual and Organizational Change Agent.
- What do Volunteers Bring to a Campaign:
 - Advocacy.
 - Affluence.
 - Credibility.
 - Collaboration.
 - Commitment.
 - Engagement.
 - Influence.
 - Knowledge.
 - Ownership.
 - Partnership.
 - Resources.
 - Spokesperson.
 - Stature.
 - Strength in Numbers.
 - Understanding.
 - Vested Interest.
- Next Steps:
 - Send Names.
 - Follow-up Strategy Discussions.
 - Discuss Propensity and Capacity.
 - Develop Individual Prospect Plans.
 - Implement the Plan.
 - Results.

There was discussion by attendees regarding college publications, gathering of institutional stories, alumni stories, ambassadorial role, graduate prospects, cultivation, having 100% campaign committee from attendees and now is the time to move forward with the campaign due to having a president that is respected, trusted and who has a great leadership staff – the institution is ready.

V. Planning Meeting
Breakout Sessions:

President John Avendano, Ph.D., Special Consultant to FSCJ Comprehensive Campaign Dr. Pierre Allaire and FBOD Emeritus/Campaign Chair Carl Cannon led the Planning Meeting Breakout Sessions. The attendees were divided into two groups: Campaign Cabinet (CC) members and Campaign Volunteer (CV) members.

- Summary Reports: The CV members reported on the following:
1. Prospect donor information should be communicated to the FSCJ Foundation Vice President.
 2. Reestablishing CRMs and Advisory Committees.

The CC members reported on the following:

1. Prospective naming opportunities should be communicated to FSCJ Foundation Vice President Christopher Lambert, President Avendano and Campaign Chair Carl Cannon.
2. Providing a communication plan/contact information.
3. Frequency of Campaign Cabinet meetings - once a month.
4. Process of capturing names for prospect list (50-100) and to expand Campaign Cabinet membership.
5. Charge to have ~ 10 Major Gifts by October 2024.

- VI. Final Charge: President Avendano shared a few final thoughts as the meeting closed:
1. He thanked the attendees for their willingness to serve.
 2. He noted collectively, as a group, they be the engine of this Campaign.
 3. The Campaign Cabinet will recruit additional Campaign Cabinet members and gather prospects.
 4. He recognized Carl Cannon for his leadership of the Campaign and shared appreciation for accepting the role as chair.

President Avendano asked if there were any 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.

Chair Young thanked everyone for their participation today, noting the meeting was a success.

NEXT MEETING: The FSCJ Board will meet on Tuesday, February 13, 2024, at the College's Administrative Offices.

ADJOURNMENT: There being no further business, Chair Young declared the meeting adjourned at 2:44 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 13, 2024, Quarterly Meeting
Administrative Offices – Room 406, 10:45 a.m.**

PRESENT:

Thomas R. McGehee, Jr., Committee Chair
Michael M. Bell
Roderick D. Odom
O. Wayne Young
John Avendano
Wanda Ford
Christopher Lambert
Stephen Stanford
Cleve Warren
Taylor Mejia
Debbie Monnserrat
Richard Pengelly, PFM Asset Management LLC
Scott Sweeten, PFM Asset Management LLC

ABSENT:

None

CALL TO ORDER:

Committee Chair Trustee Thomas McGehee, Jr. called the Finance and Audit Committee meeting to order at 10:45 a.m. College President John Avendano, Ph.D. welcomed those in attendance.

INFORMATION/
DISCUSSION:

I. Discussion of
Investment
Statement &
Portfolio:

President Avendano suggested a revision to the agenda and requested PFM Asset Management, LLC to present first. Chief Investment Officer (CIO) Cleve Warren introduced Scott Sweeten and Richard Pengelly to the Committee. CIO Warren reminded the Committee that the Portfolio consists of two components: Operating Fund (Surplus Fund or Fixed Income) and Quasi Endowment Fund (about \$8M invested in the Market).

Richard Pengelly summarized the Operating Funds Portfolio, which has short term liquidity to meet the cash flow needs of the College with higher interest rates. He stated the Federal Reserve will cut interest rates by less than 1% over the course of the year. Better earnings are projected for the remainder of the year. The Portfolio continues to be very diversified and neutral in regard to the benchmark. Maturity determines how sensitive the Portfolio is to interest rates. The Portfolio total return performance of 2.66% exceed the quarterly benchmark performance of 2.59%. The Portfolio outperformed the annual benchmark of 4.66% for a performance of 4.88% for 2023.

Scott Sweeten summarized the Quasi Endowment Fund as being derived largely from the Auxiliary Activities. The Portfolio gained \$683,512 in the 4th quarter and a little over \$1M for the year driven by the Magnificent 7 Stocks, which average returns were 111% in 2023. The account balance as of December 31, 2023 was \$7.3M with a return of 10.30% (net of mutual fund fees) during the 4th quarter, compared to the policy benchmark of 10.16%. Moving forward, the expectation of the Fed dropping interest rates in May has dropped to 30%. There is a potential to withdraw 5% annually for scholarships (roughly \$350,000). The College has been reinvesting the amount back into the Portfolio.

II. Property Insurance Update:

Vice President of Finance & Administration Dr. Wanda Ford and Executive Director of Risk Management Debbie Monnserrat provided an overview of the Property Insurance renewal. The policy is renewed March 1, 2024. Last year, the College requested a not to exceed limit of \$1.3M due to the volatile market. The broker was able to negotiate a switch from one carrier to two (Zurick and AIG). The final premium amount was \$902,803, a 40% increase from the prior year. For the new incoming policies, the College has requested a not to exceed amount of \$991,000, which equates to a 9.6% increase. Negotiations are complete at \$991,000. The broker, Michele Montgomery, stated that the College's cost with the Consortium would be in excess of \$1.9M. FSCJ is the only college not purchasing property insurance through the Consortium due to the geographical location of Jacksonville and less probabilities of disastrous storms. The College's combined property and casualty liability insurance is \$1.4M, a savings of \$500,000 over the Consortium cost.

III. Discussion of Interim Financial Statement:

Vice President Ford and Associate Vice President of Administration Steve Stanford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenue and Expenditures as of December 31, 2023. Due to enrollment trending up at 8.9% for the year, the College is anticipating an increase in projected fund balance. A budget amendment is being presented to the Board of Trustees to increase the projected revenue. The fund balance will increase to 13.2%. The current fund balance cannot exceed 5% due to FTE being below 15K per state statute. The College is hoping this year's FTE will increase to above 15K, which will increase the fund balance requirement to 7%. The College will increase expenses by \$2.6M to cover non-recurring capital outlay projects and bring the fund balance down to 10 – 11%. A spending plan will be submitted to the Board in August 2024 if the fund balance is above 5%.

Trustee Odom asked if the College could examine the total budget with fixed expenses versus variable expenses to ensure if the College sustains a hit – it would be financially stable, and if cuts were needed – to have a plan in place. Also, assuming when the Main Street property is sold – the funds received from the sale can only be used for capital projects.

IV. Discussion
Regarding 20 W.
Adams/Downtown
Investment
Authority (DIA) &
Legislative Update:

President Avendano and Director of Government Relations Taylor Mejia provided an update regarding the FSCJ/DIA Loan agreement. The DIA met on December 20, 2023, and did not agree to forgive the loan of \$180,000 with zero interest. The College accepted three of the four payments from DIA available. FSCJ continues to operate at a loss on the property of \$120,000 – 130,000 per year. Security has been added. President Avendano would like the Trustees to decide if the College should continue to have student housing at this location. The current restaurant tenant is in arrears for \$90,000.

There were some health citations, which have been corrected, and the restaurant has filed bankruptcy with the intent to vacate the premises by the end of March 2024. FSCJ has been at capacity according to the requirements of the DIA. President Avendano has discussed with Jacksonville University President Tim Cost to see if the Law School may need housing. Committee Chair McGehee would like a larger discussion with the full Board of a possible exit clause and any financial impact. President Avendano will update the Trustees today in his President's Report with the information regarding the DIA decision. He informed the Committee of a small fire, which occurred in one of the residents' restrooms. There was water damage of \$20,000 from the sprinkler system. ServePro handled the repairs. Vice President of Student Development Elliot Strickland and others are working with the few students who were impacted.

Director Mejia updated the Committee on the following legislative actions:

- \$1.4M towards Nursing is included in the House budget. Currently, it is not included in the Senate budget.
- The Senate supports the adoption of the Florida College System joining the State Health Plan. Dental, Vision and Life Insurance would not be included.

V. Financial Audit for
FY Ending June 30,
2023:

Vice President Ford updated the Committee that the Florida Auditor General's Office had no findings after reviewing the financial statements for the College for Fiscal Year (FY) 2022-23. The statements were presented fairly with no deficiencies in internal controls or financial reporting and no instances of non-compliance.

VI. Update on Vacation Leave December Cash Out: Vice President Ford and Associate Vice President Stanford updated the Committee regarding the final employee Leave Cash Out figures for 2023. There were 727 employees eligible to cash out up to 40 hours of leave. Of those, 453 employees cashed out up to 40 hours. This equated to two-thirds of the eligible employees, and a total of \$503,890 disbursed. This was a one-time occurrence. However, the College is considering implementing a Board Rule or APM with an annual review to determine if employees may cash out hours once a year, if eligible.

VII. Review of Finance Agenda Items: Committee Chair McGehee requested all Finance Agenda Items be reviewed with the Committee prior to the full Board vote. Vice President Ford and Associate Vice President Stanford discussed the following Agenda Items being presented to the Trustees today:

- Fees and Charges.
- FY 2023-24 Operating Budget Amendment No. 3.
- FY 2023-24 Capital Outlay Budget Amendment No. 2.

There were no objections to the Agenda items.

NEXT MEETING:

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, April 9, 2024, at the College's Kent Campus in Room D-111. The Committee will meet at 10:45 a.m.

ADJOURNMENT:

There being no further business, President Avendano and Committee Chair McGehee declared the meeting adjourned at 11:49 a.m.

APPROVAL OF MINUTES:

Committee Chair, Finance and Audit Committee

Vice President of Finance and Administration

Submitted by: Shannon Oliver, Administration Support Manager

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the February 13, 2024, Workshop
Administrative Offices, Room 403A, Noon**

PRESENT:

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

ABSENT:

Michael M. Bell

CALL TO ORDER:

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

WELCOME/
INTRODUCTIONS:

President Avendano welcomed all those in attendance, noting that today's agenda was centered on two topics. He introduced Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel, who will present the Board with an overview of the College's Data Warehouse, followed by Vice President for Advancement and Executive Director of the Foundation Christopher Lambert providing Trustees with information pertaining to FSCJ's Naming Policy.

INFORMATION/
DISCUSSION:

A. Data Warehouse:

Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel provided the Board with an overview of the College's Data Warehouse. The overview included information pertaining to the following:

- Enrollment Dashboard:
 - Programmatical Data.
 - Tables for Point-to-Point Comparison.
 - Figures for Comparison for Enrollment.
- Academic Careers:
 - Different Careers.
 - Historical Data.
- Enrollment Modality and Headcount:
 - Courses.
 - Sections of Courses.
 - Live Online Courses.
 - Fill Rates.

- Course Level Enrollment:
 - Demographics.
 - Gender / Ages.
 - Zip Code Map.
- Awareness Training.

There was discussion by the Board relating to course efficiency, enrollment capacity, enrollment and trend tracking, marketing with areas of penetration, data thresholds, system alerts, roll-out date, training focus and awareness tour. Trustees were amazed and looked forward to future updates on the tool.

B. FSCJ Naming Policy:

President John Avendano, Ph.D. and Vice President for Advancement and Executive Director of the Foundation Christopher Lambert, J.D., CFRE provided the Board with an overview of FSCJ's Naming Policy. The overview included information pertaining to the following:

- Introduction.
- Objectives.
- Application of the Guidelines and Policies.
- Naming of Facilities, Endowment Funds and Programs:
 - Academic Support.
 - Faculty Support.
 - Library.
 - Student Support.
 - Facilities.
 - Athletics.
- Deferred Gifts and Naming.
- Recognition Plaques for Named Spaces.
- Re-Naming Facilities (Sunsetting Naming Opportunities).
- Removal of a Name.
- Gift Agreements.
- Confidentiality.
- Conclusion.

There was discussion by the Board relating to perspective amounts, established price for each request, module of distribution of gifts, rename process and ensuring document is in place for Comprehensive Campaign. President Avendano noted he welcomed the Trustees' feedback as the document before them today will be brought back for their final approval at a future Board meeting. However, the document will always be considered a working document.

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 and/or contact him through the Board Liaison Kimberli Sodek.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 12:50 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 13, 2024, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

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

ABSENT:

Michael M. Bell

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:01 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 Rule 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 13, 2024; Pages 202400208 – 235)

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 208 – 235; November 14, 2023, Finance & Audit Committee Quarterly Meeting, on agenda pages 208 – 210; November 14, 2023, Workshop, on agenda pages 211 – 213; and November 14, 2023, Regular Meeting, on agenda pages 214 – 235.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ DBOT minutes as presented on pages 208 – 235, from the November 14, 2023, Finance & Audit Committee Quarterly Meeting; November 14, 2023, Workshop; and November 14, 2023, 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:

- Main Street Sale:** College President John Avendano, Ph.D. shared with the Board information relating to the Main Street Sale:
- FSCJ is still working through the process of selling the Main Street property.
 - JWB Real Estate Capital, LLC (JWB) has been conducting their due diligence. In the process, JWB discovered some environmental issues and asked for an extension, which was granted.
 - The College is looking at a closing date in the month of May 2024.
- UF Proposal:** President Avendano shared with the Board information relating to the University of Florida Proposal:
- He met with Kurt Dudas, who is the point person for University of Florida (UF) and their presence in Jacksonville.
 - The final location has not yet been determined; however, the decision is expected within the next month or so.
 - Mr. Dudas asked for a letter of support from the College to have UF establish graduate programs in Jacksonville.
 - It was understood that UF asked for a letter of support from Jacksonville University (JU) and University of North Florida (UNF) as well.
- 20West Student Housing Agreement:** President Avendano shared with the Board information relating to the 20West Student Housing Agreement:
- 20West status.
 - Time to rethink Downtown housing presence.
 - Property issues with Jumpin' Jax House of Food.
 - Fire in Unit 6C:
 - Cause attributed to student smoking in the restroom.
 - Water damage due to fire sprinklers.
- Legislative Update:** President Avendano shared with the Board information relating to the Legislative Update:
- There is a bill on the Senate side of the legislature for the Florida College System (FCS) Council of Presidents (COP) proposal to have the State College System part of the State Insurance system.

