


August 6, 2024

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: August 2024 Board Agenda

Enclosed please find materials in support of the August 13, 2024, Board meeting.

All meetings of the Board will be held at the College's Administrative Offices, 501 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room 403A. The Board Regular Meeting will begin at 1 p.m., Board Room 405.

- District Board of Trustees Governance Structure
- FSCJ Accreditation Transition
- President's Contract

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
August 13, 2024 – 1 p.m.
Administrative Offices, Board Room 405

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 Rules 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 JUNE 3, 2024, DISTRICT BOARD OF TRUSTEES DEEP DIVE BUDGET WORKSHOP (p. 4-9)

MINUTES OF THE JUNE 11, 2024, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 10-13)

MINUTES OF THE JUNE 11, 2024, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 14-36)

MINUTES OF THE JUNE 19, 2024, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING (p. 37-39)

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. 40-42)
2. Facilities: Certificate of Final Inspection for the Cecil Center – ARP Act – Phase I – Controls Update – Buildings A, G & J (p. 43)
3. Facilities: Certificate of Final Inspection for the Cecil Center – ARP Act – Phase II – Controls Upgrade – Buildings H & K (p. 44)
4. Facilities: Certificate of Final Inspection for the North Campus, Building A – ARP Act – Roof Replacement (p. 45)
5. Facilities: Certificate of Final Inspection for the North Campus, Building D – ARP Act – Roof Replacement (p. 46)

Subject: FSCJ DBOT Regular Meeting
 August 13, 2024, Board Agenda
 (Continued)

ACTION ITEMS

1. Approval of Consent Agenda (p. 47)
2. Administrative Procedure Act – Board Rules, Section 2 – Administration (p. 48-51)
3. Administrative Procedure Act – Board Rules, Section 3 – Human Resources (p. 52-53)
4. Administration: Performance Evaluation – Dr. John Avendano, College President (p. 54)
5. Administration: Performance Incentive – Dr. John Avendano, College President (p. 55)
6. Office of General Counsel: College President’s Contract of Employment; Amendment Six (p. 56-59)
7. Purchasing: Annual Contract Extensions (p. 60)
8. Facilities: Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28 (p. 61-63)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 64-65)
- B. Purchasing: Purchase Order Over \$195,000 (p. 66)
- C. Finance: Travel Report (p. 67)
- D. Facilities: Change Orders – Cecil Center – ARP Act – Phase I – Controls Upgrade – Buildings A, G & J (p. 68)
- E. Facilities: Change Orders – North Campus – ARP Act – Phase II – Door Replacement & CCure Upgrades – Buildings B, C & D (p. 69)
- F. Facilities: Change Orders – North Campus, Building A – ARP Act – Roof Replacement (p. 70-71)
- G. Facilities: Change Orders – North Campus, Building D – ARP Act – Roof Replacement (p. 72-73)
- H. Facilities: Change Orders – South Campus – ARP Act – Boiler Replacement (S100A B-1), Building S (p. 74-75)
- I. Facilities: Change Orders – South Campus – ARP Act – Phase II – Door Access Controls Upgrade – Buildings A, B, C, E, F & G (p. 76-77)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

ORGANIZATION OF THE BOARD

A. ELECTION OF OFFICERS

1. Chair
2. Vice Chair for Duval County
3. Vice Chair for Nassau County

B. APPROVAL OF MEETING SCHEDULE FOR FY 2024-25

C. LIAISON & COMMITTEE APPOINTMENTS FOR FY 2024-25

1. Appointment of Liaison – Florida State College at Jacksonville Foundation Board of Directors
2. Appointment of Committee Members – Finance & Audit Committee

Subject: FSCJ DBOT Regular Meeting
August 13, 2024, Board Agenda
(Continued)

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

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

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

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

NEXT MEETING

The next regular meeting of the Board is scheduled for Tuesday, September 10, 2024, at the College's Administrative Offices, 1 p.m.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 3, 2024, Deep Dive Budget Workshop
Administrative Offices, Board Room 405, Noon**

PRESENT: O. Wayne Young, Chair (via remote attendance)
Roderick D. Odom, Vice Chair, Nassau County (via remote attendance)
Michael M. Bell (via remote attendance)
Thomas R. McGehee, Jr. (via remote attendance)
Andrew B. Shaw (via remote attendance)

ABSENT: Jennifer D. Brown, Vice Chair, Duval County

CALL TO ORDER: Chair Wayne Young called the meeting to order at 12:03 p.m. and welcomed those in attendance. He acknowledged the presence of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) via remote attendance.

WELCOME/
INTRODUCTIONS: College President John Avendano Ph.D. welcomed all those in attendance. He shared his appreciation for the Board's flexibility in accommodating today's workshop, noting the agenda was centered on three topics. He introduced Chief Investment and Advancement Relations Officer Cleve Warren, who will present the Board with a review of the College's Investment Performance as well as introduce the other presenter, followed by Director of Government and Community Relations Taylor Mejia providing Trustees with a Legislative/Budget Update. The final topic will be presented by Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President for Administrative Services Steve Stanford, who will provide Trustees with an overview/highlights of FSCJ's 2024-25 Budget. Additionally, Chief Human Resource Officer Mark Lacey was in attendance to assist with any questions or concerns that may arise throughout the workshop.

INFORMATION/
DISCUSSION:

- A. Investment Performance Review:
- Chief Investment and Advancement Relations Officer Cleve Warren and PFM Asset Management LLC Senior Managing Consultant/Client Relationship Manager Scott Sweeten provided the Board with a review of the College's Investment Performance for the quarter ended March 31, 2024. The review included information pertaining to the following:
- Current Market Themes:
 - U.S. Economy.
 - Federal Reserve.
 - Treasury Yields.

- Portfolio Snapshot – FSCJ Operating Fund:
 - Portfolio Statistics.
 - Sector Allocation.
 - Credit Quality – S&P.
 - Duration Distribution.
- Portfolio Performance:
 - Market Value Basis Earnings.
 - Total Dollar Return.
 - Net of Fee Return.
- Sector Allocation Analytics.
- Portfolio Snapshot – FSCJ Quasi Endowment Fund:
 - Executive Summary:
 - Net of Mutual Fund Fees.
 - Domestic Equity.
 - S&P 500 Index.
 - U.S. Labor Market.
- Aggregate Asset Allocation:
 - Current Asset Allocation.
 - Target Asset Allocation.
- Asset Allocation & Performance:
 - Total Fund.
 - Domestic Equity.
 - International Equity.
 - Fixed Income.
 - Cash Equivalents.

Chair Young asked if there were any questions or comments by the Board related to the College's Investment Performance Review. There was discussion by the Board relating to sector allocation, yield at market and benchmark effective duration.

President Avendano thanked PFM Associate Sweeten for taking time from his busy schedule to virtually attend today's workshop and sharing information with the Board.

B. Legislative/Budget Update:

Director of Government and Community Relations Taylor Mejia provided the Board with a Legislative/Budget update. The update included information pertaining to the following:

- Source of State Funding.
- FSCJ Budget Highlights – 2024 (Pending Governor’s Review and Approval):
 - General Program Fund.
 - Project Appropriation.
 - Student Success Incentives.
 - Nursing Education.
 - Inclusion of Florid College System Institutions into the State Health Insurance Plan.
- State Budget Process.

Chair Young asked if there were any questions or comments by the Board related to the College’s Legislative/Budget Update. There was discussion by the Board relating to legislative session, performance funding decline and performance funding formula.

President Avendano shared with Trustees that he and Chair Young recently attended the Commissioner’s Summit in Miami. Attendees were placed into two groups – State/University Presidents and State/University Board Chairs. He provided information from the Council of Presidents’ meeting, to include discussion regarding consistency with respect to the general program funds and funding formula, efforts in workforce development, capital outlay, exploring policy issues and bringing forward unified requests.

Chair Young shared with Trustees it was the third year wherein Presidents attended the Summit and first year for attendance by Board Chairs. He provided information from the Chairs’ meeting, to include discussion regarding the focus on policy and procedures with respect to governing the Board and hiring practices for State/University Presidents. He was pleased to say he had a lot to contribute based on FSCJ’s practices, noting his appreciation to the President and staff for running a fantastic program. One other highlight was discussion of the State Group Insurance Program and the Chairs’ support of the Program.

Chair Young asked if there were any additional questions or comments by the Board. There was discussion by the Board relating to high school advanced placement classes, dual enrollment, early college, objectivity of student placement within high schools, renewed emphasis on vocational training, increase enrollment in educators and paraprofessionals, high school yield in respective areas and the integration of colleges and schools on high school campuses.