- The Senate has included \$80M to cover the cost differential, and another \$4.5M for DMS to administer the program.
- There are still issues being discussed at the FCS COP such as whether schools can opt in or opt out, which is causing some concerns.
- As far as appropriation funding, the College is scheduled to receive the same funding as last year from the state, which is about \$87M.
- The College also has our Nursing Lab expansion proposed in the House at \$1.4M of the \$2.8M cost.
- More to come, and please keep an eye out for Director of Government and Community Relations Taylor Mejia's weekly updates.

FSCJ's Town Hall Meeting:

President Avendano shared with the Board information relating to FSCJ's Town Hall Meeting:

- FSCJ hosted our annual Town Hall panel with guest presidents Limayem from UNF, Tim Cost from JU and Joe Pickens from St. John's River State College.
- The College had a great turn out in person and virtually – 102 in person and 164 online.
- He shared his appreciation to Associate Provost of Curriculum and Instruction Dr. Kathleen Ciez-Volz for coordinating and Faculty members Audrey Antee and Scott Cason for facilitating.

Student Successes:

President Avendano shared with the Board information relating to Student Successes:

- He shared some of the College's great student successes over the last couple of months.
- He congratulated Professor Jennifer Chase and FSCJ students who contributed to the College's art and literature magazine, "The Experience," noting they placed 1st in two categories and 2nd in three during the FCS Publications Association Conference.
 - Featuring entries in Spanish, German, Arabic and Tagalog, the College's magazine was the first in the state's history to include foreign language submissions.
- FSCJ men's and women's cross country teams competed in the NJCAA DII National Cross Country Championships. A record 118 colleges competed in the DII races and FSCJ finished 19th in the nation!

- Both teams also finished ranked for academic All-American honors as well. Men's team had a 3.5 GPA and finished 11th in the country, and women finished with a 3.4 GPA and ranked 14th.
- Coach Hale runs an exceptional program.
- At the end of January, the FCSAA DII coaches poll unanimously voted FSCJ Men's Basketball as the best in the state.

Diplomacy Partnership:

President Avendano shared with the Board information relating to Diplomacy Partnership:

- FSCJ is proud to be the first open-access college to partner with the Department of State's Diplomacy Lab. The partnership was made possible through our own Professor of Biological Sciences Dr. Lourdes Norman-McKay and consists of Diplomacy Lab Teams comprised of students and a faculty member who serves as their guide.
- Teams will undertake research projects identified by the U.S. Department of State and approved by FSCJ. The projects selected explore current, real-world diplomacy issues that are of mutual interest to the participants and are suitable for exploration in an academic environment.

President's Circle Event:

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

- He looks forward to seeing Board members at the annual President's Circle event, which is being held one week from today, Tuesday, February 20 at The River Club.
- This annual event is where the College honors its generous donors, who make FSCJ's work possible.
- One of the College's students, Noel, who has been impacted directly by the generosity, will be speaking. There will also be additional highlights shared from the Foundation and more.

Board Retreat Recap:

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

- He thanked the Trustees for their participation in the FSCJ Board Retreat, noting it is always nice to set aside the time and focus attention on the year ahead.
- The Retreat was a productive day, and he is excited for all the things on the horizon, especially the Comprehensive Campaign.

- He shared a survey will be forthcoming on the activities and accommodations for future planning. He and Chair Young will be considering what the future plans may look like.
- Should Trustees have any questions, ideas or prospects, please feel free to contact him directly.

VIP 3.0:

President Avendano shared with the Board information relating to FSCJ's Visionary Impact Plan (VIP) 3.0:

- FSCJ's current VIP 2.0 vis-à-vis our strategic plan is scheduled to sunset at the end of 2024.
- The College is starting the process to make the revisions to move the plan forward.
- The current plan in gathering information includes Business and Industry information over the summer, feedback from Faculty, Staff, and students in the Fall along with the current Spring term.
- The College will present findings to the Board at the retreat next year, and a planned adoption at the February 2025 Board meeting.

VP of Student Development:

President Avendano shared with the Board information relating to the Vice President of Student Development:

- The College completed its search for a new Vice President of Student Development. FSCJ is pleased to welcome Elliott Strickland, who joined the College on January 2.
- VP Strickland has extensive experience and background in student services.
- The College is so pleased to have him in this position, which provides leadership over admissions, advising, recruitment, retention, financial aid, disability services, athletics, student life and more.

Mascot Search:

President Avendano shared with the Board information relating to the Mascot Search:

- The College is down to three finalists for the FSCJ Mascot: Kraken, Manta Ray and Sea Dragon.
- Voting is open now at fscj.edu/mascot and will close on February 23. The community, faculty and staff are invited to participate so please get your vote in if you have not already done so.
- The College plans to unveil the winner during this year's Commencement Ceremony on May 9.

Data Dashboard:

President Avendano shared with the Board information relating to the February 2024 Data Dashboard/high-level view of the institutional data sets:

- Spring Term College Credit Enrollment:
 - Positive variance of 6.5% credit hours for spring 2024 over spring 2023.
 - Represents 106.5% of overall enrollment for spring 2023.
 - Comparing Spring Term 2024 college credit enrollment to the same day in the enrollment cycle for Spring Term 2022, college credit enrollment is currently +11,426 credit hours.
- Spotlight on Programs:
 - Six Sigma Program.
 - Medical Laboratory Technology Associate in Science (A.S.).
 - Radiation Therapy A.S.
 - Pharmacy Technician Career Certificate (C.C.).
- Finance Report shows actual revenues and expenditures compared to budget for the period ending December 31, 2023 and December 31, 2022.
 - Unrestricted fund revenues were approximately the same compared to prior year.
 - Expenditures were up approximately \$1.6M, primarily due to an increase in personnel expenditures.
 - The restricted fund revenues and expenditures reflect both student and grant activities, so the federal stimulus funds account for the significant increase in grant revenues and expenditures in prior years. The funds were fully expended on June 30, reducing the grant revenues and expenses in fiscal year 2024.
- Grants Report:
 - For the 2022-23 award year, FSCJ received more than \$13.8M in grants.
 - Since the November 2023 report, we have received more than \$8.1M, which includes two \$1M-plus grants from the Florida Department of Education.

Aspen Recognition:

President Avendano shared with the Board information relating to the Aspen Recognition for Community College Excellence:

- He shared with Trustees FSCJ had been identified as a top 150 institution by the Aspen Institute.

- FSCJ received notification last week, the College is scheduled for the call/interview, which means FSCJ is really a top 40 community college in the country.
- The College is gearing up for the interview. The interview is scheduled for March 6.
- Following the interview, the College is hopeful to then be a top 25 institution, and continue on our journey to be the best community college in the country.

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. There was discussion by the Trustees relating to the 20West Student Housing Agreement, to include the FSCJ/DIA Loan Agreement, loan forgiveness, student housing and moving forward.

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

CONSENT AGENDA:
 (Ref. Board Agenda for
 February 13, 2024; Items 1
 through 6, Pages 202400236 –
 241)

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.

Trustee Thomas McGehee, Jr., requested the removal of the following items from the Consent Agenda:

CA-2. Purchasing: Property Insurance, on agenda page 237 and
 CA-3. Finance: Financial Statements Audit Report for Fiscal
 Year Ended June 30, 2023, on page 238.

Chair Young asked if there were any additional items the Board would like removed for individual consideration and discussion, and there were none.

ACTION ITEMS:
 (Ref. Board Agenda for
 February 13, 2024; Items 1
 through 7, Pages 202400242 –
 258)

MOTION: (McGehee – Shaw) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Items 2 and 3, which were moved to Action Items.

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 243 – 244.

MOTION: (Brown – McGehee) The motion was made to approve the revised Board Rule 6Hx7-2.15 – College Calendars and Official College Holidays and Closings 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, Finance: Fees and Charges, on agenda pages 245 – 250.

MOTION: (McGehee – Brown) 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.

Trustee McGehee stated that the Finance & Audit (F&A) 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-3:

The item was discussed during the F&A Committee meeting and the committee recommends the approval of the fee changes for the specific courses listed within the item to be effective Summer Term 2024. 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 course, 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 4, Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 3, on agenda pages 251 – 252.

MOTION: (Shaw – McGehee) The motion was made to approve the Fiscal Year 2023-24 Operating 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-4:

The F&A Committee was provided an overview of the Interim Financial Statement/Summary of Net Position, Revenues and Expenditures as of December 31, 2023, which relates to both Action Item A-4 and A-5. The only significant change is the increase in student revenue projections resulting from an increase in enrollment. Because of the increase in projected revenue and the upward trends in enrollment, the College is anticipating an increase in the projected fund balance.

As a result, this amendment increases the Personnel Expense budget by \$800,000 for the increase in adjunct faculty and full-time faculty overload due to the increase in enrollment, and the Current Expense budget by \$100,000 due to the increase in utility rates. The Transfer Expense budget increases \$1,630,000 to transfer funds to the Capital Outlay budget for projects on four campuses and centers. The \$1,630,000 will be used to renovate a physical sciences lab at Nassau Center, renovate two rooms at the Advanced Technology Center, renovate the Student Center at Kent Campus and convert two rooms to computer labs at Deerwood Center.

The F&A Committee supports the approval of the amendments, within A-4 and A-5.

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, Finance: Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 2, on agenda pages 253 – 255.

MOTION: (Shaw – McGehee) The motion was made to approve the Fiscal Year 2023-24 Capital Outlay Budget Amendment No. 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 6, Foundation: Acceptance of Feasibility Study, and Approval for Comprehensive Campaign, on agenda page 256.

MOTION: (McGehee – Brown) The motion was made to approve the Acceptance of Feasibility Study, and Approval for Comprehensive Campaign, 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 7, Academic Affairs: Academic Calendar, 2024-2025, on agenda pages 257 – 258.

MOTION: (Shaw – McGehee) The motion was made to approve the Academic Calendar for 2024-2025, 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 Consent Agenda Item 2, Purchasing: Property Insurance, on agenda page 237.

MOTION: (Odom – Brown) The motion was made to approve the Property Insurance, 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 Consent Agenda Item CA-2:

Vice President of Finance and Administration Dr. Wanda Ford and Executive Director of Risk Management Debbie Monnserrat provided the Committee with an overview of the Property Insurance Renewal. Last year, the College requested a not to exceed amount of \$1.3M because the market was so volatile. As a result, the College switched from one carrier to two carriers, Zurich and AIG (Zurich would not insure for 100%, only 50%, which is the reason for two carriers). The final amount was \$902,803. For the next policy period of 03/01/24 to 03/01/25 the not to exceed amount is \$991,000, which represents a 9.8% increase. The property market is still a hard market with continued natural disasters, but has improved over last year. FSCJ's broker Michele Montgomery stated that the College's cost with the Consortium would be \$1.9M.

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 Consent Agenda Item 3, Finance: Financial Statements Audit Report for Fiscal Year Ended June 30, 2023, on agenda page 238.

Chair Young stepped out of the meeting. President Avendano moved forward with the meeting.

MOTION: (McGehee – Brown) The motion was made to approve the Financial Statements Audit Report for Fiscal Year Ended June 30, 2023, as recommended.

President Avendano asked if there were any questions or comments by the Board.

F&A Committee Chair McGehee shared the following information relating to Consent Agenda Item CA-3:

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford shared with the Committee that the Florida Auditor General's office reviewed the College's financial statements for fiscal year 2022-2023. The summary of findings showed the College's financial statements were presented fairly; there were no deficiencies in internal control over financial reporting; and the results of tests disclosed no instances of noncompliance. The College's net position increased by \$26.8M, resulting in a year-end balance of \$222.5M.

The F&A Committee supports approval of this item.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for February 13, 2024; Items A – G, Pages 202400259 – 270)

President Avendano asked the Board if there were any questions or comments related to Information Items A – G, on agenda pages 259 – 270, and there were none.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD
FINANCE & AUDIT
COMMITTEE CHAIR:

The FSCJ Finance & Audit Committee Chair Thomas McGehee, Jr. provided the Board with an overview of the written report relating to the February 2024 quarterly meeting. (Appendix A)

The next meeting of the FSCJ Finance & Audit Committee is scheduled for Tuesday, April 9, 2024, at the College' Kent Campus, Room D-111. The Committee will meet at 10:45 a.m.

Chair Young returned to the meeting.

REPORT OF THE BOARD
CHAIR:

Prior to reporting to the Board, Chair Young apologized for his brief absence as he had to exit the meeting in order to take an emergency phone call.

For the record, he wanted to comment on the vote for Consent Agenda Item CA-3 as he attended the F&A Committee meeting and wanted to confirm an affirmative vote on that topic/matter.

Chair Young reported on his recent attendance at the FSCJ Board Retreat held on January 26, 2024, noting it was a wonderful event. The Retreat provided an opportunity for the Trustees and Foundation Board members to discuss FSCJ's strategy and future as well as speak to the College's Comprehensive Campaign. This was also an opportunity to gather with staff to discuss current and upcoming topics.

Chair Young dittoed President Avendano's earlier comments regarding sunsetting VIP 2.0 and moving on to VIP 3.0, adding he looks forward to a fantastic future for FSCJ with VIP 3.0.

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

FSCJ Foundation Board Liaison Dr. Andrew Shaw 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 Dr. Tara Haley addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
 EMPLOYEES' COUNCIL
 (CEC):

Interim Career Employees' Council Chair Vanessa Gordan provided the Board with a written report relating to current CEC initiatives and activities. (Appendix D)

REPORT OF THE FACULTY
 SENATE (Senate):

Faculty Senate President Dr. John Woodward provided the Board with a written report relating to current Senate initiatives and activities. (Appendix E)

REPORT OF THE STUDENT
 GOVERNMENT
 ASSOCIATION (SGA):

Collegewide Student Government Association President Jazmyn Arce 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 9, 2024, 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

REPORT OF THE FINANCE & AUDIT COMMITTEE
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE
FEBRUARY 13, 2024

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided an update on the Vacation Leave December Cash Out. During the November 2023 Board Meeting, the Board approved the recommendation for full-time non-instructional employees to cash-out up to 40 hours of vacation leave hours to be paid on the December 8, 2023, paycheck. With this one-time approval, eligible employees could elect to cash-out up to a maximum of 40 hours of vacation leave so long as the remaining balance equaled 40 hours or more of vacation leave. Sick leave hours and personal sick leave hours were not eligible for this cash-out.

The accrual of vacation leave is an important component of the employee's benefit package and is a significant tool in retention and recruitment. This cash-out of accrued vacation leave provided eligible employees an opportunity to receive additional income during the holidays while reducing vacation leave balances. As a follow-up, 453 employees out of 727 elected this option totaling \$503,890.26 paid out. There was a lot of excitement relating to the cash-out option.

Vice President of Advancement & Executive Director of the FSCJ Foundation Christopher Lambert, J.D., CFRE, Chief Investment Officer Cleve Warren, and PFM Asset Management LLC representatives provided an investment performance review of the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending December 31, 2023.

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. The Operating Fund Portfolio's quarterly total return performance of 2.66% exceeded the benchmark performance of 2.59%. As of December 31, 2023, the College had surplus funds of approximately \$36.3M 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, 2023 was \$7.3M. The Quasi Endowment Fund portfolio returned 10.30% (net of mutual fund fees) over the 4th Quarter of 2023, compared to its policy benchmark return of 10.16%.

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. As of December 31, 2023, the College had investment balances totaling \$43.6M, which compares to \$40.9M as of December 31, 2022. The Committee was very satisfied with the report provided.

This concludes my report.



REPORT OF THE BOARD LIAISON, TRUSTEE DR. ANDREW SHAW
FEBRUARY 13, 2024

1. FBOD 1st Quarter Board Meeting - December 6, 2023:

- The Foundation Board held its 1st Quarter Board Meeting on Wednesday, December 6, in the College's Advanced Technology Center.
- The brief agenda included respective reports by President Dr. John Avendano and the Foundation's Vice President for Advancement and Executive Director, Mr. Chris Lambert.
- In addition, the Foundation Board elected a new Board Member, Mr. Jeff Mall, and took action to elect a new slate of officers beginning January 1, 2024 through December 31, 2025.
- The new Foundation officers are as follows:
 - Mr. Brent Lister, President
 - Ms. Valerie Hendrick-Jenkins, First Vice Chair
 - Mr. Danny Barenberg, Secretary
 - Mr. Jeff Mall, Treasurer
- Dr. Avendano shared news regarding campus updates, including the continued reorganization of the Foundation and the planned upcoming holiday party and joint District Board of Trustees and Foundation Board of Directors retreat in January 2024.

2. Comprehensive Campaign Readiness:

- The Comprehensive Campaign Readiness Report was discussed and Erin Phillips Executive Summary report was accepted by the Foundation with a formal vote of the members.
- Questions were posed by the Foundation members and were addressed by Dr. Avendano, Mr. Chris Lambert, and Dr. Pierre Allaire, the College's Campaign Advisor, who gave an update on the progress of the College and Foundation's Campaign Readiness activities, including the following:

- The selection of additional candidates to fill open Foundation Board vacancies.
- Following up from prior Board meetings, a conversation continued regarding the work being done to successfully execute the campaign through staff and volunteer positions.
- Since the Board's last meeting, it was announced that an anonymous donor made a gift in the amount of \$600,000 was made to the FSCJ Foundation for the benefit of the Nursing program's capital improvement needs. This is an area of focus for the Campaign.

3. Upcoming Board Meeting:

- The next Foundation Board meeting is Wednesday, March 6, at 11:30 a.m.

This concludes my report.



Date: February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Dr. Tara Haley, Chair of the Administrative and Professional Collaborative, 2023-2024

Re: February 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is excited to highlight recent events and updates since our last report. The APC held its annual holiday gathering in December, with a Holiday Hangout at the ATC. This year's event not only included opportunities for fun and fellowship but also a focus on service to assist our students who are parents provide for their children during the holidays. In partnership with our Childcare Access Means Parents in Schools (CCAMPIS) grant, APC members were asked to donate toys for our parenting students. The generosity of all who attended was amazing with 29 toys and games collected on behalf of our 27 CCAMPIS students and their 30 dependents ranging in age from 1 to 4. The donations were made available to students through our CCAMPIS resource closet and truly helped make their holidays and ongoing celebrations extra special.

The APC is looking forward to continuing to advance this year's goals of improved connection, engagement and communication through monthly meetings and events. This month's meeting featured guest speaker, Martina Perry, Assistant Director of Employee Relations and Engagement who shared the comprehensive work that the College is undertaking in Succession Planning. She provided great ideas that managers and supervisors can implement now to facilitate the career advancement of their employees and further support the Visionary Impact Plan 2.0 goal of Investing in Internal Talent. We are also hosting a Brown Bag lunch presentation on Thursday, February 15th featuring guest speakers from Groundwork Jacksonville who will share exciting updates on the Emerald Trail project and spotlight the work that is being done to connect communities throughout Downtown Jacksonville. Later this month, there will be an APC Networking Lunch at Cava Restaurant where we will also be collecting children's books for the North Campus Literacy Fair. Future Spring engagement efforts include representative-led campus meetings, an Emerald Trail walk, a visit to the MOCA or Cummer Museum and a possible St. Johns River boat tour.

Respectfully,

A handwritten signature in black ink that reads 'Tara Haley'.

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



Date: February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: Vanessa Gordon, Career Employees' Council Interim Chair / Publicity Coordinator

Re: February 2024 Career Employees' Council Report

Chair Young and Trustees:

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

Respectfully,

Vanessa Gordon
Career Employees' Council Interim Chair / Publicity Coordinator
Florida State College at Jacksonville
904-997-2639
vanessa.gordon@fscj.edu



February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: February 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

At the end of 2023 and the beginning of 2024, Senate has focused exclusively on three questions. In December we worked on recommendations for the development and support of our “live-online” offerings; in January, we developed a statement concerning the use of AI; in February we began work on a statement concerning academic dishonesty.

In regards to the first issue, Senate has found several issues that arise when it comes to our live-online offerings. These issues are manifold, and are related to scheduling and promoting the courses; having clear definitions about the online portion of the course; dealing with definitions from the state that put live-online courses under the “distance learning” rubric; and clearly communicating relevant information about live-online courses to students when they sign up for them. In December, we produced a draft document that sought to solve all of these issues. Dr. Wall has looked over our recommendations and provided feedback and we will readdress our concerns in March or April. There are lots of aspects of live-online to work out, but we are most concerned with scheduling and pedagogy.

In January, at the request of Dr. Avendano and Dr. Wall, Senate developed and approved the Faculty Senate AI and Academic Integrity Statement (attached as an addendum). The core interests in developing this statement was to find the outer boundaries of our approach to AI in the classroom and at the College. We then requested that faculty in each discipline, department, or program work with each other to develop more specific guidelines for the use of AI in their classrooms. In our statement, Senate emphasized the necessity for faculty and students to learn how to use AI responsibly. We also established four core principles to give general guidance:

1. Artificial intelligence (AI) should not take on the role of the instructor as the ultimate authority or primary source of information and knowledge; and
2. AI should not replace the instructor as the final arbiter of a student’s academic abilities; and
3. In general, AI should not be used to replace the academic skills and/or processes required to know, understand, and demonstrate the material, methods, techniques, and/or practices of the course, whether that be in the workforce or in an academic area; and
4. In general, neither AI nor other electronic tools should supplant the necessary memorization of facts, algorithms, and methods/processes essential to knowing and understanding the material of the course.

February 2024 Faculty Senate Report
February 13, 2024
Page 2

We focused our guidance on the relationship between AI and other tools and academic integrity. We feel as though those concepts, i.e. responsibility and integrity, should guide us in this new world of generative AI. However, we leave to the faculty disciplines the work of determining what that means for each of their areas.

Finally, we wished to focus our attention moving into 2024 on clarifying the importance of academic integrity; improving our processes related to reporting violations of academic integrity and honesty (see my previous letter on the 6-Sigma project related to those process); establishing clearer definitions for integrity; creating campaigns on each campus and in the online environment about the importance of honesty and integrity; and supporting more stringent guidelines in all disciplines regarding the prevention of academic dishonesty. AI and its use figures into this, but in a complicated way, and therefore stands apart in our work. For this reason, we are working on creating a statement on academic integrity that includes reinforcing our professional responsibility to develop ethical and honest students and prevent to the best of our ability dishonest behavior. We recognize as well that this will entail certain changes of culture at the institution, which is part of our work. I hope we can finalize the statement in our March meeting and can then report on it for the next letter to the Board.

As always, we appreciate your support to the institution and thank you for your service on the Board.

That concludes my report to the Board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward". The signature is fluid and cursive, with a long horizontal stroke 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

Faculty Senate AI and Academic Integrity Statement

*Ma perché frode è de l'uom proprio male,
più spiace a Dio; e però stan di sotto
li frodolenti, e più dolor li assale.*

Dante, *Inferno*, Canto XI¹

“Judging by this song [written by AI] ‘in the style of Nick Cave’ though, it doesn’t look good, Mark. The apocalypse is well on its way. This song sucks.”

Nick Cave, Letter in the *Red Hand Files*, Issue #218

We the Faculty Senate of Florida State College at Jacksonville believe that academic rigor and academic honesty are essential to our mission. Students at our College should be challenged by material, concepts, ideas, perspectives, and ideologies during their college experience including in their general education classes. A rigorous education at a minimum asks students to read college-level material, write college-level essays or other material, and hone college-level mathematical and scientific reasoning skills. A general education should broaden a student’s understanding of the human experience and include cultural perspectives and scientifically objective truth. The development of skills through general education must also include the memorization of essential facts, methods, and algorithms.

A rigorous education also implies that students are taught to use the tools available to them in an appropriate, ethical way. The use of academic tools must be balanced with the need for higher education to teach and encourage the development of reasoning skills in the student – for example, the suspension of judgement; the systematic development of knowledge; the methodological steps essential to the sciences; the algorithms essential to math and various other disciplines. Throughout the history of higher education, all disciplines have seen the advent of tools that have aided students and faculty in the processes inherent in the discipline.

Artificial intelligence is such an academic tool that is widely available to students and faculty. And as with any academic tool, students and faculty must learn how to use it ethically and responsibly. As such, the Faculty Senate proposes these general guidelines be adopted by all disciplines and programs:

1. Artificial intelligence (AI) should not take on the role of the instructor as the ultimate authority or primary source of information and knowledge; and
2. AI should not replace the instructor as the final arbiter of a student’s academic abilities; and
3. In general, AI should not be used to replace the academic skills and/or processes required to know, understand, and demonstrate the material, methods, techniques, and/or practices of the course, whether that be in the workforce or in an academic area; and
4. In general, neither AI nor other electronic tools should supplant the necessary memorization of facts, algorithms, and methods/processes essential to knowing and understanding the material of the course.

Furthermore, the Faculty Senate requests that each discipline and program meet in Spring 2024 and draft specific, discipline-oriented, or program-oriented guidelines for and limitations to the use of AI as per the decision of the majority of full-time faculty in that area. Senate will review these guidelines and/or limitations in our May 2024 meeting and formally adopt them for the 2024-2025 academic year. We will also encourage that these guidelines and limitations be updated each year as it is sure that AI and its use will change rapidly for the foreseeable future.

Senate believes that without the necessary guardrails, AI and its use could negatively impact our students’ future in academics and in their professional areas. We stand united in the belief that academic rigor and integrity must remain at the core of FSCJ’s mission and we enlist your support in preserving these essential elements at our institution.

¹ “But since fraud is a particularly human evil,/ and therefore particularly despised by God, further down arc/ the fraudulent, and more pain assails them.”



Date: February 13, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: February 2024 Student Government Association Report

Greeting 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 between November 2023 and February 2024.