- C. 2024-25 Budget Overview: Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President for Administrative Services Steve Stanford provided the Board with an overview of the College's proposed Operating Budget for 2024-25. The presentation included information pertaining to the following:
- Accomplishments from Fiscal Year 2023-24:
 - Implementation of a Position Reduction Strategy.
 - Additional Funding Received from State Allocations.
 - Holistic Collegewide Effort to Increase Enrollment.
 - Completion of the Veteran's Success Center.
 - Ratification of the Collective Bargaining Agreement (CBA).
 - Developed and Implemented a Leave Payout Program for Staff.
 - Shifted from Purchasing the Vehicle Fleet to Leasing.
 - Contracted with a Third-Party Vendor to Offer Student Payment Plans.
 - Increased the Debt Hold Threshold to Allow Additional Students to Register for Classes.
 - Developed a Budget Committee.
 - Received an Allocation of \$27m for Deferred Maintenance.
 - FY 2024-25 Budget Highlights:
 - Assumptions:
 - The Governor will Sign the Appropriations Bill and the Bill Approving the Move to the State Group Insurance Program.
 - Transition to the Stage Group Insurance Program.
 - Any Additional Costs Specifically Related to the Transition to the State Health Plan will be Funded from the \$80m Allocated by the Legislature.
 - Enrollment will Increase by a Minimum of 2% Generating the Forecasted Revenue.
 - Market Performance of the Quasi-Endowment will Continue to Improve and Increase Scholarship Funding to Support Students.
 - Operating Budget Highlights:
 - Includes Funds to Support Salary Increases for Staff.
 - Budget is Balanced and Includes \$148m for Revenue and Expenses.
 - Adjusted Operating Expenses.
 - Tuition Rate Remains the Same for the 11th Year in a Row.
 - Revenue Projections are Based on Projected 2% Increase in Enrollment.

- Includes Funding for Strategic Initiatives and Operating Budget Increases.
- State Support is Slightly Down Due to the Amount Received for Performance Funding Dollars.
- Other Revenue is Slightly Up Due to an Increase in Facility Rentals, Dual Enrollment, Interest/Dividends, and Proceeds from the Sale of Property (Airplane).
- Tuition and Fee Revenue Constitutes 35.3% of the Revenue Budget, State Appropriation 62% and the Remaining 2.7% is Classified as Other Revenue.
- 2023-24 End-of-Year Projected Reserves.
- 2024-25 Capital Outlay Budget.

Chair Young asked if there were any questions or comments by the Board related to FSCJ's 2024-25 Budget. There was discussion by the Board relating to verification of the Capital Outlay Budget, reallocated and encumbered funds, overview of Deferred Maintenance, maintenance needs of the College, high priority given to Public Education Capital Outlay (PECO) funds, Student Payment Plans, vendor collection agencies and projections for the end of the year reserve amount.

President Avendano thanked Vice President Ford and Associate Vice President Stanford for their thorough presentation of the College's 2024-25 Budget and Trustees in-depth discussion. He shared his appreciation to the Human Resources, Finance and Administration Teams for placing the College in a position, first and foremost, to reward FSCJ employees with salary increases. The College will move forward with strategies focusing on enrollment growth, watching expenditures and always being in a good financial position.

President Avendano shared with the Board information relating to the sale/closing of the Main Street property, noting the funds would be used on capital projects. There was prior conversation with the City relating to the proposed use of the funds being expended in focused areas that return back to the community, i.e., the Veteran's Center and Career Center.

Chair Young stated that FSCJ is a student serving/community centered institution. Therefore, the institution will utilize the funds within the College's capital projects, as deemed appropriate.

Additionally, President Avendano shared with Trustees upcoming events of interest, which were as follows: 1) Commercial Vehicle Driving Pad Ribbon Cutting Ceremony on September 12, 2024, Nassau Center and 2) Veteran’s Center Ribbon Cutting Ceremony on November 7, 2024, South Campus.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 1:11 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 June 11, 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
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

Andrew B. Shaw

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 12:04 p.m. and welcomed those in attendance.

WELCOME/
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had three discussion topics. The first item will be a brief overview of the Board's Self-Evaluation process presented by Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel. The second item provides the Board with an overview of the College President's evaluation process presented by Chief Human Resource Office Mark Lacey. The final workshop item provides the Board with information on FSCJ's Strategic Plan process with the presenter being Vice President of Strategic & Institutional Effectiveness Dr. Deborah Fontaine.

INFORMATION/
DISCUSSION:

A. FSCJ District Board of Trustees (DBOT) Self-Evaluation Process:

Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel provided the Board with an overview of the DBOT's Self-Evaluation process and tool. The overview included information pertaining to the following:

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards and Annual Self-Evaluation Mandate.
- SACSCOC Main Goal – Institutional Improvement.
- Well-rounded Online Tool Survey – No Change, Obtained from the Association of Florida Colleges (AFC), SACSCOC, Department of Education and Aspen Awarding Winning Schools.
- DBOT Self-Evaluation Online Tool Survey Link, Provided to Trustees by Board Liaison Kimberli Sodek following today's Workshop – June 11, 2024.
- DBOT Self-Evaluation Online Tool Survey, Completion Time – Approximately 15 minutes.

- DBOT Self-Evaluation Proposed Plan, Due Date June 21, 2024.
- DBOT Self-Evaluation Survey Results, Present to Trustees at their July 2024 DBOT Deep Dive Workshop (DDW).

Chair Young asked if there were any questions or comments by the Board related to the DBOT's Self-Evaluation process and/or online tool survey. There was discussion by the Board regarding the new accrediting body, Higher Learning Commission (HLC), HLC's vision, standards, goals and action steps and the continuation of the DBOT's Self-Evaluation process.

B. College President's
Evaluation Process:

Chief Human Resource Office (CHRO) Mark Lacey provided Trustees with an overview of the College President's evaluation process and the electronic evaluation instrument. The overview included information pertaining to the following:

- College President's Evaluation Electronic Instrument, Provided to Trustees by Board Liaison Kimberli Sodek following today's Workshop – June 11, 2024.
- College President's Evaluation Proposed Plan, Due Date June 21.
- College President's Evaluation Instrument was modified/updated for year 2023-24 due to House Bill 1285 – Education.
- House Bill 1285 – Education in May 2024 was passed/signed into law, which, among other things, repealed and amended various sections of the Florida Statutes.
 - Results of the repeal and corresponding amendments to Florida law mean that institutions will no longer create an employment equity plan.
 - Removal of the requirement for the DBOT to evaluate a president based on the results of the equity report.
 - Removal of the requirement of the president to submit the Institution's Employment Equity Plan to the Department of Education (DOE).
- College President's Evaluation Summary Results, Present to Trustees at their July 2024 DBOT DDW.
- Preparation of July 2024 DBOT DDW, to include Consideration of Performance Incentive and Contract Modifications/Amendments.
- Preparation of August 2024 DBOT Regular Meeting, to include drafting of Board Agenda Items.

CHRO Lacey reminded Trustees the electronic evaluation instrument should be returned to his attention. However, the instrument may also be returned to Board Liaison Sodek, whichever is easiest for the members.

Chair Young asked if there were any questions or comments by the Board related to the College President's evaluation process and electronic evaluation instrument. There was discussion by the Board regarding immediate and emerging workforce needs, capturing business community alumnus, strategy for 2024-25 integration with University of Florida, importance of FSCJ in community and marketing success at FSCJ.

Additionally, prior to the July 2024 DBOT DDW, the Board will receive a summary of both the Board's Self-Evaluation survey and President's evaluation instrument. This will allow Trustees time to review the documents prior to the workshop.

C. Strategic Plan Process:

Vice President of Strategic & Institutional Effectiveness Dr. Deborah Fontaine provided Trustees with an overview of FSCJ's Strategic Plan process. The overview included information pertaining to the following:

- 2021-24 Visionary Impact Plan (VIP) 2.0.
- VIP 2.0 Highlights to Date:
 - Enrollment.
 - Service.
 - Success.
 - Excellence.
 - Community.
 - Select Recognitions.
 - Timeline for Review and Revision of Strategic Plan 2025-28
- Gathering Information from DBOT Members to Develop a New 3-Year Plan.

Chair Young asked if there were any questions or comments by the Board related to the College's Strategic Plan process. There was discussion by the Board regarding the Aspen Institute 2024 Top 150/ interview for Top 40, continuous quality improvement of institution, progress with strategic plan, communication of data/plan, knowledge of plan across institution, understanding motivation of success, best practices, emphasis on recognition programs, Ritz Carlton program, daily update (huddle), integrated engagement with business community of their needs and effectively articulate of College goals.

President Avendano shared with the Board that the College is early in the process of the new 3-Year VIP Plan, noting components of the plan can be incorporated into the upcoming workshop topics. The first topic to be reviewed will be communication.