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

- From November 27th to December 1st the SGA and the Library Learning Commons collaborated on Stress Relief Week, providing refreshments and programming to help students relax and recharge before finals.
- From January 8th – 12th all campuses and centers kicked off the 2024 Spring Term with Welcome Week, where FSCJ student leaders and employees provided students with directions, information on ways to get involved in extracurricular activities, refreshments, caricature portraits, and FSCJ branded swag.
- Throughout January each campus held events celebrating Human Rights Month. This included reflection banners where students could write down what human rights mean to them and a drive benefiting Her Song. This nonprofit organization helps women who are survivors of human trafficking with residential support, programs, and spiritual growth opportunities.
- The final round of voting for the next FSCJ mascot kicked off on January 17th. The SGA has helped promote campus voting, and students have been very engaged in that process.
- Throughout January and the start of February, the SGA has collaborated with the Campus Student Programming Boards to host student mixers and Club Rush events.
- Students in the Anime Club, Symphonic Band, and Mu Alpha Theta Math Honors Society have traveled to instate competitions and events. danceWORKS, Forensics Team, Phi Theta Kappa, Student Nursing Association, and SGA will travel to instate and out-of-state events later this term.
- Students in the Black Student Union, Campus Student Programming Board, and SGA collaborated to create student-led programming for Black History Month, Women's History Month, and Asian American Pacific Islander Celebrations that will be recognized throughout the spring term.
- On February 14th multiple campuses will celebrate Valentine's Day with student social events.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and College President Dr. John Avendano for continuing to provide the SGA the opportunity to share updates and accomplishments of our students. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,
Jazmyn L Arce R.T.(R)
FSCJ Collegewide Student Government Association President

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

AGENDA ITEM NO. C A - 1.

Subject:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the non-substantive revisions to the Rules of the Board of Trustees as attached and listed below.

- 6Hx7-1.9 – Standard of Excellence
- 6Hx7-2.3 – General Powers, Duties and Responsibilities of the College President
- 6Hx7-2.6 – Speech, Assembly and Distribution of Information
- 6Hx7-2.7 – College Seal
- 6Hx7-2.10 – College Records
- 6Hx7-4.3 – Bank Depositories
- 6Hx7-4.5 – Collection of Funds
- 6Hx7-4.12 – Property
- 6Hx7-4.16 – Insurance
- 6Hx7-8.3 – Naming of College Facilities and Facility Dedication Plaques
- 6Hx7-8.4 – Safety and Sanitation
- 6Hx7-8.5 – Construction Contract Administration Payments
- 6Hx7-8.7 – Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection
- 6Hx7-8.8 – Design and Construction Delivery
- 6Hx7-9.10 – Global and International Education

BACKGROUND: Florida Statute 120.74 states that each agency shall review and revise its rules as often as necessary to ensure that its rules are correct and comply with statutory requirements. The College administration is committed to reviewing and updating the Rules of the Board of Trustees to properly reflect the organizational structure as well as to reflect applicable Florida Statutes and State Board of Education rules. As part of this review, non-substantive changes are being brought to the Board’s attention as consent items. Non-substantive changes primarily pertain to technical revisions such as changes to position titles, words, definitions, grammar corrections, obsolete language and changes to supporting state or federal statutes and/or rules.

RATIONALE: The changes required to Florida State College at Jacksonville Rules of the Board of Trustees referenced above are ministerial in nature and non-substantive, and are supported by current College procedures.

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

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	PAGE	
	6Hx7-1.9	Standard of Excellence
		1 - 21

- (1) The District Board of Trustees (DBOT) is committed to excellence in the fulfillment of the mission and goals of the College. This standard of excellence shall guide the administration in carrying out its duties and responsibilities for the total operation of the College. This includes an expectation for the delivery of high quality educational programs, as well as the orderly and efficient administration of the College in accordance with all state and federal statutes, rules and regulations.

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

(Adopted 6/20/84, Revised 6/23/80, 06/10/14)

(Reviewed 04/12/16, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
6Hx7-2.3	General Powers, Duties and Responsibilities of the College President	2 – 15

- (1) The College President is responsible to the District Board of Trustees (DBOT) for the organization and administration of the College. The general powers, duties and responsibilities of the College President are set forth in Florida Statute, section 1001.65 and the contract of employment entered into by the ~~District Board of Trustees~~ DBOT and the College President.

(General Authority: F.S. 1001.64, 1001.65, SBE 6A-14.026)

(Adopted 07/01/72, Revised 06/23/80, 06/23/87, 04/07/11, 12/10/13, Formerly 5.48)
 (Reviewed 04/12/16, 04/09/24)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.6	Speech, Assembly and Distribution of Information	2 - 18

- (1) Florida State College at Jacksonville supports the rights of free speech and freedom of assembly within the College as guaranteed under the United States Constitution. Events and activities that promote the free and open exchange of diverse ideas are supported, encouraged, and welcomed, and perform a key educational and community awareness function at the College.
- (2) Notwithstanding, the College's campuses are limited public forums. Therefore, in order to promote safety, welfare and orderly operations of the College, the College may require certain activities and assemblies to occur at reasonable times and locations and to be conducted in a reasonable manner.
- (3) The College reserves the right to limit access to the College's faculty, staff, student body and facilities to further support a safe and collegial environment and to prevent disruption of educational and business activities.
- (4) The College reserves the right to limit the distribution of information on College premises in a way that is consistent with the educational mission of the College, its orderly operation, cleanliness and safety of its students, faculty and staff.
- (5) The College President, or designee, may establish procedures further implementing this rule to cover areas including, without limitation, commercial sales and solicitation, posting of signs, distributing literature, public assembly and public speaking. Any limitations or procedures imposed by the College shall be content and viewpoint neutral.

(General Authority: F.S. 1001.64(2) (4) (5) (8), 1001.65, United States Constitution Amendment I.)

(Adopted 02/10/15)

(Reviewed 06/14/16, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-2.7	College Seal
		PAGE
		2 - 19

- (1) The College President, or designee(s), shall be the custodian of the College Seal and shall authenticate true copies of decisions, acts or documents where official signatures are required by law.

(General Authority: F.S. 1001.63, 1001.64, 1001.65)

(Adopted 07/01/72, Revised 06/23/80, 06/23/87, 05/13/14, 04/14/15 Formerly 7.1)
 (Reviewed 06/14/16, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-2.10	College Records	2 - 22

- (1) The College President shall establish procedures to maintain, reproduce and dispose of all College records in accordance with applicable federal laws, Chapter 119 and Section 257.36, Florida Statutes.

- (2) The College President shall establish procedures for the timely inspection or production of all College records that are “public records” as defined by Chapter 119, Florida Statutes, which include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official College business. Public records shall be open for inspection by any person, at reasonable times and under reasonable conditions, and College custodians of public records shall furnish copies of public records upon request. The College, where authorized by this law, may charge for the cost of duplication and labor related to the production of public records.

(General Authority: 2 CFR § 200.333, F.S. Chapter 119, 257.36, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 06/23/80, 06/23/87, 10/14/14, 02/12/19, Formerly 7.4)
 (Reviewed 04/12/16, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-4.3	Bank Depositories
		PAGE
		4-3

- (1) All receipts of the College shall be deposited promptly in banks approved by the District Board of Trustees (DBOT) and may include separate accounts as needed, for the efficient operation of the College.
- (2) Depositories shall qualify for the requirements of Chapter 136, Florida Statutes and State Board of Education Rule 6A-14.075.

(General Authority: F.S. Chapter 136, 1010.02, SBE Rule 6A-14.075)

(Adopted 07/01/72, Revised 07/01/73, 07/01/74, 06/23/80, 10/05/99, 10/14/14, Formerly 2.7)
 (Reviewed 02/14/17, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-4.5	Collection of Funds
		PAGE
		4-6

- (1) Collection of funds shall be as authorized by the District Board of Trustees (**DBOT**) and as permitted by State Board of Education Rules and Florida Statutes. At each campus, center or other facility operated by the College, all funds shall be collected, turned in and accounted for in accordance with procedures established by the College.

(General Authority: F.S. 1001.64, 1001.65, 1010.03, SBE Rule 6A-14.054)

(Adopted 07/01/72, Revised 06/23/80, 08/12/14, Formerly 2.10)

(Reviewed 06/13/17, **04/09/24**)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.12	Property	4-15

- (1) The College President, or designee, shall develop, or cause to be developed, rules and procedures for contracting, receiving, purchasing, recording and control of donated assets, or selling, holding, transmitting and conveying title to real and personal property. Said rules and procedures will provide property control procedures for both capitalized and uncapitalized property.
 - A. All property meeting capitalization criteria acquired through any means by the College shall be capitalized in accordance with the Florida Statutes, State Board of Education Rules and the Accounting Manual for Florida's College System.
 - B. All property regardless of capitalization will have risk-based procedures for accountability in order to protect the College from loss.
- (2) The College President, or designee, may accept real and/or tangible property, as gifts, in the name of the College. These gifts shall be received by the Florida State College Foundation, Inc. (Foundation) for the benefit of the College.
- (3) The College President, or designee, is authorized to make College property with a net book value less than \$5,000, available on either a transfer or loan basis to other private/public, not for profit, or tax supported agencies as provided in §274.05, Florida Statutes. Such transfers/loans shall be in accordance with procedures developed by the College President, or designee, when the loan is deemed to be in the best interest of the College.

(General Authority: F.S. Chapter 274, 1001.64, 1001.65, 1013.28)

(Adopted 07/01/72, Revised 07/01/74, 06/23/80, 01/28/81, 10/05/99, 06/04/02, 10/14/14, 06/13/17, Formerly 2.17)

(Reviewed 04/09/24)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.16	Insurance	4-19

- (1) The College shall establish and maintain insurance programs required by law (including Workers' Compensation) to protect College property against major perils, such as fire, and windstorms, unless such property is protected through the College's participation in an area or statewide self-insurance program pursuant to Florida Statutes.
- (2) The College shall provide general liability insurance programs to protect the College, College Trustees, and College employees against defense and judgment costs placed against them by a court of law for negligent acts causing bodily injury, personal injury or property damage to the public.
- (3) Other insurance programs may be established and maintained, if deemed appropriate and desirable for the benefit and protection of students and employees or where it is considered prudent to protect some property against losses occasioned by other than major perils, or to protect the College from any accident or hazard which may arise as a result of use of College facilities by outside groups or organizations.
- (4) Individual(s) using personal automobile(s) for official trips shall meet the requirements for personal auto insurance established by the Florida Legislature for financial responsibility to protect the owner and all passengers.

(General Authority: F.S. 112.08)

(Adopted 07/01/72, Revised 07/01/73, 06/23/80, 11/19/80, 09/02/03, 09/09/14, 06/13/2017,
Formerly 2.6)

(Reviewed 04/09/24)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-8.3	Naming of College Facilities and Facility Dedication Plaques	8-3

- (1) Upon the recommendation of the College President, the District Board of Trustees (DBOT) shall have the authority to approve the naming of any College facility. It is the priority of the DBOT to observe the following guidelines when naming College facilities:
- A. College facilities may be named for the purpose of honoring individuals or groups for their significant service to the College or to the community.
 - B. Existing buildings, parts of buildings, and defined exterior areas may be named in recognition of a significant donation to the Florida State College Foundation and/or the College. The College President may develop practices and guidelines regarding donations in connection with the naming of facilities.
 - C. New buildings, parts of a new building, and newly-developed exterior areas may be named in recognition of an individual or organizational donor who makes a substantial financial contribution to the construction, renovation or equipping of a facility. The College President may develop practices and guidelines regarding donations in connection with the naming of facilities.
 - D. As specified by Section 1011.32(12), Florida Statutes, a facility may not be named after a living person without prior approval by the State Board of Education if such facility was constructed under the Florida College System Institution Facility Enhancement Challenge Grant Program.
 - E. In approving the naming of a facility, the DBOT may establish the number of years for which the naming approval shall apply. Otherwise, the approved name shall apply for the life of the facility. In the event that a donor organization for which a facility is named is acquired by or merged with another organization the DBOT may, at its discretion, discontinue the approval of the original name or approve a change to the new organizational name.
 - F. The DBOT shall reserve the right to revoke the naming of a facility in the event that such name should become publicly associated with an offense or incident of disrepute which, in the judgement of the DBOT, disqualifies the name from association with the College.
- (2) Each named space will have a recognition plaque honoring the donor.
- (3) Facility Dedication Plaques shall include the names of the College President, the members of the DBOT, and the Governor of the State of Florida who hold the respective offices as of the date of the building's dedication ceremony, together with the names of the prime architect(s), engineer(s), and general contractor or construction manager.

(General Authority: F.S. 267.062, 1001.64(5), 1001.65, 1011.32(12))

(Adopted 05/30/79, Revised 06/23/80, 07/01/81, 11/20/85, 5/27/93, 08/01/06, 12/02/14, 08/14/18, Formerly 3.12)

(Reviewed 04/09/24)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-8.4	Safety and Sanitation	8-4

- (1) The College President, or designee, shall cause to be conducted periodic inspection of all College-owned facilities at least once during each fiscal year to determine compliance with standards of sanitation and safety prescribed in the Rules of the State Board of Education.
- (2) Such inspections shall be conducted by qualified employees of the Board, or in the alternative and upon approval by the Board, consultant architects or engineers licensed to practice in Florida or by representatives of appropriate state or local public agencies.
- (3) Pursuant to State Requirements for Educational Facilities (SREF), the fire safety, casualty safety and sanitation inspection reports required by F.S. 1013.12 for all permanent and relocatable buildings, shall be submitted to the Board for approval by June 30 of each year. The College shall provide a copy of each fire safety inspection report to the county, municipality or independent special fire control district in which the facility is located. The Division of the State Fire Marshal shall be notified of the completion of all fire safety inspections in a manner requested by the Division of the State Fire Marshal by June 30th.
- (4) If major deficiencies are noted in any inspection, the College President, or designee, shall cause corrective action to be performed to eliminate the deficiency or withdraw the facility or portion of facility from use until such time as the unsafe or unsanitary conditions are corrected or removed.