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

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 1:03 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 June 11, 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
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT:

Andrew B. Shaw

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:12 p.m. and welcomed those in attendance.

PLEDGE:

Chair Young led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

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

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

MINUTES:

(Ref. Board Agenda for June 11, 2024; Pages 202400380 – 408)

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 380 – 408: The April 9, 2024, Finance & Audit Committee Quarterly Meeting, on agenda pages 380 – 382; April 9, 2024, Workshop, on agenda pages 383 – 386; and April 9, 2024, Regular Meeting, on agenda pages 387 – 408.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ DBOT minutes as presented on pages 380 – 408, from the April 9, 2024, Finance & Audit Committee Quarterly Meeting; April 9, 2024, Workshop; and April 9, 2024, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Commencement Recap: College President John Avendano, Ph.D. shared with the Board information relating to FSCJ's 2024 Commencement Recap:

- He thanked everyone who participated in the College's Commencement Ceremony.
 - FSCJ was pleased to award more than 3,300 degrees for the 2023-24 academic year. Of these, 1,747 were associate in arts degrees, 887 were associate in science degrees and 729 were bachelor's degrees.
- FSCJ also unveiled the College's new mascot during the ceremony, noting FSCJ is now home of the Manta Rays. The announcement was met with great excitement, and the official mascot design is already being placed on billboards, signage, social media, shirts and more.
- A mascot costume is in the works, and the College anticipates sharing the finished product with Trustees, faculty and staff during the Convocation Ceremony scheduled for August 22, 2024.
- More information on Convocation will be shared soon.

Adult Ed Graduation Recap: President Avendano shared with the Board information relating to FSCJ's 2024 Adult Ed Graduation Recap:

- Following FSCJ's Commencement Ceremony each year, the College also looks forward to the Adult Education Graduation to celebrate all those who have completed their high school diploma or GED through FSCJ's Adult Education programs.
- The graduation ceremony was held on June 4 at the Nathan H. Wilson Center for the Arts.
- He thanked the College's very own Lauren Finch, who served as the keynote speaker. Ms. Finch earned her GED through FSCJ's program before continuing on to earn her master's in education, and now serves as FSCJ Director of Orientation and Student Services.

Commissioner's Summit: President Avendano shared with the Board information relating to the Commissioner's Summit:

- He and Chairman Young were able to participate in the third annual joint summit of Florida College System (FCS) and State University System (SUS) presidents, and the very first ever joint meeting of presidents and Board Chairs. The meeting was held on Thursday and Friday May 30 and 31 at

Miami Dade College. The larger joint meeting of presidents and Board members covered legislative changes from the past two years, and the Friday meeting was a strategic discussion with superintendents from around the state on growing more educators for our K-12 system.

Sale of the Main Street Property:

President Avendano shared with the Board information relating to the Sale of the Main Street Property:

- The College closed on the sale of FSCJ's property on Main Street two weeks ago.
- He extended his appreciation to Lisa Moore, Dr. Wanda Ford, Morris Bellick and Kelly DeGance for their attention to the legal matters. The sale of this parcel of property was some time in the making.

Business Visits:

President Avendano shared with the Board information relating to Business Visits:

- Over the past month or so, he and a few of FSCJ's executive staff have been visiting a number of business partners, partially in efforts to position the College for further training, but also to share FSCJ's strategic efforts for the future. Those businesses have included, Florida Blue, Brooks Rehabilitation, Haskell Engineering and Design and Miller Electric is scheduled for later this week.

Strategic Planning:

President Avendano shared with the Board information relating to Strategic Planning:

- The College started the Board's portion of Strategic Planning for FSCJ's future in the workshop ahead of today's regular meeting. He asked Trustees to please continue to give deep thought to this topic as the College is preparing the vision for the future of FSCJ. He encouraged everyone to think futuristic.

Golf Tournament Recap:

President Avendano shared with the Board information relating to FSCJ's 2024 Golf Tournament Recap:

- The annual FSCJ Golf Classic, presented by First Florida Credit Union, was held on Monday, April 22 at Queen's Harbour Yacht and Country Club. Each year, this event benefits the College's Athletics program.
- He thanked everyone who participated, either in-person or through donations as the event was once again a great success.

Open House/On-Going
Recruitment:

President Avendano shared with the Board information relating to Open House/On-Going Recruitment:

- The College is hosting FSCJ's Annual Open House at South Campus on June 15 from 9 a.m. – 1 p.m. There is already ~ 1,500 RSVPs, so the College expects another great event.
- The Marketing team has been partnering with the College's Recruitment Team to advertise the event through direct postcards, billboards, email and text campaigns. It seems to be working because the College has 200 more RSVPs for Open House than this time last year.
- Speaking of Marketing, FSCJ is in our heaviest push of the year, including billboards, digital advertising, an updated TV commercial and more.

Farewell to Dr. Brown:

President Avendano shared with the Board a Farewell to FSCJ DBOT, Dr. Jennifer Brown:

- He thanked Trustee Brown for her commitment to education and the youth in our area, and for her engagement and leadership on FSCJ's Board. The College has been very fortunate to have such strong leadership and engagement from its Board members. FSCJ has also been fortunate to have Trustee Brown as a friend and colleague.
- Trustee Brown thanked President Avendano for his friendship and modeling what it means to put education first, noting he is in the right position/place as his work is so important. She will miss President Avendano, ELT members, faculty, staff, students, fellow Trustees and especially Board Liaison Kimberli Sodek. The word that comes to mind when she thinks of FSCJ is joy. She always looked forward to the meetings, Convocation, Commencement – just everything about the institution. Plainly stated, she will miss the entire Manta Ray family.

Data Dashboard:

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

- Summer Term College Credit Enrollment:
 - Positive variance of 10.1% credit hours for summer 2024 over summer 2023.
 - Positive variance of almost 28% compared to this time last year relating to career certificate enrollment.
- Fall Term College Credit Enrollment:
 - Positive variance of up to 10% credit hours for fall 2024 over fall 2023.

- Spotlight on Programs:
 - Office Administration Associate in Science (A.S.).
 - Supervision and Management Bachelor in Applied Science (B.A.S.).
 - Network Systems Technology A.S.
 - Computer Systems Networking B.A.S.
 - Dual Enrollment.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending April 30, 2024 and April 30, 2023.
- Grants Report:
 - For the 2023-24 award year, FSCJ received more than \$11.1 million in grants.
 - Since the April 2024 report, FSCJ received close to \$2.9 million.

STRATEGIC
 PROGRAMMATIC
 DISCUSSION:

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

CONSENT AGENDA:
 (Ref. Board Agenda for June 11, 2024; Items 1 through 8, Pages 202400409 – 420)

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

ACTION ITEMS:
 (Ref. Board Agenda for June 11, 2024; Items 1 through 18, Pages 202400421 – 674)

MOTION: (McGehee – Bell) The motion was made to approve the Consent Agenda, 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 2, Administrative Procedure Act – Board Rules, Section 1 – General Provisions, Definitions and Governance, on agenda pages 422 – 425.

MOTION: (Odom – Brown) The motion was made to approve revised Board Rule 6Hx7-1.5 – District Board of Trustees – Organization and Operations under Section 1, as recommended.

Chair Young asked if there were any questions or comments by the Board. There was discussion by the Board regarding DBOT appointments, continuing with the business at hand, decisions of the College and being hopeful for a full Board.

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 3, Administrative Procedure Act – Board Rules, Section 2 – Administration, on agenda pages 426 – 427.

MOTION: (Bell – McGehee) The motion was made to approve 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 4, Administrative Procedure Act – Board Rules, Section 4 – Finance, on agenda pages 428 – 429, noting there was a question raised concerning the need for revision to the Rule. He further explained the current language of the Rule states travel above \$2,000 will be brought to the Board on a quarterly basis. The challenge for the College has been the rising cost of travel along with attempting to elevate an administration burden.

Chair Young called for questions and comments by the Board prior to the Motion. There was discussion by the Board regarding current requirements, logic around the suggested language, history of the Rule, adjusting the threshold and current administrative costs.

MOTION: (Young – Bell) The motion was made to remove Action Item 4, revision to Board Rule 6Hx7-4.23 – Travel and Per Diem under Section 4 from today's agenda, as recommended.

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, Administration: Annual Salary Index, on agenda pages 430 – 431.

MOTION: (McGehee – Brown) The motion was made to approve the 2024-25 Salary Index as part of the Pay Plan, 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, Human Resources: Salary Increase, on agenda page 432.

MOTION: (McGehee – Bell) The motion was made to approve the Salary Increase, 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, Human Resources: Termination – Alicia Byrd, Professor – North Campus, on agenda page 433.