(General Authority: F.S. 1013.12, 1013.371 (2), SREF Chapter 5, Formerly 235.06)

(Adopted 06/23/80, Revised 12/03/02, 01/13/15)

(Reviewed 06/12/18, 04/09/24)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-8.5	Construction Contract Administration Payments	8-5

- (1) The College shall process timely payments to contractors in accordance with Florida Statute 1013.37 and State Requirements for Educational Facilities (SREF) Chapter 4, Sections 4.1, 4.2, and 4.3. The College President, or designee, is authorized to develop and implement procedures to implement this Board Rule.

- (2) In accordance with Florida Statute 1013.37 and SREF Chapter 4, Sections 4.1, 4.2, and 4.3, final payment may be made to the contractor after the construction project has been both inspected and certified in writing by the architect and/or engineer. The College President, Vice President of ~~Business Services~~ Finance and Administration, or the Associate Vice President of Facilities may accept projects with a contract value under \$300,000 and authorize the final payment to the contractor. Projects with a contract value over \$300,000 will be presented to the District Board of Trustees (DBOT) for acceptance and approval of final payment.

(General Authority: F.S. 1001.64, 1001.65, 1013.37, 1013.371, 1013.50, SBE Rule 6A-1.011, State Requirements for Educational Facilities (SREF) Chapter 4, Sections 4.1, 4.2, and 4.3)

(Adopted 08/17/83, Revised 11/20/85, 03/16/88, 05/27/93, 01/07/03, 03/10/15)
 (Reviewed 06/12/18, 04/09/24)

RULES OF THE BOARD OF TRUSTEES		
NUMBER	TITLE	PAGE
6Hx7-8.7	Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection	8-8

- (1) Section 1013.371, Florida Statutes requires the College to comply with and enforce the Florida Building Code, the Florida Fire Prevention Code, and the most current State Requirements for Educational Facilities.
- A. The College President, or designee, shall develop procedures to ensure code compliance for plans review, permitting and inspections for all new construction, renovations, remodeling, including day labor and maintenance projects as to conform to Sections 1013.371, and 1013.37, Florida Statutes.
 - B. Any inspection must be based on the Florida Building Code and the Florida Fire Prevention Code. The District Board of Trustees (DBOT) shall authorize periodic inspection of the proposed educational plant during each phase of construction to determine compliance with the Florida Building Code, the Florida Fire Prevention Code and the State Requirements for Educational Facilities.
 - C. According to Section 553.80 (6) (a), Florida Statutes, the College must utilize properly certified building code administrators, inspectors and contract providers appropriately certified under part XII of Chapter 468, Florida Statutes to perform plans review, permitting and inspections to ensure compliance with all applicable sections of the code.
 - D. According to Section 1013.12 (2) (c), Florida Statutes, the College must utilize properly certified fire official, fire inspector or contract providers appropriately certified under part XXXVII of Chapter 633.216, Florida Statutes to perform plans review, permitting and inspections to ensure compliance with all applicable sections of the Florida Fire Prevention Code.
 - E. Section 1013.37, Florida Statutes, requires a uniform statewide building code with compliance criteria for the planning and construction of public educational and ancillary plants by district school boards and Florida College System institution district boards of trustees.

(General Authority: F.S. Part XII 468, 553.80(6)(a), 633.216, 1001.64, 1001.65, 1013.37, 1013.371, SBE Rule 6A-2.0010)

(Adopted 10/01/02, Revised 08/07/12, 03/11/14, 02/10/15, 06/12/18)

(Reviewed 04/09/24)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-8.8	Design and Construction Delivery	8-9

- (1) The selection of design professionals, contracting for general contracting, design-build and construction management methods of construction and pre-qualification of contractors shall be in compliance with State Statutes and the State Requirements for Educational Facilities (SREF) as defined below.

- (2) Design Professionals:
 - A. The College President, or designee, shall be responsible for the award of all design and master planning service contracts less than the amount specified in Florida Statute 287.017 for Category Five within the provisions of appropriate Florida Statutes and State Board of Education Rules.

 - B. It is the intent of the District Board of Trustees (DBOT) of Florida State College at Jacksonville (FSCJ) that newly constructed and renovated facilities of the College shall always meet a high standard of aesthetic and functional quality. The purpose of the buildings and other physical facilities of ~~Florida State College at Jacksonville~~ FSCJ is to serve the educational mission of the institution. Within that context, it is the policy of the ~~Board~~ DBOT that the College's facilities should enhance the architectural and aesthetic environment of Duval and Nassau counties. Pursuant to Florida Statute 255.2575, "Energy-Efficient and Sustainable Building", all new construction buildings shall be constructed to comply with a sustainable building rating system or a national model green building code. New buildings should complement and enrich existing campus architecture and fit comfortably into the landscapes and cityscapes of the region.

 - C. The College shall comply with the requirements of Florida Statute 287.055, "Consultants' Competitive Negotiation Act" (CCNA), in the selection, negotiation and award of contracts for architect/engineering design contracts to provide professional design and master planning services.

 - D. College facilities should take advantage of proven technologies in order to optimize building maintainability, systems reliability and energy efficiency. Appropriate efforts should be taken to design and maintain structures that will remain beautiful to meet the future requirements of the College.

 - E. The College President, or designee, is authorized to develop and implement procedures to verify the state and local certification and licensing of professional service firms, contractors and sub-contractors in accordance with Florida Statute 489.113(2) and Chapter 4, Section 4.1 State Requirements for Educational Facilities (SREF).

- (3) Prequalification of General Contractors:
 - A. The College President, or designee, shall develop and implement procedures for prequalification of contractors to be in compliance with SREF Chapter 4, Section 4.1 to annually pre-qualify general contractors, design builders and construction management firms to bid on future college construction solicitation contracts which includes a fair and appropriate appeals process.

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-8.8	Design and Construction Delivery	8-10

- B. The process for the selection of contractors and the delivery of construction projects using general contracting, design-build and construction management methods will comply with Florida Statute 287.055 and SREF.
- C. The College will annually prequalify construction contractors to bid on future College construction solicitations by requiring bidders to provide evidence that they have:
1. A current State of Florida General Contractors License and local Business Tax Receipt.
 2. \$1 Million minimum performance and payment bonding capacity.
 3. \$1 Million minimum general liability and property damage insurance.
 4. Maintained an office located within the State of Florida.
 5. Successfully completed within the past five years in the State of Florida at least two construction projects of \$1 Million or more either:
 - a. For the K – 20 system; or
 - b. Two successful construction projects of similar complexity to a college facility, of \$1 Million+ that met the standards of the requirements of Chapter 4, Section 4.1 SREF with evidence of their successful experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, building codes and exceptional references.

(General Authority: F.S. 255.2575, 287.017, 287.055, 489.113, 1001.64, 1001.65, 1013.46, SREF 4.1)

(Adopted 08/05/03, Revised 01/11/11, 06/09/15)

(Reviewed 06/12/18, 04/09/24)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-9.10	Global and International Education
		PAGE
		9-13

- (1) Florida State College at Jacksonville (FSCJ) is committed to developing and providing programs, courses, services and professional development opportunities that advance global studies and international education. Such educational opportunities ~~shall~~ will promote increased understandings of the growing interdependence of nations and global systems, provide deeper knowledge of other peoples and cultures and establish greater respect for and insight into international societies and global issues. The District Board of Trustees (DBOT) affirms that college students need to have the opportunity to participate in meaningful and structured learning experiences with international societies and cultures.
- (2) Pursuant to this philosophy regarding global and international education, the DBOT authorizes the College President to establish educational opportunities that may include:
- A. Course materials of a global nature and content within the curriculum, including international arts and cultures;
 - B. Courses that concentrate upon distinctive aspects of international trade, business, economics and other disciplines and areas of study and training with international applications;
 - C. Courses of world language education and of English language instruction;
 - D. International study and international location courses in other countries and cultures;
 - E. Community-oriented service and local development activities, including academic service-learning, alternative spring breaks and service-based internships, focused upon advancement of a global society and international socio-economic development;
 - F. Educational services and contract training in career and technical fields that will concentrate upon cooperative specialty instruction for identified countries;
 - G. Educational activities for the College's faculty and staff, including opportunities for international study, travel and exchange;
 - H. Special support services for students from international countries who enroll at the College;
 - I. Faculty professional development programs that encourage and support faculty participation in the College's global studies and international education programs.
- (3) The College President is authorized to establish necessary administrative procedures for the implementation of this Rule.
- (4) The College President shall provide for the preparation and submission to the DBOT an annual report that identifies the efforts of the College to be responsive to this Rule.

(General Authority: F.S. 1001.64, 1001.65, 1011.81)

(Adopted 04/24/85, Revised 5/27/93, 09/02/03, 08/11/15, 08/13/19)

(Reviewed 04/09/24)

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

AGENDA ITEM NO. C A - 2.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	April 9, 2024

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.	2019C-16T	Plumbing Delivery Order Contracting Services	Touchton Plumbing Contractors, Inc.	06/01/2024	05/31/2025	5 of 5	\$500,000	0%
2.	2019C-16W	Plumbing Delivery Order Contracting Services	Watson Maintenance Services, Inc. dba Watson Plumbing	06/01/2024	05/31/2025	5 of 5	\$500,000	0%
3.	2020C-13F	Pressure Washing & Window Cleaning Job Order Contracting Services	Kept Companies, Inc. dba/Krystal Klean (Formally Fleetwash, Inc.)	06/01/2024	05/31/2025	4 of 5	\$325,000	0%
4.	2022C-12F	Painting Delivery Order Contracting Services	Kept Companies, Inc. dba/Krystal Klean (Formally Fleetwash, Inc.)	05/01/2024	04/30/2025	2 of 5	\$1,000,000	0%
5.	2022C-12P	Painting Delivery Order Contracting Services	Painting Unlimited Contractors, Inc.	05/01/2024	04/30/2025	2 of 5	\$1,000,000	0%
6.	2022C-12Q	Painting Delivery Order Contracting Services	Quick Painting Group Corp.	05/01/2024	04/30/2025	2 of 5	\$1,000,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
7.	2022C-12T	Painting Delivery Order Contracting Services	The Rose Group, LLC	05/01/2024	04/30/2025	2 of 5	\$1,000,000	0%
8.	2022C-13C	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	C.C. Borden Construction, Inc.	05/01/2024	04/30/2025	2 of 5	\$15,000,000	0%
9.	2022C-13E	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	E. Vaughan Rivers, Inc.	05/01/2024	04/30/2025	2 of 5	\$15,000,000	0%
10.	2022C-13W	Construction \$700K - \$4M Delivery Order/Job Order Contracting Services	Warden Construction Corporation	05/01/2024	04/30/2025	2 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 – 3.

Subject:	Purchasing: Architectural Services: North Campus Nursing Renovation & Remodel, Buildings B, C & E
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a contract agreement for the Architectural Services: North Campus Nursing Renovation & Remodel, Bldgs., B, C & E project in the amount not to exceed \$1,700,000 with the top-ranked firm Pond & Company, Inc. It is further recommended that College administration be authorized to formally terminate negotiations with the top-ranked proposer if a satisfactory contract cannot be negotiated and to begin negotiations with the next highest-ranking proposer until a satisfactory contract can be negotiated and entered into.

BACKGROUND: The Nursing Program currently resides on the second and third floors of Building C, third floor of Building B, and partial first floor of Building E at North Campus. The existing space has not been significantly renovated since the creation of the program, excluding Building E. With the development of the nursing industry, this project will provide new spaces for the Nursing Program to align with clinical facilities that students will experience in the workplace upon graduation. The project may be accomplished in phases as funding permits, approximate time of five years.

In accordance with the Consultants' Competitive Negotiation Act (CCNA) Florida Statutes, Section 287.055 College administration issued a request for qualifications (RFQ) soliciting proposals from licensed qualified architects to provide the defined services.

Fifty-two licensed architectural firms were solicited in addition to being publicly advertised in the Florida Times Union and posted on the My Florida Marketplace System and the eBidding GetAll System.

The selection committee followed a two-phase process where one non-submittal was received, and eleven firms submitted qualification proposals were considered responsive and evaluated then interviewed four firms to determine the highest-ranking architectural firm.

RATIONALE: The North Campus Nursing Renovation & Remodel, Bldgs., B, C & E project is to provide the FSCJ Nursing Program currently located at North Campus with a modernized and updated space to support the growth and development of the FSCJ Nursing Program, inclusive of Certified Nursing Assistant (CNA), Practical Nursing Program (PN), Associate of Science Nursing (ASN), and Bachelor of Science Nursing (BSN).

FISCAL NOTES: The projected annual cost is comprehended in both the College's operating budget and construction/renovation budgets.

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

AGENDA ITEM NO. CA – 4.

Subject:	Purchasing: Roof Replacement - South Campus, Building G & Connecting Towers
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to enter into a satisfactory construction contract in the amount not to exceed \$1,185,000 with Old World Craftsmen, Inc. as the responsive low bidder meeting the construction documents for the Roof Replacement – South Campus, Bldg. G & Connecting Towers.

BACKGROUND: South Campus, Bldg. G & Connecting Towers roofs were identified to be at end of life on the Deferred Maintenance Program 2020 submission for the Capital Improvement Plan (CIP) FY 2021/2022. On October 26, 2022, a total amount of \$27,329,608 was awarded to FSCJ from the Florida Department of Education of the Federal American Rescue Plan (ARP) Act of 2021, Coronavirus State Fiscal Recovery Fund – Deferred Maintenance Program which includes \$2,104,704 designated for Critical Life Safety, Environmental Deficiencies under the Project Title Site Upgrades – Pavement for multiple buildings. The funding is to be fully obligated by December 31, 2024, and fully expended with all construction completed by December 31, 2026.