MOTION: (Bell – McGehee) The motion was made to approve the termination of Alicia Byrd, Professor – North Campus, 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 8, Finance: Fees and Charges, on agenda pages 434 – 437.

MOTION: (Bell – 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, and there were none.

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Finance: FSCJ ACCESS Program, on agenda page 438.

MOTION: (McGehee – Brown) The motion was made to approve the FSCJ ACCESS Program, 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 10, Finance: Fiscal Year 2023-24 Operating Budget Amendment No. 5, on agenda pages 439 – 440.

MOTION: (McGehee – Brown) The motion was made to approve the Fiscal Year 2023-24 Operating Budget Amendment No. 5, as recommended.

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

Finance & Audit (F&A) Committee Chair Thomas McGehee shared the following information relating to Action Item A-10:

The item was discussed during the Budget Workshop held on June 3, 2024, revenue has increased due to enrollment increases for spring and summer terms. This amendment increases the revenue budget by \$1.4m and the capital expenditure budget by \$5.9m. The funds will be used to support strategic initiatives. This amendment also increases the Current Expense budget by \$94,500 to pay down vehicle leases.

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 11, Finance: Fiscal Year 2024-25 College Budget, on agenda page 441.

MOTION: (Brown – Bell) The motion was made to approve the Fiscal Year 2024-25 College Budget, 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 12, Finance: Fiscal Year 2024-25 Capital Outlay Budget, on agenda pages 442 – 444.

MOTION: (Odom – McGehee) The motion was made to approve the Fiscal Year 2024-25 Capital Outlay Budget, 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 13, Facilities: Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28, on agenda pages 445 – 447.

MOTION: (McGehee – Brown) The motion was made to approve the Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28, 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 14, Academic Affairs: Activation of Artificial Intelligence Systems Technology (Applied Artificial Intelligence) Associate in Science, on agenda page 448.

MOTION: (Bell – McGehee) The motion was made to approve the Activation of Artificial Intelligence Systems Technology (Applied Artificial Intelligence) Associate in Science, 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-14:

This is another case wherein FSCJ is flexible enough to be in a position to put together a program, which addresses one of the newest technological fields out there. So again, the College demonstrated another reason why it is good at what it does.

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 15, Academic Affairs: Activation of American Sign Language Technical Certificate Program, on agenda page 449.

MOTION: (McGehee – Brown) The motion was made to approve the Activation of American Sign Language Technical Certificate Program, 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 16, Academic Affairs: Inactivation of Educator Preparation Institute Certificate of Professional Preparation Program, on agenda page 450.

MOTION: (Bell – Brown) The motion was made to approve the Inactivation of Educator Preparation Institute Certificate of Professional Preparation Program, 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 17, Academic Affairs: Inactivation of Courses Not Taught Within Five Years, on agenda pages 451 – 453.

MOTION: (McGehee – Brown) The motion was made to approve the Inactivation of Courses Not Taught Within Five Years, 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 18, Academic Affairs: The Annual Institutional Review of General Education Courses, on agenda pages 454 – 674.

MOTION: (Bell – McGehee) The motion was made to approve the Annual Institutional Review of General Education Courses, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for
June 11, 2024; Items
A – G, Pages 202400675
– 686)

Chair Young asked the Board if there were any questions or comments related to Information Items A – G, on agenda pages 675 – 686, and there were none.

REPORT OF THE BOARD
CHAIR:

Chair Young acknowledged and thanked Trustee Brown for her years of service on the Board. He dittoed President Avendano's commits, noting Trustee Brown was an active member and wished her the best in her continued endeavors.

Chair Young reported he had the pleasure and privilege of attending FSCJ's 2024 Commencement Ceremony, noting the speaker, President Avendano, did an exceptional job.

Chair Young shared with the Board information provided at the Commissioner's Summit, which was held in Miami, FL, noting it was the third year for FCS/SUS Presidents' attendance and first year for Trustee Chairs. The information passed out was useful throughout the full spectrum for the presidents and

chairs. There was a meeting in which all presidents/chairs were invited, and items presented were of a general nature. He shared he was pleased to say he felt very informed going into the meeting. As to the Trustee Chairs' meeting items with respect to presidential searches, enrollment and expanding educators for the K-12 were discussed. Again, the College was ahead of the curve on matters that were brought up. He is proud to be the Trustee Chair for FSCJ.

REPORT OF TRUSTEES:

Trustee Michael Bell recognized FSCJ Director of Government and Community Relations Taylor Mejia and shared his appreciation for her presence in Tallahassee, noting it was a terrific and meaningful legislative session. He congratulated President Avendano and the Executive Leadership Team for their level of sophistication in FSCJ's strategic planning as it is light years away from where it was just a few years ago.

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

In the absence of FSCJ Foundation Board Liaison Dr. Andrew Shaw, the report was provided by FSCJ Vice President for Advancement and Executive Director of the Foundation Chris Lambert. Vice President Lambert shared an overview of the written report relating to the FSCJ Foundation Board of Directors (FBOD) quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix A)

The next Foundation Board meeting is scheduled for Wednesday, September 11, 2024, at the College's Advanced Technology Center. The FBOD will meet at 11:30 a.m.

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Dr. Tara Haley provided the Board with a written report relating to current APC initiatives and activities. (Appendix B)

REPORT OF THE CAREER
 EMPLOYEES' COUNCIL
 (CEC):

Career Employees' Council Chair Rebecca Nelson provided the Board with a written report relating to current CEC initiatives and activities. (Appendix C)

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 D)

REPORT OF THE STUDENT
 GOVERNMENT
 ASSOCIATION (SGA):

Collegewide Student Government Association President Vlad Sadouski addressed the Board and presented an overview of the written report relating to current SGA initiatives and activities. (Appendix E)

NEXT MEETING: Chair Young announced the Board will meet on Tuesday, July 9, 2024, at the College’s Nassau Center for a Deep Dive Workshop. The workshop will convene at noon. The next regular meeting of the Board is scheduled for Tuesday, August 13, 2024, at the College’s Administrative Offices, 1 p.m.

ADJOURNMENT: There being no further business, Chair Young declared the meeting adjourned at 2:04 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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



REPORT OF THE BOARD LIAISON, TRUSTEE DR. ANDREW SHAW
JUNE 5, 2024

1. FBOD 2nd Quarter Board Meeting – June 5, 2024:

- The Foundation Board held its 3rd Quarter Board Meeting on Wednesday, June 5 in the College's ATC Building, Rooms T-140/141.
- The agenda included respective reports by the following representatives:
 - FSCJ President, Dr. John Avendano.
 - The Foundation's Vice President for Advancement and Executive Director, Mr. Chris Lambert.
 - The FSCJ Foundation external auditor, Mr. David Swartz, CPA, Senior Manager, representing the auditing firm of FORVIS.
 - A student testimonial was provided by FSCJ Honors student, Mr. Khalil Burroughs.

2. Audit Results:

- The Foundation's audit report was issued for the fiscal year ending September 30, 2023, with an unqualified opinion i.e., clean audit, by Mr. Swartz.
- The audit was accepted by the Foundation Board of Directors.

3. Foundation Support of FSCJ:

- A newsletter was shared with the Foundation highlighting that \$1.6M was provided to FSCJ by the Foundation in the Fall and Spring semesters (\$762K was awarded in scholarships and \$864K in programmatic support).
- Additional items of note included the results of the Faculty & Staff campaign, the FSCJ Golf Classic, staffing increases in the foundation, along with a feature of an alumna as well as current students and faculty members of note were shared.

4. Upcoming Board Meeting:

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

This concludes my report.



Date: June 11, 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: June 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share updates since our last report. The annual APC election cycle began this April with a call for nominations and concluded in May with the election of the 2024-2025 APC Officers and Representatives. There was notable collegewide participation from all administrative and professional employees throughout the process, including a 25% response rate for the elections. I am excited to share the election results below with the District Board of Trustees:

Chair:	Terence Wright
Chair-Elect:	Ashli Archer
Past Chair:	Tara Haley
Secretary:	Susan Mythen
AO/URC Representatives:	Karen Acevedo, Steve Beard, Kerri Burns, and Taylor Mejia
Downtown Campus/ATC Representatives:	Nick Bodnar and Kelly Herndon
North Campus/Nassau Ctr Representatives:	Monica Franklin and Shannon Groff
Kent Campus/Cecil Ctr Representatives:	Jefferson Everett and Mandi Miller
South Campus Representatives:	Ed Stringer and Jerry Thor
Deerwood Center Representatives:	Lauren Finch and Robin Herriff

The new officers and representatives will begin their terms effective July 1, 2024 with the first meeting of the 2024-2025 academic year scheduled for the beginning of August.