Faced with the challenges described above the College selected TTV Architects, Inc. as the Architect of Record for this project based on their extensive experience in roofing projects.

A formal Invitation to Bid solicitation was issued to 90 licensed roofing and general contracting firms. As required by the State Requirements for Educational Facilities Section 4.1, the solicitation was also posted on the Florida’s My Florida Marketplace Bidding System and published in the Florida Times Union. Five firms submitted cost bids on March 26, 2024. Old World Craftsmen, Inc. is being recommended as the successful low bidder meeting the qualifications and contracting experience.

RATIONALE: Authorization to award this contract to the responsive low bidder meeting specifications is pursuant to State Board Rule 6A-14.0734 and will allow the project to proceed as scheduled.

FISCAL NOTES: The required funding will come from The State of Florida Department of Education Federal American Rescue Plan (ARP) Act of 2021, Coronavirus State Fiscal Recovery Fund – Deferred Maintenance Program.

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

AGENDA ITEM NO. CA – 5.

Subject:	Facilities: Certificate of Final Inspection for the Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement Project to BBG Contracting Group, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to BBG Contracting Group, Inc. for the re-roofing of the ATC in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to BBG Contracting Group, Inc. on June 15, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on January 16, 2024, by the College's Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the Downtown Campus ATC – ARP Act – Roof Replacement 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 – 6.

Subject:	Facilities: Certificate of Final Inspection for the Downtown Campus – ARP Act – Building A – Roof Replacement
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Downtown Campus – ARP Act – Building A, Roof Replacement Project to Register Roofing & Sheet Metal, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Register Roofing & Sheet Metal, Inc. for the re-roofing of Downtown Campus, Building A in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to Register Roofing & Sheet Metal, Inc. on June 19, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on December 19, 2023, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the Downtown Campus – ARP Act – Building A, Roof Replacement 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-7.

Subject:	Facilities: Certificate of Final Inspection for the North Campus, Building B – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus, Building B – ARP Act – Roof Replacement Project to BBG Contracting Group, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to BBG Contracting Group, Inc. for the re-roofing of North Campus, Building B in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to BBG Contracting Group, Inc. on August 22, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 11, 2024, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the North Campus, Building B – ARP Act – Roof Replacement 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 – 8.

Subject:	Facilities: Certificate of Final Inspection for the North Campus, Building C – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus, Building C – ARP Act – Roof Replacement Project to BBG Contracting Group, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to BBG Contracting Group, Inc. for the re-roofing of North Campus, Building C in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to BBG Contracting Group, Inc. on August 22, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 11, 2024, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the North Campus, Building C – ARP Act – Roof Replacement 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 – 9.

Subject:	Facilities: Certificate of Final Inspection for the North Campus, Building E – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus, Building E – ARP Act – Roof Replacement Project to Register Roofing & Sheet Metal, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Register Roofing & Sheet Metal, Inc. for the re-roofing of North Campus, Building E in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to Register Roofing & Sheet Metal, Inc. on November 8, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 13, 2024, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the North Campus, Building E – ARP Act – Roof Replacement 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 – 10.

Subject:	Facilities: Certificate of Final Inspection for the Nassau Center – Commercial Vehicle Driving Skills Pad
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Nassau Center – Commercial Vehicle Driving Skills Pad Project to ShayCore LLC.

BACKGROUND: The Board of Trustees awarded Contracting Services to ShayCore LLC for the construction of the Nassau Center – Commercial Vehicle Driving Skills Pad in accordance with plans and specifications developed by CPH Consulting LLC. The College issued the contract to ShayCore LLC on April 19, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 13, 2024, by the College’s Facilities Management & Construction Building Code Official and the Engineer of Record, CPH Consulting LLC. It certifies that the Nassau Center – Commercial Vehicle Driving Skills Pad 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 – 11.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D
Meeting Date:	April 9, 2024

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 – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D Project to Warden Construction.

BACKGROUND: The Board of Trustees awarded Contracting Services to Warden Construction for the initial scope of the South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D Project in accordance with plans and specifications developed by OCI Associates, Inc. The College issued the contract to Warden Construction on January 31, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 13, 2024, by the College’s Facilities Management & Construction Building Code Official and the Engineer of Record, OCI Associates, Inc. It certifies that the South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D Equipment 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 – 12.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Building P – Roof Replacement
Meeting Date:	April 9, 2024

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 – Building P, Roof Replacement Project to Register Roofing & Sheet Metal, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Register Roofing & Sheet Metal, Inc. for the re-roofing of South Campus, Building P in accordance with plans and specifications developed by TTV Architects, Inc. The College issued the contract to Register Roofing & Sheet Metal, Inc. on June 7, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on March 14, 2024, 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 – Building P, Roof Replacement 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) _____

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:	Administrative Procedure Act – Board Rules, Section 2 – Administration
Meeting Date:	April 9, 2024

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

6Hx7-2.2 – Internal Organization
6Hx7-2.4 – Code of Ethics
6Hx7-2.12 – Trespass

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

- Edits to Board Rule 6Hx7-2.2 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-2.4 – Recommends modifications to the Rule to reflect appropriate clarifications and updates.
- Edits to Board Rule 6Hx7-2.12 – Recommends modifications to the Rule to reflect appropriate clarifications and updates.

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

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

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-2.2	Internal Organization
		PAGE
		2 - 2

- (1) Each college district authorized by law and the Department of Education is an independent, separate legal entity created for the operation of a public state college. The College is also expected to maintain regional accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and comply with the policies of the SACSCOC with the approved accreditation organization.
- (2) The District Board of Trustees (DBOT) is authorized to hire a chief executive officer for the administration of the College whose title shall be College President and who shall act as Corporate Secretary to the Board. The DBOT shall notify the State Board of Education of the initial appointment of a College President. The general terms and conditions of employment for the College President, including suspension and dismissal, shall be the same as that accorded other full-time administrative employees of the College, except as may otherwise be provided in the College President's contract and by specific law or rule to that effect. The College President's contract shall include a provision for annual evaluation by the DBOT.
- (3) ~~A president for each campus shall be appointed to assist the College President in the administration of the College. The campus presidents shall serve as chief administrators of the campuses, as well as the academic lead for an assigned "school" within the College. The campus presidents shall report to the Provost, and shall be responsible for all personnel on the campuses not otherwise assigned. The campus presidents shall be responsible for the management of their respective campuses.~~
- (3)(4) The College President shall appoint a senior district administrator ~~or campus president~~ to serve as acting College President in the event of his/her absence.
- (4)(5) Administrative positions shall report as shown on the organization charts.
- (5)(6) The College President shall establish procedures for personnel matters including reorganization of administrative functions and operations which ensure timely recommendation and action in furtherance of this rule.

(General Authority: F.S. 1001.64, 1001.65, SBE Rule 6A-14.026)

(Adopted 06/20/79, Revised 08/22/79, 11/14/79, 12/19/79, 06/23/80, 11/19/80, 12/15/80, 03/18/81, 04/15/81, 07/01/81, 10/21/81, 11/18/81, 12/16/81, 03/17/82, 06/30/82, 09/15/82, 11/17/82, 08/17/83, 09/21/83, 08/15/84, 10/24/84, 4/24/85, 08/21/85, 11/20/85, 01/22/86, 02/19/86, 04/22/86, 7/16/86, 08/20/86, 04/21/87, 06/23/87, 06/29/88, 07/05/89, 07/24/91, 08/20/91, 6/17/93, 04/21/94, 06/16/94, 04/24/95, 06/26/95, 09/12/95, 01/07/97, 11/04/97, 04/07/98, 04/07/11, 11/01/11, 09/04/12, 06/09/15, 04/09/24, Formerly 1.11)

(Reviewed 2/11/14, 04/12/16)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-2.4	Code of Ethics
		PAGE
		2-16

- (1) The District Board of Trustees is committed to the standards of excellence and professionalism in the operations of the College and in the performance and conduct of employees.
- (2) The College President shall establish procedures that create a Collegewide code of ethics and specifically address standards of employee conduct and professionalism that are consistent with the Florida Code of Ethics for Public Officers and Employees and that all employees are expected to honor and uphold.

(General Authority: F.S. Chapter 112, Part III, 1001.64, 1001.65)

(Adopted 07/17/85, Revised 04/15/93, 09/02/03, 01/13/15, 12/13/16, 04/09/24, Formerly 3.61)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-2.12	Trespass	2 - 24

- (1) The Florida State College at Jacksonville (FSCJ) administration shall have the authority to request the removal from College facilities of any person who:
- A. Does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon College property; or
 - B. Is a student currently under suspension or expulsion.
- (2) The College President may designate employees to maintain order on College facilities and persons so designated may direct any person, including, but not limited to, employees, students and visitors to leave the campus or other College facilities.
- (3) Persons who remain on College facilities after being directed to leave may be subject to arrest by a law enforcement officer.

(General Authority: F.S. 810.95(2), ~~810.97~~, 1001.64, 1001.65)

(Adopted 07/01/72, Revised 06/23/80, 06/23/87, 08/12/14, 04/09/24. Formerly 3.10)
 (Reviewed 06/14/16)

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

AGENDA ITEM NO. A – 3.

Subject:	Administrative Procedure Act – Board Rules, Section 4 – Finance
Meeting Date:	April 9, 2024

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

6Hx7-4.6 – Petty Cash and Change Funds

6Hx7-4.8 – Funds Derived from Auxiliary Services and Enterprises

6Hx7-4.15 – Safeguarding and Disposition of Property

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

- Edits to Board Rule 6Hx7-4.6 – Recommends modifications to the Rule to reflect appropriate updates to College practices.
- Edits to Board Rule 6Hx7-4.8 – Recommends modifications to the Rule to reflect appropriate statutory updates.
- Edits to Board Rule 6Hx7-4.15 – Recommends modifications to the Rule to reflect appropriate updates to College practices.

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

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.6	Petty Cash and Change Funds	4-7

- (1) ~~The College President, or designee, may establish petty cash funds not to exceed two thousand five hundred dollars (\$2,500.00) at each approved full-time campus and the District Offices, to be maintained on the imprest system.~~
- (1) ~~(2)~~ The College President, or designee, may establish petty cash and change funds as deemed necessary and appropriate for the orderly and efficient operation of the College.
- (2) ~~(3)~~ The College President, or designee, shall establish, or cause to be established, a system of internal controls and procedures which provide for the timely accounting and reasonable safekeeping of such funds.

(General Authority: F.S. 1001.64, 1001.65, SBE Rule 6A-14.060(6))

(Adopted 07/01/72, Revised 06/30/77, 06/23/80, 02/17/88, 05/27/93, 02/17/94, 04/07/98, 01/13/15,
04/09/24, Formerly 2.13)
 (Reviewed 02/14/17)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.8	Funds Derived from Auxiliary Services and Enterprises	4-9

- (1) The District Board of Trustees (DBOT) authorizes the College President to operate or contract for revenue producing auxiliary services and enterprises activities.
- (2) Funds generated from such operations shall be disbursed at the discretion of the College President in the best interest of the College.
- (3) The discretionary use of such funds shall be subject to annual review and concurrence by the DBOT, and shall at all times be in accordance with Florida Administrative Code and State Board of Education Rules.
- (4) Hospitality expenditures are defined as those that are for promotion and public relations or for the hospitality of business guests of the College and may include food expenses related to but not limited to the following:
 - A. graduations and convocations
 - B. visiting committee activities
 - C. student orientation and related services
 - D. conferences
 - E. student and employee recruitment
 - F. receptions
 - G. guest speakers
 - H. activities of the DBOT
- (5) Funds may be disbursed on behalf of the College employees and members of the DBOT for the hospitality of college guests; however, no such employee, or member of the DBOT, when traveling on per diem, shall be considered a College guest.
- (6) Total hospitality expenditures in any year may not exceed one percent (1%) of the prior year's total expenditure in the Current Unrestricted Fund (Fund 1).
- (7) Funds to be disbursed in accordance with paragraph (2) shall be transferred to the general current fund and shall be in the approved budget of the College.

(General Authority: F.S. [1001.64](#), [1001.65](#), 1010.08, 1011.47, SBE Rule 6A-14.077, 6A-14.072)

(Adopted 07/01/72, Revised 07/01/74, 06/23/80, 10/24/84, 10/05/99, 09/02/03, 04/07/11, 03/11/14, 06/13/17, [04/09/24](#), Formerly 2.16)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.15	Safeguarding and Disposition of Property	4-18

(1) Safeguarding Property:

- A. The College President, or designee, shall be responsible for safeguarding all College property and for ensuring that College property is used for the purposes for which acquired. The College President, or designee, shall establish procedures which assign custodianship of property to the responsible college personnel.
- B. Use of College property for personal purposes is prohibited.
- C. The College President, or designee, is authorized to take appropriate personnel actions relating to an employee who damages or causes such property to be damaged or lost through negligence.
- D. College insurance does not cover an individual's personal property and it is the individual's responsibility to protect such personal items.