As this is my final written report as Chair of the APC, I would like to thank the District Board of Trustees for your continued support of and dedication to FSCJ, the faculty, the staff, the students, and the community. I have truly enjoyed my work as APC Chair and was honored to serve as the collective voice for such an outstanding team of A&P colleagues. I look forward to working with this council for many years to come.

Respectfully,

A handwritten signature in cursive script that reads "Tara Haley". The signature is written in black ink and is positioned above the typed name and title.

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



Date: June 11, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2024 Career Employees' Council Report

Chair Young and Trustees:

This is my first report as 2024-2025 Chair of the Career Employees' Council (CEC) and look forward to our partnership over the next year. On Tuesday, May 21, 2024, the CEC met to introduce the newly elected Executive Board for the 2024-2025 year. The elections process is outlined in the section titled *Enhancements*. Congratulations to my fellow colleagues on their appointments:

- Ronny Elmore, Vice-Chair
- Shannon Oliver, Secretary
- Brandy Williams, Treasurer
- Vanessa Gordon, Publicity Coordinator

Enhancements

The Council has displayed meticulous commitment to FSCJ and promise in its ongoing efforts to advise on enhancing the employment experience of Career Staff:

This work continued to the Tuesday, March 26, 2024 meeting with the announcement of new representatives and the beginning of the campaign period for candidates.

The timeline for the new elections are as follows:

Date	Activity
March 26, 2024	New Representatives announced. Open campaign period for candidates.
April 30th – May 3, 2024 (noon)	Electronic voting
May 6, 2024	Election committee meet to tally votes
May 6, 2024 (by 5 pm)	Winners announced to Executive Committee. The Executive Board has 5 working days to review the results.
May 7 – 13, 2024	Executive board review winners
May 21, 2024	Special CEC Meeting to announce winners. The new Executive Board members would assume their roles effective immediately.

Career Employees' Council Report
June 11, 2024
Page 2

Operational Effectiveness

The Council's Board understands the value of supporting successful Talent and Acquisition as we know that successful new hires result in future College operational effectiveness and student success. With great respect to that value, Council members delivered on the following:

1. On February 8, 2024, at the request by Dr. Eddy Stringer III, Dean of Mathematics, Dorian Bush, Administrative Assistant, committed to serve as the Career representative on the search committee for the acquisition of Department Chair for the Mathematics Department.
2. On February 29, 2024, at the request by Jerry Thor, Director of Athletics, Christie Wilson, Student Success Advisor II, committed to serve as the Career representative on the search committee for the acquisition of Head Coach position of the women's basketball program for the Athletics Department.
3. On April 10, 2024, at the request by Dr. Marc Boese, Executive Director of Organizational Development, Vanessa Gordon, Career Employees' Council Interim Chair/ Publicity Coordinator, 2024-2025 and Rebecca A. Nelson, Curriculum Coordinator, committed to serve as the Career representatives on the search committee for the Associate Provost of Liberal Arts and Sciences.
4. On April 22, 2024, at the request by Jason Rosario, Director & Lead Architect - Network Operations, Toni Abbott, Campus Operations Coordinator, committed to serve as the Career representative on the search committee for the Engineer I – Client Services.
5. On May 13, 2024, at the request by Julie Stein, Director of Program Development, Rebecca A. Nelson, Curriculum Coordinator, committed to serve as the Career representative on the search committee for the Instructional Program Manager of VERTICAL.
6. On May 28, 2024, at the request by Dr. Elliott Strickland, Vice President for Student Development, Bryan Stewart, Administration Support Manager Enrollment, committed to serve as the Career representative on the search committee for the Executive Director of Military Affairs & Veteran Services.

Fundraising and Professional Development

The Council in its efforts and results this year on its fundraising and were able to assist more career employees in pursuing professional development compared to the previous year.

Employee Recognition

The Council enhanced its current capacity to promote Career Employee recognition:

1. On November 7, 2023, Vanessa Gordon, CEC Publicity Coordinator, volunteered and was approved as interim chair of the CEC.
2. On February 6, 2024, Dr. Marc Boese, Executive Director of Organizational Development requested 4 to 5 CEC members to service on the committee for the human resources sponsored/headed CEC annual awards. The CEC members serving on the committee are Rebecca A. Nelson, Rashida Everett, Shannon Oliver and Stephanie Castro.
3. Interim CEC Chair, Vanessa Gordon has continued the partnership with Amanda Burgess, Assistant Director of Communication Information Services, to deliver this year's signature Employee Recognition project with the goal to express how valued and respected Career Employees of FSCJ are through recognition in the College-wide monthly newsletter, the "BlueWave." This recognition, and community-building, highlights CEC members nominated or selected by their peers to showcase their contributions to FSCJ. The hope is to include the achievements of Career Employees who are doing good things at the College and in their community and pursuing their goals to show employees that people are watching and that they enjoy and value their contributions to FSCJ.
4. Ashlie Empleo, Program Coordinator for H.O.P.E. Food Pantry, was announced as the winner of the Career Employees' Council Recognition of Excellence Award on April 5, 2024.

College and Community Engagement

The Council continues to contribute to the growth of College resources available to Career Employees as they pertain to belonging and health/wellness:

On February 6, 2024, the CEC received the information that Darci Lanaghan, Director of Benefits and Human Resource Information Systems, dozens of valued Council Representatives volunteered to serve on the Sick Leave Pool Committee capacity. Ronny Elmore, Kent Campus Council Representative, was selected and committed to serve on the committee. The other CEC members serving on the committee are Rebecca A. Nelson and Dr. Cynthia Motzny, Council Secretary.

In summation, The Council is dedicated to the Mission, Vision, and Values of FSCJ.

The Council is dedicated to support our current and future employees to ensure representation in wide-capacity and to encourage the achievement of their professional goals.

The Council is committed to making the College a positive experience for students to embark upon a successful educational journey.

The Council anticipates continued collaboration with the Administrative/Professional Council and Executive Leadership in promoting the Mission, Vision, and Values of the College in 2024 and beyond.

Career Employees' Council Report
June 11, 2024
Page 4

On behalf of the Career Employees, we express our gratitude to the District Board of Trustees for your time, determination, and care that you bring to the FSCJ community.

Respectfully,

A handwritten signature in cursive script that reads "RAMUSA".

Rebecca A. Nelson
Career Employees' Council Chair, 2024-2025
Florida State College at Jacksonville
904-632-3274 / Rebecca.Nelson@fscj.edu



Date: June 11, 2024
To: Florida State College at Jacksonville District Board of Trustees
From: John A. Woodward, PhD
Re: June 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

Senate's work is on hiatus until September. That said, there is still work to be done and work being done over the summer.

I am encouraged by a new committee organized by Dr. Rich Turner that will give guidance regarding our use of online testing. As you will have seen in my previous letters, the faculty are very concerned with how easy cheating has become. And while online courses and online testing has opened avenues for historically disadvantaged students, it is also the case that never has cheating been easier in these formats. We will work on faculty guidance when we return in September. It is clear that we need to closely evaluate our pedagogy in order to align with the federal guidelines of "Regular and Substantive Interaction" in online courses. We must also exam our use of assessment and how assessment figures into the task of educating students, determining that they know what we expect them to know, and how. There are large scale issues at play in this discussion, including capacity and questions of academic freedom that we have to carefully balance. But all of our faculty are dedicated to the integrity of our degrees and our coursework and we are determined to find solutions to these problems. We might think of this also as an opportunity for an education in ethical thought. After all, as Aquinas wrote: "human beings by nature have a capacity for virtue, but they need to arrive at the very perfection of virtue by some training." We shall look into leveraging this new technology and its implications into discussions about ethics and human society that I think will benefit our students.

Another concern I must take a moment to voice is the exclusion of Sociology from the General Education Core. Senate is very concerned and has long been concerned with the state regulation of general education because of the impact it has on the broad base of education as a whole. The concept of general education has always been a difficult one to manage, we recognize; and looking at its history one sees a heterogeneity of approaches by different states and different institutions. We as faculty will always support the governance model over curriculum promoted by all accrediting bodies: the faculty control the curriculum. We will always promote the idea that faculty are professionals of education in their fields. We would never ask a medical doctor to build a nuclear power plant. Nor should we ask non-academics to develop academic curriculum. That said, all those who are served by the nuclear power plant (to continue the analogy) should have a say in its operation and management as well as the ability to ask for or even demand improvements. That is how higher education should function. We do accept feedback and suggestions from our community partners and look to them to help us understand the community need. The same process can be used to inform general education curriculum, and I do not deny that we in general education could be better at listening to the needs of the community. In this case, the Senate must support the statement from the American Sociological Association: "Principles of Sociology contributes substantially to improving the civic literacy of Florida's college students and provides broad foundational knowledge." While its removal from the core does not entail its removal from general education itself, we suggest that such a removal is

June 2024 Faculty Senate Report
June 11, 2024
Page 2

misguided based on the clear purpose of the SBS core; moreover, it is a decision we as faculty would not have made. We know that this is not a decision by this board nor by this institution and can only encourage everyone in academics to constantly remind their communities of the importance of general education to prepare students for a complex and difficult world. This is a world and an age that needs the ethical and moral instruction of which Sociology can be a part. Zygmunt Baumann, world-renowned European sociologist, describes this world as “liquid modernity”: “the emancipated technology of our liquid modern times obtains similar effects [to the earlier modern erosion of morally pregnant human actions] through an ‘ethical tranquillization’ of sorts. It offers ostensible short-cut exits for moral impulses and quick-fix solutions for ethical quandaries, while relieving the actors from responsibility for both, shifting that responsibility to technical artifacts and, in the long run, ‘morally deskilling’ the actors, putting their moral conscience to sleep, grooming insensitivity to the full impact of moral challenges and, all in all, morally disarming the actors when it comes to difficult choices requiring a measure of self-denial or self-sacrifice.”¹ How prescient was he writing in 2006 to the pressures of our current world? And how resonant with the very situation in which we find ourselves relative to AI in higher education? This is the world that general education and sociology as a field can help prepare our students for.

Finally, I want to take a moment in this letter to congratulate our colleague Dr. Kathleen Ciez-Volz on her new job as provost of Florida Gateway College. I am very happy to call her a colleague and very happy for her new position while at the same time sad to see her leave the institution. She has been central to so many of our academic and curriculum projects and always a strong proponent of academics, academic freedom, and the faculty as a whole. I know she will succeed in Lake City as she did here.

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

That concludes my report to the board.

Respectfully,



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

¹Zygmunt Baumann, *Liquid Fear* (Cambridge: Polity Press, 2006), 89.



Date: June 11, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2024 Student Government Association Executive Board Report

Greetings Chair Young and Trustees:

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period between April 2024 and June 2024. All of the Student Life and Leadership programming is led by students and for all students.

Since the last report, the SGA has accomplished the following:

- During April, the Deerwood, Downtown, Kent, North, and South Campus SGA officers hosted Asian American Pacific Islander celebrations as part of the History and Heritage series.
- Also, during April the students of the Cecil, Deerwood, Downtown, Kent, Nassau, North, and South were recognized for Academic Achievement, Inspirational Achievement, being an Outstanding Student Worker, and Outstanding Student Leadership at the Celebration of Student Success Ceremonies.
- On April 10th, members of the SGA organized a Spring Spirit Day to celebrate the FSCJ Baseball and Softball Teams with games and food at the North Campus Softball Field.
- On April 18th, a Symphonic Band Concert was performed under the direction of Dr. Paul Weikle at the South Campus.
- Between April 19th – 20th, ten SGA officers attended the statewide Florida College System Student Government Association End of the Year Conference at Seminole State College where they attended workshops and voted for next year's officers.
- On April 22nd, the Phi Theta Kappa Induction Ceremony took place in the Kent Campus Auditorium.
- From April 22nd to April 25th, every campus hosted Stress Relief Week programming to help students relax before finals.
- During May and June, the Nassau Center, North Campus, and South Campus hosted Ice Cream Social events for students.
- On May 16th, Downtown Campus students enjoyed popcorn, snow cones, and social activities during the Downtown Campus Kickback event.
- On May 22nd, SGA Officers from the Nassau Center and North Campus helped carry out a successful Nassau Center Summer Cookout.
- On May 23rd, Downtown Campus students enjoyed refreshments and games during a Cheesecake Social.
- On June 13th, the Downtown Campus Summer Kickoff will take place where students can play basketball, enjoy refreshments, drinks, and have other outside activities.

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,
Uladzislau (Vlad) Sadouski
FSCJ Collegewide Student Government Association President

Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 19, 2024, Special Meeting
Administrative Offices, Board Room 405, 2 p.m.

PRESENT: O. Wayne Young, Chair
Jennifer D. Brown, Vice Chair, Duval County
Roderick D. Odom, Vice Chair, Nassau County (via remote attendance)
Michael M. Bell
Thomas R. McGehee, Jr.

ABSENT: Andrew B. Shaw

CALL TO ORDER: Chair Wayne Young called the meeting to order at 2 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Roderick Odom via remote attendance.

PLEDGE: Chair Young led the Pledge of Allegiance.

STATEMENT OF THE PRESIDENT: College President John Avendano, Ph.D. shared his appreciation to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) for their attendance at today's Special Meeting. He stated that the meeting had been called due to the matters happening in Tallahassee last week with respect to the Governor's veto session. The College will provide information concerning FSCJ's budget, Capital Improvement Plan and Employee Insurance Plans for discussion and action by the Board, accordingly.

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.

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.

DISCUSSION BY TRUSTEES / ACTION BY THE BOARD: President Avendano presented the administration's recommendation on Action Item 1, Facilities: Capital Improvement Plan (CIP), Fiscal Years 2025-26 through 2027-28, on agenda pages 688 – 724.
(Ref. Board Agenda for June 19, 2024; Items 1 through 3, Pages 202400687 – 728)

MOTION: (Bell – McGehee) The motion was made to approve the CIP, Fiscal Years 2025-26 through 2027-28, as recommended.

Associate Vice President of Administrative Services Steve Stanford and Associate Vice President of Facilities Morris Bellick shared with the Board information relating to the CIP for the next three years, noting the need for amendments due to

the veto of funds for the Nursing Program facilities at North Campus, changes of the Public Education Capital Outlay (PECO) funding and subsequent submission to the Division of Colleges by July 1, 2024.

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, Finance: Fiscal Year 2024-25 Capital Outlay Budget, on agenda pages 725 – 727.

MOTION: (McGehee – Brown) The motion was made to approve the Fiscal Year 2024-25 Capital Outlay Budget, as recommended.

Associate Vice President Stanford shared with the Board information relating to the Capital Outlay Budget, noting the budget reflects actions taken today regarding the CIP, removal of \$2.8m PECO funds for the nursing expansion at North Campus, internal conversations concerning legislative asks for top priorities and how the College will move forward.

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 information on Information Item A, Finance: 2024-25 Employee Insurance Plans, on agenda page 728.

Chief Human Resource Officer Mark Lacey shared with the Board information relating to the Employee Insurance Plans, noting the Legislature approved a statute to allow institutions in the Florida College Division to participate in the State Health Insurance Plan, however, the \$80m in state funding was vetoed.

The new bill, HB 5101, is scheduled to be implemented no later than July 31, 2025. The 2024-25 FSCJ Operating Budget, which was approved by the DBOT on June 11, was prepared to include all costs for employee insurance with the same plans as 2024 and including an 8% increase in health insurance premiums for 2025. Therefore, the costs of the Employee Insurance Plans are encompassed in the 2024-25 Operating Budget, noting no changes are required to maintain a balanced budget. Additionally, the Florida Department of Management Services will work with the state colleges to prepare and assist with file fees at implementation.

Chair Young asked if there were any questions or comments by the Board. There was discussion by the Board regarding the implementation of the State Health Plan, cost and funding for the Plan and hopeful positive actions during the 2025 Florida Legislative Session.

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

President Avendano thanked the Board for their flexibility and understanding to meet this week. He shared with Trustees if there are any follow-up questions/concerns regarding today's items to please feel free to reach out to him directly and/or any member of his leadership team.

NEXT MEETING:

Chair Young announced the Board will meet on Tuesday, July 9, 2024, at the College's Nassau Center for a Deep Dive Workshop. The workshop will convene at noon. The next regular meeting of the Board is scheduled for Tuesday, August 13, 2024, at the College's Administrative Offices, 1 p.m.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 2:26 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**

AGENDA ITEM NO. CA – 1.

Subject:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	August 13, 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.

6Hx7-3.24 – Collective Bargaining Agreement
6Hx7-3.55 – Employee Grievance

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
	6Hx7-3.24	Collective Bargaining Agreement	3 - 31

- (1) The Collective Bargaining Agreement (“Agreement”) between the District Board of Trustees (**DBOT**) of Florida State College at Jacksonville (**FSCJ**) and the United Faculty of Florida – Florida State College at Jacksonville shall govern the terms and conditions of employment and compensation for full-time instructional personnel including teaching faculty, counselors and librarians designated as members of the bargaining unit.
- (2) For said full-time instructional personnel including teaching faculty, counselors and librarians, the provisions in the Agreement shall prevail over any asserted discrepancy between any other Board Rule and/or Administrative Procedure related to the employee issue(s) and the Agreement.
- (3) The Agreement is hereby deemed Rule Equivalent.