(2) Disposition of Property:

- ~~A. Property on the College inventory with a net book value of five thousand dollars (\$5,000.00) shall first be declared surplus to the needs of the College or declared cannibalized, lost, stolen, damaged or missing at inventory by the Vice President of Business Services or Associate Vice President of Finance. Sales of property declared surplus shall be made by award to the highest bidder or by public auction to the highest bidder after advertisement or by a transfer agreement with a private or public not for profit organization or another public agency / political subdivision without formal bid. When in the interest of the College, old or unneeded item(s) may be used as trade in(s).~~
- ~~B. The College President, or designee, may otherwise dispose of property with a net book value of less than five thousand dollars (\$5,000) in accordance with Sections 274.05 and 274.06 of the Florida Statutes based upon the recommendation of the Associate Vice President of Finance or Executive Director of Purchasing. Such action shall be reported annually to the District Board of Trustees at the December meeting.~~
- ~~C. Sale of items purchased for resale are exempt from the provisions of this Section. Resale items may be sold at reduced costs or otherwise to the best advantage of the College as the College President, or designee, may direct. Proceeds of the sale shall be handled in accordance with the Rules of the State Board of Education and the District Board of Trustees.~~
- A. The District Board of Trustees (DBOT) authorizes the College President to maintain procedures to declare tangible personal property that it finds to be obsolete, worn out, broken beyond repair or excess to be surplus and approve of its disposition per Florida Statutes 274.05, 274.06 and 274.07.**

(General Authority: F.S. 274.05, 274.06, 274.07, 1001.64, 1001.65, 1013.28)

(Adopted 07/01/72, Revised 06/23/80, 01/28/81, 03/20/85, 10/05/99, 01/13/15, 02/14/17, 04/09/24, Formerly 5.50)

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

AGENDA ITEM NO. A – 4.

Subject:	Human Resources: Award of Continuing Contracts
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve continuing contract status for the following full-time faculty members, effective with the 2024-25 faculty contract year.

<u>Name</u>	<u>Title</u>
Thomas Shapard	Professor of Humanities
Zhijing Teng	Professor of Social and Behavioral Sciences

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 – 5.

Subject:	Human Resources: Faculty Sabbatical
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve a faculty sabbatical for the following full-time faculty member, effective with the 2024-25 faculty contract year.

Rebecca Levy Professor of Dance

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
Rebecca Levy, Professor of Dance	<p>Professor of Dance, Rebecca Levy, has applied for a sabbatical during which she will deepen her understanding and practice within the dance profession. She proposes a three-pronged project that encompasses choreographic and movement research, the study and implementation of mindful performance techniques, and the publication of a choreographed piece for performance. The sabbatical also seeks to enrich both the academic and artistic components of the College's Dance Department. By exploring aerial dance and the application of mindfulness in dance, the sabbatical will enhance the curriculum, the student learning experience, and the College's position as a leading institution in contemporary dance education.</p> <p>Sabbatical Period: Fall 2024 and Spring 2025 terms</p>

RATIONALE: Approval of this sabbatical will enhance the professor's ability to better prepare students for success in their respective fields. 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 2024-25 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 – 6.

Subject:	Finance: Fees and Charges
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Summer Term 2024, 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 2024

Course Number	Course	Current Fee	Recommended Fee
ASL1210	American Sign Language IV	\$19.00	\$0.00
ASL1300	Linguistics of American Sign Language	\$19.00	\$0.00
ASL1430	Fingerspelling and Numbering	\$19.00	\$0.00
INT1000	Introduction to Interpreting	\$19.00	\$0.00
INT1200	Interpreting I: Consecutive Interpreting	\$19.00	\$0.00
INT1201	Interpreting II: Simultaneous Interpreting	\$19.00	\$0.00
INT1202	Interpreting III: ASL to English Interpreting	\$19.00	\$0.00
INT1203	Interpreting IV: Applied Interpreting	\$19.00	\$0.00

Curriculum materials necessary for the American Sign Language courses are now available online and there is no longer a need to charge the materials fee.

Summer Term 2024

Course Number	Course	Current Fee	Recommended Fee
MLT2800L	Clinical Practicum I	\$20.00	\$39.00
RET2835	Clinical IV	\$39.00	\$20.00

Students enrolled in the Clinical courses are required to enter clinical facilities. The facilities use My Clinical Exchange to verify that students' medical records are current. The \$20.00 fee covers a six-month subscription, and the \$39.00 fee covers a one-year subscription to the software.

Summer Term 2024

Course Number	Course	Current Fee	Recommended Fee
ART2330C	Figure Drawing	\$109.00	\$54.00
ART2400C	Printmaking I	\$28.00	\$87.00
ART2401C	Printmaking II	\$28.00	\$87.00
ART2500C	Painting I	\$16.00	\$10.00
ART2501C	Painting II	\$16.00	\$10.00
ART2701C	Sculpture I	\$42.00	\$30.00
ART2702C	Sculpture II	\$42.00	\$30.00
ART2750C	Ceramics: Hand-Building I	\$42.00	\$30.00
ART2752C	Ceramics: Wheel Throwing I	\$42.00	\$30.00
ART2753C	Ceramics: Wheel Throwing II	\$42.00	\$30.00
ART2755C	Ceramics: Hand-Building II	\$42.00	\$30.00

Students enrolled in Art courses utilize materials purchased by the department. The fees cover the cost savings achieved by purchasing materials in bulk, directly benefiting students by reducing individual expenses.

Summer Term 2024

Course Number	Course	Current Fee	Recommended Fee
PEM1320	Beginning Recreational Climbing	\$53.00	\$0.00

Due to course discontinuation or program closure, this fee is no longer applicable and should be removed.

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 - 7.

Subject:	Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 4
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 4 to the Fiscal Year 2023-24 Operating Budget.

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 13, 2023, approved Amendment No. 1 on September 12, 2023, Amendment No. 2 on November 14, 2023, and Amendment No. 3 on February 13, 2024.

Budget Amendment #4, FY 2023-24	Current Budget	Changes	Revised Budget
<u>Opening Reserves July 1, 2023</u>			
Designated Reserve for Insurance	\$ 3,830,000	\$	\$ 3,830,000
Unrestricted Board Reserve	19,097,413		19,097,413
Total Reserves	\$ 22,927,413	\$	\$ 22,927,413
Tuition and Fees	\$ 49,841,434	\$	\$ 49,841,434
State Appropriations	91,948,961		91,948,961
Other Revenue	3,447,663		3,447,663
Total Revenue	\$ 145,238,058	\$	\$ 145,238,058
Total Available Funds	\$ 168,165,471	\$ 0	\$ 168,165,471
Personnel	\$ 109,960,580	\$ -420,000	\$ 109,540,580
Current Expense	31,138,140	250,000	31,388,140
Transfers	1,630,000		1,630,000
Equipment	2,509,339	170,000	2,679,339
Total Expenses	\$ 145,238,059	\$ 0	\$ 145,238,059
<u>Year-end Reserves, June 30, 2024</u>			
Designated Reserve for Insurance	\$ 3,830,000		\$ 3,830,000
Unrestricted Board Reserve	17,166,369		17,166,369
Total Reserves	\$ 20,996,369	\$	\$ 20,996,369
Total Expenses and Reserves	\$ 166,234,427	\$ 0	\$ 166,234,427

This amendment decreases the Personnel Expense budget by \$420,000 due to the anticipated increase in health insurance premiums for 2024 being lower than budgeted. FSCJ budgeted for an 8% increase in health insurance premiums and the actual increase came in at 5.75% for 2024.

Subject: Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 4
(Continued)

202400357

This amendment increases the Current Expense budget by \$250,000. The increase is for expenses for new contract training classes at the Fire Academy at South Campus. The amendment also increases the Equipment Expense budget by \$170,000 for the purchase of flight simulators for the flight training program at Cecil Center.

RATIONALE: State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

FISCAL NOTES: The amendment has no impact on the Fiscal Year 2023-24 Operating Expenditure Budget.

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

AGENDA ITEM NO. A – 8.

Subject:	Finance: FSCJ ACCESS Program
Meeting Date:	April 9, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the FSCJ ACCESS Program for Summer Term 2024, 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 2023 had total savings of \$937,815.

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**

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	April 9, 2024

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 9, 2024**

Faculty Full-Time Appointments

Bisson	Christi	Professor of Physical Therapy
Jordan	Christie	Professor of Cardiovascular Technology
Jorgenson	Julie	Professor of Nursing
Simmons	Matthew	Professor of Mathematics
Thangavel	Abinaya	Professor of Engineering Technology

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

Acevedo	Karen	AVP Strategy & Transformation
Carr	George	Special Events Coordinator - Foundation
Cummings	Andrea	Interim Director of Program Development
Hartzog	John	Associate Dean of Information Technology
Goodwin	Laura	Associate Director of Career Development
McCown	Courtney	Interim Program Manager
Peeples	Robert	Engineer I - Client Support
Snell	Peter	Chief Information Officer
Sukalo	Peter	Instructional Program Manager
Twiggs	Christopher	Interim Department Chair
Williams	Joe	Institutional Research (IR) Analyst
Yakimchuk	Elena	Assistant Director of Accounting

Job Title**Career Full-Time Appointments**

Burnette	Gregory	Contact Center Representative II
Clark	Adrienne	Student Success Advisor I
Dangar	David	Security Officer
Davis	Angela	Student Engagement Advisor II
Derival	Jennifer	Business Office Coordinator
Diaz	Samantha	Case Manager/Career Specialist
Dube	Richard	Campus Police Officer
Ferren	Melanie	Academic Department Coordinator
Gardner	Jacquelyn	Case Manager/Career Specialist
Haire	Timothy	Campus Police Officer
Heindl	Michael	Student Success Advisor I
Hess	Jaeger	Assistant Technical Director
Howze	Kathleen	Campus Police Officer
Labombarbe	Chance	Business Office Specialist
May	Joseph	Simulation Lab Coordinator
McSwain	Gloria	Contact Center Representative II
Merritt	Solida	Simulation Lab Coordinator
Montagano	Laura	Student Success Advisor II
Murray	Vickie	Case Manager/Career Specialist
Pierce	Johnathan	Curriculum Services Specialist
Pinkney	Dariel	Senior Plant Service Worker
Pino	Marta	Business Office Specialist
Quintanilla	Armando	VA Enroll Services Processor
Reid	Ridge	Contact Center Representative I
Robinson	Cheryl	Administration Support Manager
Rodriguez	Caridad	Plant Service Worker
Savage-Hunt	Cory	Academic Department Coordinator
Segers	Colleen	Administrative Services Support Specialist
Shelborne	Teniesce	VA Enroll Services Processor
Torres	Elsy	Plant Service Worker
Vaughns	Patricia	Academic Department Coordinator
Whitfield	Tabatha	Instructional Program Coordinator
Yazdiya	Caroline	Student Engagement Advisor I

Job Title

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of April 9, 2024**

Career Reclassifications

Williams	Terisa	Business Office Coordinator
----------	--------	-----------------------------

Career Part-Time Appointments

		<u>Job Title</u>
Bayles Hall	Ronda	Test Proctor
Bigham	Robert	Test Proctor
Bowden	Abby	Academic Tutor
Chinn	Monique	Temporary Career Disabled Student Services
Collins-Allen	Natalie	Test Proctor
Crawford	Jennifer	Patron Services Specialist
Crosby-Lombardo	Mary	Library Assistant I
Ivory	Ronnie	Test Proctor
Jackson	Princess Zoe	Test Proctor
Kirkland	Christina	Patron Services Specialist
Miller	Sarah	Library Assistant I
Mixson	Sander	Academic Tutor
Moultrie	Jayden	Test Proctor
Perez	Rodery	Assistant Coach - Men's Basketball
Peterson	Tad	Academic Tutor
Rodgers	Daija	Program Facilitator I
Villarroel Morales	Andres	Culinary Worker

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	April 9, 2024

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
PO00016262	\$224,694	Redbird Flight Simulations, Inc.	King Air 350 Flight Simulator and upgraded software	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1: Instructional Materials

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. This purchase was made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

FISCAL NOTES: This purchase order utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$224,694

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

INFORMATION ITEM I – C.

Subject:	Finance: Investment Reports for Quarter Ended December 31, 2023
Meeting Date:	April 9, 2024

INFORMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending December 31, 2023 are presented to the District Board of Trustees (DBOT) for information.

BACKGROUND: The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, Corporate Note, Asset-backed, Mortgage-backed, Municipal, and Supranational Securities. The Operating Fund Portfolio's quarterly total return performance of 2.66% exceeded the benchmark performance of 2.59%. Over the past year, the Portfolio's total return was 4.88%, compared to 4.46% 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, 2023, the College had surplus funds of approximately \$36.3 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, 2023 was \$7.3 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned 10.30% (net of mutual fund fees) over the 4th Quarter of 2023, compared to its policy benchmark return of 10.16%. Over the past year, the Portfolio returned 16.49%, compared to 18.00% for the benchmark. Since the inception date of July 1, 2016, the Portfolio's 8.79% annual rate of return remains ahead of the 8.56% benchmark return by 0.23% annually. In dollar terms, the Portfolio gained \$683,512 in return on investment over the quarter but gained \$1,036,085 over the past 12 months.

The Investment Performance Review for the quarter ending December 31, 2023 will be available at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

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

FISCAL NOTES: As of December 31, 2023, the College had investment balances totaling \$43.6 million, which compares to \$40.9 million as of December 31, 2022.

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

INFORMATION ITEM I – D.