(General Authority: F.S. 1011.01, 1001.44, 1004.726, 1001.02, 1001.03)

(Adopted 09/02/03, Revised: 09/04/07, 01/13/15)

(Reviewed: 12/13/16, 08/13/24)

RULES OF THE BOARD OF TRUSTEES		
NUMBER	TITLE	PAGE
6Hx7-3.55	Employee Grievance	3 - 69

- (1) College personnel are entitled to fair and equitable treatment. The College and its employees share a joint responsibility to seek means of satisfactorily resolving grievances concerning an employee's rights regarding terms and conditions of employment as set forth in the College Board Rules and Administrative Procedures.
- (2) The College President shall establish, or cause to be established, procedures to address employee grievances.

(General Authority: F.S. 1001.64, 1001.65, 1012.81)

(Adopted 07/01/72, Revised: 06/23/80, 12/02/14 Formerly 5.45)

(Reviewed: 12/13/16, 08/13/24)

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

AGENDA ITEM NO. CA - 2.

Subject:	Facilities: Certificate of Final Inspection for the Cecil Center – ARP Act – Phase I – Controls Upgrade – Buildings A, G & J
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Cecil Center – ARP Act – Controls Upgrade, Buildings A, G & J Project to Trane US, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Trane US, Inc. for the Controls Upgrade in Buildings A & G, Cecil Center North and Building J, Cecil Center South in accordance with plans and specifications developed by McKim & Creed, Inc. The College issued the contract to Trane US, Inc. on June 13, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on July 11, 2024, by the College's Facilities Management & Construction Building Code Official and the Engineer of Record, McKim & Creed, Inc. It certifies that the Cecil Center – ARP Act – Phase I – Controls Upgrade – Buildings A, G & J 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 – 3.

Subject:	Facilities: Certificate of Final Inspection for the Cecil Center – ARP Act – Phase II – Controls Upgrade – Buildings H & K
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Cecil Center – ARP Act – Phase II – Controls Upgrade – Buildings H & K Project to Trane US, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to Trane US, Inc. for the Controls Upgrade in Buildings H & K, Cecil Center South in accordance with plans and specifications developed by McKim & Creed, Inc. The College issued the contract to Trane US, Inc. on November 7, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on July 11, 2024, by the College's Facilities Management & Construction Building Code Official and the Engineer of Record, McKim & Creed, Inc. It certifies that the Cecil Center – ARP Act – Phase II – Controls Upgrade, Buildings H & K Project has been completed in accordance with the contract documents and best construction practices.

RATIONALE: State Requirements for Educational Facilities Chapter 4.2(3), and District Board of Trustees Rule 6Hx7-8.5, Construction Contract Administration require the following prior to final payment for construction contracts:

“Final Payment shall not be made until Certificate of Final Inspection has been issued, the project has been completed, and the Board has accepted the project.”

FISCAL NOTES: Final payment to the contractor is subject to this acceptance and resolution of all outstanding construction items.

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

AGENDA ITEM NO. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the North Campus, Building A – ARP Act – Roof Replacement
Meeting Date:	August 13, 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 A – 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 A 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 July 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 A – 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 – 5.

Subject:	Facilities: Certificate of Final Inspection for the North Campus, Building D – ARP Act – Roof Replacement
Meeting Date:	August 13, 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 D – 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 D 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 July 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 D – 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. A – 1.

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Consent Agenda as presented, with the exception of:

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

The item(s) above has been removed from the Consent Agenda for individual consideration.

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

AGENDA ITEM NO. A – 2.

Subject:	Administrative Procedure Act – Board Rules, Section 2 – Administration
Meeting Date:	August 13, 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.

6Hx7-2.1 – Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation

6Hx7-2.19 – Tobacco and Smoke Free Environment

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

- Edits to Board Rule 6Hx7-2.1 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-2.19 – Recommends modifications to the Rule to reflect 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
6Hx7-2.1	Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation	2 – 1

- (1) Florida State College at Jacksonville (**FSCJ**) is committed to the principle of equal opportunity in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. Discrimination or harassment on the basis of race, ethnicity, creed, color, national origin, religion, age, sex, gender, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations against students, employees, applicants for admission and applicants for employment is prohibited. Sexual harassment, sexual assault, domestic violence, dating violence and stalking are forms of prohibited sex discrimination.
- (2) The College President is delegated the responsibility to establish guidelines and procedures, to implement the College's equal educational and employment opportunity, equity rules and principles.
- (3) ~~The College shall develop and maintain an Equity Plan that is in compliance with this Board Rule and other applicable federal and state laws.~~ **As a federal contractor, the College shall develop and maintain an Affirmative Action Plan as required by federal regulations.** The College President, **or designee** shall designate a College Equity Officer and delegate to the designee **shall have** the responsibility for the development and oversight of the ~~Equity~~ **Affirmative Action** Plan and associated goals.
- (4) Discrimination, harassment and retaliation are prohibited by this rule.
 - A. Any employee, student, student organization, business entity or person privileged to work or study in or for the Florida State College at Jacksonville **FSCJ** community who violates this policy will be subject to disciplinary action up to and including periodic or permanent exclusion from the College or College business.
 - B. All College vendors and contractors who do business on College premises shall be subject to this policy to the extent that this policy or the contractual agreement requires the vendors and/or contractors to not discriminate against or harass members of the College community.
- (5) Collegewide responsibility for the coordination of specific actions pertaining to formally submitted issues is delegated by the College President to the ~~Executive Director, Employee Relations and~~ College Equity Officer as indicated below and all communications related to this rule and actions taken thereof will be maintained by the College Equity Office.

College Equity Office
 Florida State College at Jacksonville
 501 W. State Street
 Jacksonville, FL 32202
 (904) 632-3221
equityofficer@fscj.edu



RULES OF THE BOARD OF TRUSTEES


NUMBER	TITLE	PAGE
6Hx7-2.1	Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation	2 – 1.1

(General Authority: F.S. 1000.05, 1001.64, 1001.65, 1006.53, 1012.86, SBE Rule 6A-19.001)

(Adopted 07/01/72, Revised: 07/13/78, 12/13/78, 06/23/80, 06/29/83, 06/23/87, 03/16/88, 11/16/88, 05/31/89, 03/01/95, 03/02/04, 06/01/04, 04/07/11, 04/03/12, 04/08/14, 12/02/14, 09/08/15, 08/13/24)

Formerly 4.1

(Reviewed: 04/12/16, 04/14/20)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-2.19	Tobacco and Smoke Free Environment
		PAGE
		2 - 32

- (1) Effective March 1, 2013, Florida State College at Jacksonville (**FSCJ**) declares ~~d~~ the College to be a tobacco, smoke free and vapor free organization. Accordingly, ~~Florida State College at Jacksonville~~ **FSCJ** will prohibits the use, distribution or sale of all tobacco products, electronic devices, including vapor products and nicotine products not approved by the FDA for tobacco cessation therapy, in all indoor and exterior college-owned property, all institution-sponsored off-campus events, and in all campus-owned vehicles.
- (2) College employees, students, visitors, contractors and all others are expected to comply with this Rule and the Florida Indoor Clean Air Act at all times.
- (3) The College President is authorized to develop administrative procedures in furtherance of this Rule.

(General Authority: Florida Indoor Clean Air Act, F.S. 386.201-209, 1001.64, 1001.65)

(Adopted 03/16/88, Revised: 02/17/94, 04/03/12, 08/12/14, 06/14/16, **08/13/24**)

(Reviewed: 2/11/14)

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

AGENDA ITEM NO. A – 3.

Subject:	Administrative Procedure Act – Board Rules, Section 3 – Human Resources
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 3 – Human Resources, effective with this action.


6Hx7-3.6 – Contracts

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 6Hx7-3.6 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.

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

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-3.6	Contracts	3 – 10

- (1) The District Board of Trustees (DBOT) shall prescribe contract forms for College personnel.
- (2) ~~These contracts may include but are not limited to:~~
- ~~A. Annual contracts for employment;~~
- ~~B. Continuing contract for instructional personnel;~~
- ~~C. Professional, temporary, part-time or supplemental contracts.~~
- (2)-(3) The DBOT directs the College President to develop and implement procedures for the administration of contracts.

(General Authority: F.S. 1001.64, 1001.65, SBE Rule 6A-14.0411)

(Adopted 07/01/72, Revised: 07/01/73, 07/13/78, 06/23/80, 02/16/83, 01/06/87, 3/16/88, 4/15/93, 09/02/03, 03/10/15, 08/13/24, Formerly 4.5)
(Reviewed: 12/13/16)

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

AGENDA ITEM NO. A – 4.