Subject:	Facilities: Change Orders – Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

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

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

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

Vendor	C.O.#	Amount
<p><u>Downtown Campus/ATC:</u> Change orders issued to BBG Contracting Group, Inc. for the original contract dated June 16, 2023, for the Downtown Campus, Advanced Technology Center (ATC) – ARP Act – Roof Replacement in accordance with FSCJ ITB #2023C-18.</p> <p>BBG Contracting Group, Inc. Original Contract Amount: \$871,827.00</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to Decrease PO by \$273,011.81 (\$257,487.56 Materials + \$15,524.25 Tax) for direct material purchase per REQ0017356 issued to Commercial Roofing Specialties, generating a deduct from \$871,827.00 to \$598,815.19 per PO CO Req 4177. • No Monetary Value: Change Order #2 issued for AIA Change Order #1 as defined on Line #1 for Project Time duration extension. 		
	CO #1	(\$273,011.81)
	CO #2 AIA CO1	\$0.00

Subject: Facilities: Change Orders – Downtown Campus, Advanced Technology Center (ATC) – 202400365
ARP Act – Roof Replacement
(Continued)

Vendor	C.O.#	Amount
BBG Contracting Group, Inc. Final Contract Amount: \$598,815.19		

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

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

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

INFORMATION ITEM I – E.

Subject:	Facilities: Change Orders – Downtown Campus – ARP Act – Building A, Roof Replacement
Meeting Date:	April 9, 2024

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

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

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

Vendor	C.O.#	Amount
<p><u>Downtown Campus:</u> Change orders issued to Register Roofing & Sheet Metal, Inc. for the original contract dated June 19, 2023, for the Downtown Campus – ARP Act – Building A, Roof Replacement Project in accordance with FSCJ ITB 2023C-19.</p> <p>Register Roofing & Sheet Metal, Inc. Original Contract Amount: \$847,000.00.</p>		
<ul style="list-style-type: none"> Deduct: Change Order #1 issued to decrease PO for Tax Savings Direct Purchase to Commercial Roofing Supply Inc. (CRS) for REQ0017406 by \$278,812.05 (\$262,912.31 Material + \$50.00 Fuel Charge + \$15,849.74 Tax), generating a deduction from \$847,00.00 to \$568,187.95. 	CO #1	(\$278,812.05)
<ul style="list-style-type: none"> Increase: Change Order #2 issued for AIA Change Order #1 to increase PO by \$19,318.75. This increases the total PO amount from \$568,187.95 to \$587,506.70; as defined on Line #1 to include Project Time duration extension. 	CO #2 AIA CO1	\$19,318.75

Subject: Facilities: Change Orders – Downtown Campus – ARP Act – Building A, Roof Replacement
 (Continued) 202400367

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Increase: Change Order #3 issued to increase PO for Tax Savings Direct Purchase credit for non-invoiced fuel surcharge of \$50.00. This increases the total PO amount from \$587,506.70 to \$587,556.70. <p>Register Roofing & Sheet Metal, Inc. Final Contract Amount: \$587,556.70</p>	CO #3	\$50.00

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

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

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

INFORMATION ITEM I – F.

Subject:	Facilities: Change Order – North Campus, Building E – ARP Act – Roof Replacement
Meeting Date:	April 9, 2024

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

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

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

Vendor	C.O.#	Amount
<p><u>North Campus:</u> Change order issued to Register Roofing & Sheet Metal, Inc. for the original contract dated November 8, 2023, for the North Campus, Building E – ARP Act – Roof Replacement in accordance with FSCJ RFP 2022C-06R.</p> <p>Register Roofing & Sheet Metal, Inc. Original Contract Amount: \$335,301.05</p> <ul style="list-style-type: none"> Deduct: Change Order #1 issued to decrease PO for tax saving direct material purchase to Commercial Roofing Specialties, Inc. for REQ0018104. (Material \$31,285.70 + Fuel surcharge \$70.00 + Tax \$1,952.14) = reduction total \$33,307.84, reducing the total PO from \$335,301.05 to \$301,993.21. <p>Register Roofing & Sheet Metal, Inc. Final Contract Amount: \$301,993.21</p>	CO #1	(\$33,307.84)

Subject: Facilities: Change Order – North Campus, Building E – ARP Act – Roof Replacement²⁰²⁴⁰⁰³⁶⁹
(Continued)

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

FISCAL NOTES: The following change order is included for informational purposes only.
The change is comprehended in the approved project budgets.

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

INFORMATION ITEM I – G.

Subject:	Facilities: Change Orders – Nassau Center – Commercial Vehicle Driving Skills Pad
Meeting Date:	April 9, 2024

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

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

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

Vendor	C.O.#	Amount
<u>Nassau Center:</u> Change orders issued to ShayCore LLC for the original contract dated April 19, 2023, for the Nassau Center – Commercial Vehicle Driving Skills Pad in accordance with FSCJ RFP 2023C-16.		
ShayCore LLC Original Contract Amount: \$3,711,590.00		
<ul style="list-style-type: none"> Deduct: Change Order #1 issued to decrease PO for Tax Savings Direct Material Purchase to Ferguson Waterworks for REQ0017068. (Material \$79,045.80 + Tax \$4,822.75) = reduction total \$84,368.55, reducing the PO total from \$3,711,590.00 to \$3,627,221.45. 	CO #1	(\$84,368.55)
<ul style="list-style-type: none"> Deduct: Change Order #2 issued to decrease PO for Tax Savings Direct Material Purchase to Oldcastle for REQ0017086. (Material \$22,336.00 + Freight \$150.00 + Tax \$1,563.52) = reduction total \$24,049.52, reducing the PO total from \$3,627,221.45 to \$3,603.171.93. 	CO #2	(\$24,049.52)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Deduct: Change Order #3 issued to decrease PO Line #1 by \$18,365.30 (Material \$17,255.00 + Tax \$1,110.30) for Tax Saving Direct Material Purchase to Jacksonville Winlectric Company for REQ0017111, reducing the PO total from \$3,603,171.93 to \$3,584,806.63. 	CO #3	(\$18,365.30)
<ul style="list-style-type: none"> • Deduct: Change Order #4 issued to Decrease PO line 1 by \$136,487.50 for Tax Saving Direct Material Purchas to GP Material for REQ0017203. (\$127,050.00 Materials + \$544.00 Shipping + \$8,893.50 Tax), generating a total PO deduct from \$3,584,806.63 to \$3,448,319.13. 	CO #4	(\$136,487.50)
<ul style="list-style-type: none"> • Deduct: Change Order #5 issued to Decrease PO line 1 by \$274,370.40 (Material \$258,840.00 + Tax \$15,530.40) for REQ0017483 issued to Preferred Materials, generating a total PO reduction from \$3,448,319.13 to \$3,173,948.73. 	CO #5	(\$274,370.40)
<ul style="list-style-type: none"> • Deduct: Change Order #6 issued to Decrease PO line 1 by \$18,528.45 (Materials \$17,432.50 + Tax \$1,095.95) for REQ0017633 issued to ARGOS US, generating a total PO decrease from \$3,173,948.73 to \$3,155,420.28. 	CO #6	(\$18,528.45)
<ul style="list-style-type: none"> • Deduct: Change Order #7 issued to Decrease PO line 1 by \$40,113.09 for REQ0017658 (Materials \$37,771.78 + Tax \$2,341.31) for Tax Savings Direct Material Purchase to Jacksonville Winlectric Co., generating a PO decrease from \$3,155,420.28 to \$3,115,307.19. 	CO #7	(\$40,113.09)
<ul style="list-style-type: none"> • Increase: Change Order #8 issued to Increase PO line 1 by \$2,717.00 for AIA CO #1 as defined on Line #1, generating a PO increase from \$3,115,307.19 to \$3,118,024.19. 	CO #8 AIA CO 1	\$2,717.00
<ul style="list-style-type: none"> • Increase: Change Order #9 issued to Increase PO line 1 by \$9,000.00 for AIA CO #2 as defined on Line #1, generating a PO increase from \$3,118,024.19 to \$3,127,024.19. 	CO #9 AIA CO 2	\$9,000.00

Subject: Facilities: Change Orders – Nassau Center – Commercial Vehicle Driving Skills Pad ²⁰²⁴⁰⁰³⁷²
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Deduct: Change Order #10 issued to Decrease PO line 2 by \$134,983.20 for AIA CO #3 as defined on Line #2, generating a PO decrease from \$3,127,024.19 to \$2,992,040.99. 	CO #10 AIA CO 3	(\$134,983.20)
<ul style="list-style-type: none"> • Deduct: Change Order #11 issued to Decrease PO by \$290,120.78 per REQ0017874 (Materials \$269,108.09 + Freight \$4,520.00 + Tax \$16,492.69), for Light Poles & Fixtures Tax Saving Direct Purchase Materials to Jacksonville Winlectric Co., deducting \$11,717.00 from Line 1 and deducting \$278,403.78 from Line 2. The total PO should decrease from \$2,992,040.99 to \$2,701,920.21. 	CO #11	(\$290,120.78)
<ul style="list-style-type: none"> • Deduct: Change Order #12 issued to Decrease PO line 2 by \$2,741.26 per REQ0017919 for Jacksonville Winlectric Company (Material & Shipping \$2,550.01 + Tax \$191.25). The total PO decreases from \$2,701,920.21 to \$2,699,178.95. 	CO #12	(\$2,741.26)
<ul style="list-style-type: none"> • Deduct: Change Order #13 issued to Decrease PO line 2 by \$15,211.06 (Material \$14,302.89 + Tax \$908.17) per REQ0017945 issued to Ademco Inc (ADI), generating an overall PO decrease from \$2,699,178.95 to \$2,683,967.89. 	CO #13	(\$15,211.06)
<ul style="list-style-type: none"> • Increase: Change Order #14 issued to Increase PO line 1 by \$41,855.00 for AIA CO #4 as defined on Line #1, generating a PO increase from \$2,683,967.89 to \$2,725,822.89. 	CO #14 AIA CO 4	\$41,855.00
<ul style="list-style-type: none"> • Decrease: Change Order #15 issued to Decrease PO line 2 by \$12,883.59 (Material \$12,083.58 + Tax \$800.01) per REQ0018097 issued to Stephens Pipe & Steel, LLC, generating an overall PO decrease from \$2,725,822.89 to \$2,712,939.30. 	CO #15	(\$12,883.59)
<ul style="list-style-type: none"> • Increase: Change Order #16 issued to increase Line 2 for unused material (Material \$1,989.92 + Tax \$69.40) totaling \$2,059.32 back into project, generating a PO increase from \$2,712,939.30 to \$2,714,998.62. 	CO #16	\$2,059.32

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> No Monetary Value: Change Order #17 issued to Increase PO line 1 by \$135,878.71 against FSCJ Project 112109 and Decrease PO line 2 by \$135,878.71 against FSCJ Project 550113. PO total remains at \$2,714,998.62. 	CO #17	\$0.00
<ul style="list-style-type: none"> Increase: Change Order #18 issued to Increase line 2 by \$3,850.00 for AIA CO #5. The PO total will increase from \$2,714,998.62 to \$2,718,848.62. 	CO #18 AIA CO 5	\$3,850.00
<ul style="list-style-type: none"> Increase: Change Order #19 issued to Increase line 2 by \$11,770.00 for AIA CO #6. The PO total will increase from \$2,718,848.62 to \$2,730,618.62. 	CO #19 AIA CO 6	\$11,770.00
ShayCore LLC Final Contract Amount: \$2,730,618.62		

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

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

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

INFORMATION ITEM I – H.

Subject:	Facilities: Change Orders – South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D
Meeting Date:	April 9, 2024

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

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders issued to Warden Construction for the original contract dated January 31, 2023, for the South Campus – ARP Act – Phase 3b/Initial Scope – AHU Replacement – Science Lab Pressurization, Buildings C&D in accordance with FSCJ RFP 2022C-13W.</p> <p>Warden Construction Original Contract Amount: \$420,750.71</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO for Tax Savings Direct Purchase to Trane for REQ00166679. (Material Cost \$71,400.00 + Tax \$4,359.00) = Reduction total \$75,759.00, reducing the total PO from \$420,750.71 to \$344,991.71. • Deduct: Change Order #2 issued to Decrease PO for Tax Savings Direct Purchase to Tom Barrow Co. for REQ0016798. (Material Cost \$6,350.00 + Tax \$456.00) = Reduction total \$6808.00, reducing the total PO from \$344,991.71 to \$338,185.71. 		
	CO #1	(\$75,759.00)
	CO #2	(\$6808.00)

202400375

Subject: Facilities: Change Orders - South Campus – ARP Act – Phase 3b/Initial Scope – AHU
 Replacement – Science Lab Pressurization, Buildings C&D
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> Deduct: Change Order #3 issued to Decrease PO for Tax Savings Direct Purchase to Stan Weaver & Co. for REQ0016822 (Material \$107,274.00 + Tax \$6,511.44 = \$113,785.44) reducing the total PO from \$338,185.71 to \$224,400.27. <p>Warden Construction Final Contract Amount: \$224,400.27</p>	CO #3	(\$113,785.44)

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

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

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

INFORMATION ITEM I – I.

Subject:	Facilities: Change Order – South Campus – ARP Act – Building P, Roof Replacement
Meeting Date:	April 9, 2024

INFORMATION: The change order listed below is 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
<p><u>South Campus:</u> Change order issued to Register Roofing & Sheet Metal, Inc. for the original contract dated June 7, 2023, for the South Campus – ARP Act – Building P, Roof Replacement Project in accordance with FSCJ RFP 2022C-06R.</p> <p>Register Roofing & Sheet Metal, Inc. Original Contract Amount: \$ 432,342.00.</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO by \$75,246.69 (Material \$70,563.86 + Delivery \$450.00 + Tax \$4,332.83) for REQ0017371 Commercial Roofing Specialties Inc. <p>Register Roofing & Sheet Metal, Inc. Final Contract Amount: \$356,995.31</p>	CO #1	(\$75,246.69)

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

FISCAL NOTES: The following change order is included for informational purposes only. The change is comprehended in the approved project budgets.