Subject:	Administration: Performance Evaluation – Dr. John Avendano, College President
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance evaluation of the President as required by law and the provisions of the employment contract between the Board and the President.

BACKGROUND: At the June 11, 2024 workshop, Board members were asked to complete the evaluation form independently and return the form to the Chief Human Resource Officer. The individual ratings and comments received were recorded on a summary evaluation document. At the July 9, 2024 workshop, the evaluation was discussed with Dr. Avendano.

RATIONALE: The President's annual evaluation addresses statutory mandates relating to 1008.45 (Florida College System Institution Accountability Process) and 1012.86 (Florida College System Institution Employment Equity Accountability Program).

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

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

AGENDA ITEM NO. A – 5.

Subject:	Administration: Performance Incentive – Dr. John Avendano, College President
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance incentive payment of \$52,369.80 to the College President based on the performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President.

BACKGROUND: At the August 8, 2023 meeting, the Board approved Amendment Five to the College President’s Contract of Employment thereby establishing the College President’s 2023-24 goals and objectives. At their July 9, 2024 workshop, Board members discussed the College President’s performance and achievement of established goals and objectives.

RATIONALE: The President’s annual evaluation includes an assessment of established goals and objectives which have been deemed to have been met.

FISCAL NOTES: The fiscal impact of this action is \$52,369.80.

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

AGENDA ITEM NO. A – 6.

Subject:	Office of General Counsel: College President's Contract of Employment; Amendment Six
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment Six to the College President's Contract of Employment.

BACKGROUND: Pursuant to the College President's Contract of Employment ("Contract"), the District Board of Trustees may make modifications or revisions to the Contract in conjunction with the President's annual performance evaluation. Per the College's President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. The 2024-25 goals and objectives for Dr. Avendano shall be added to the College President's Contract of Employment.

RATIONALE: Approval of this item is within the Board's statutory authority to evaluate, compensate and retain the College President.

FISCAL NOTES: The recommended salary is comprehended in the College's annual salary budget. The impact of the performance incentive is an amount up to \$86,556.81.

AMENDMENT NUMBER SIX
CONTRACT OF EMPLOYMENT
BETWEEN
DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT JACKSONVILLE
AND
JOHN AVENDANO, PH.D.

This Amendment Number Six ("Sixth Amendment") is made and entered into this ____ day of August 2024 ("Sixth Amendment Effective Date"), by and between The District Board of Trustees of Florida State College at Jacksonville (the "Board" or "the Board of Trustees"), and John Avendano, Ph.D. ("Dr. Avendano" or the "College President"). The Board and Dr. Avendano are collectively referred to as "the parties".

WHEREAS, the Board and Dr. Avendano entered into a contract of employment dated April 9, 2019 ("Contract"); and

WHEREAS, the Board and Dr. Avendano wish to amend the Contract;

NOW, THEREFORE, in consideration of the above recitals, and the mutual agreements, covenants, terms, and conditions set forth herein, the parties agree as follows:

1. Paragraph 1. shall be deleted in its entirety and replaced with the following:

The Board agrees to employ Dr. Avendano as the President of Florida State College at Jacksonville ("the College") from July 1, 2019 through June 30, 2027 ("the Term") pursuant to the terms and conditions set forth herein. The anniversary date hereafter of this Contract shall be deemed to be July 1 of each year and the Board will review the contract annually prior to each anniversary and make such modifications to the length of the contract, the salary of the College President, or other terms and conditions as may be mutually acceptable to the parties. Dr. Avendano agrees to accept the position and perform the duties of the College President for the Term pursuant to the terms and conditions set forth herein.

2. Paragraph 4a. i. shall be deleted in its entirety and replaced with Paragraph 4a. i. with the following:

- i. At the Board’s sole discretion and based on Board’s annual evaluation and assessment of the College President’s performance and achievement of established goals and objectives, the College President shall be entitled to a performance incentive of up to fifteen percent (15%) of base salary within thirty (30) days following the Board’s acceptance of Dr. Avendano’s annual evaluation and upon notice of these findings. Additionally, the College President shall be entitled to a performance incentive of up to nine percent (9%) of base salary based on increased FTE enrollment from the 2023-24 reporting year (Summer 2023, Fall 2023, Spring 2024) to the 2024-25 reporting year (Summer 2024, Fall 2024, Spring 2025). The nine percent (9%) performance incentive for increased FTE enrollment shall be paid according to the following parameters: three percent (3%) FTE enrollment increase shall yield a three percent (3%) performance incentive; four percent (4%) FTE enrollment increase shall yield a six percent (6%) performance incentive; five percent (5%) or higher FTE enrollment increase shall yield a nine percent (9%) performance incentive. The goals and objectives for Dr. Avendano’s 2024-2025 evaluation are attached as Exhibit Eight (8).

3. Except as specifically amended by this Sixth Amendment, all other terms and conditions of the Contract shall remain in full force and effect and are to be performed pursuant to the terms and conditions set forth in the Contract. This Sixth Amendment is hereby made a part of and incorporated into the Contract.

IN WITNESS WHEREOF, the parties hereto have set their hands to cause this Sixth Amendment to be executed as of the Sixth Amendment Effective Date written above, with the full intent to be bound by the provisions herein.

DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT
JACKSONVILLE

Attest

By: _____
Chair, O. Wayne Young

COLLEGE PRESIDENT

Attest

By: _____
John Avendano, Ph.D.

Exhibit Eight (8)
FSCJ College President
John Avendano, Ph.D.
2024-25

GOALS & OBJECTIVES	2023-24 ACTUAL	GOALS FOR 2024-25	2024-25 ACTUAL
ENROLLMENT GOALS:			
FSCJ will increase annual FTE by 3% over 2023-24 enrollment year. (FUNDED FTE)	14,999	3% = 15,448 4% = 15,598 5% = 15,748	
FSCJ will increase its High School Yield by 2% over 2023-24 for each school district.	DCPS 13.3% NCSD 17.4%	DCPS 15.3% NCSD 19.4%	
FSCJ will increase annual FTE for Bachelor Degree Students by 4% over 2023-24 enrollment year. (Funded FTE)	1,552	1,613	
STUDENT SUCCESS GOALS:			
FSCJ will increase student persistence by 2% over 2023-24.			
FSCJ will increase Fall-to-Fall student persistence by 2% over 2023-24.	56%	58%	
FSCJ will increase Fall-to-Spring student persistence rates by 2% over 2023-24.	75%	77%	
INSTITUTIONAL GOALS:			
FSCJ will initiate the process, coordinate internal and external involvement and establish goals and objectives for the next Strategic Plan for the College through 2027. The new Strategic Plan will be closely aligned with the Comprehensive Campaign: Transforming Tomorrow Together.		Initiate the Process, Coordinate Internal and External Involvement and Establish Goals and Objectives for next Strategic Plan (Through 2027).	
FSCJ will officially launch the "Silent Phase" of the Comprehensive Campaign in January 2025.	Anticipated Launch October 2024 (Workgroup formed to develop healthcare program/industry needs framework).	Officially Launch "Silent Phase" of Comprehensive Campaign.	
FSCJ will officially launch the Collegewide Customer Service Campaign associated with the Ritz Carlton and enroll 70% of all Full-time personnel.	Ritz-Carlton Training Development, Assessment and Execution under development. Train-the-Trainer Certification to be complete April 2024 for Executive Review in May 2024.	Officially Launch Collegewide Customer Service Campaign.	
FOUNDATION GOALS:			
FSCJ Foundation will increase the number of President Circle members by 10% over 2023-24.	2023-24 73	2024-25 80	
FSCJ, through the Comprehensive Campaign (Transforming Tomorrow Together), will secure \$4 million in Campaign Commitments by June 30, 2025.	\$842,777	\$4M	

202500059

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

AGENDA ITEM NO. A – 7.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	August 13, 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.	2020C-01T	HVAC Delivery Order Contracting Services	Trane US, Inc.	09/01/2024	08/31/2025	5 of 5	\$1,000,000	0% Lot 1 3.0% Lot 2*
2.	2020C-01W	HVAC Delivery Order Contracting Services	WW Gay Mechanical Contractors, Inc.	09/01/2024	08/31/2025	5 of 5	\$1,000,000	0%
3.	2020C-02C	Tree & Vegetative Debris Removal Services	Custom Tree Care, Inc.	09/01/2024	08/31/2025	5 of 5	\$385,000	0%
4.	2020C-02J	Tree & Vegetative Debris Removal Services	J. B. Coxwell Contracting, Inc.	09/01/2024	08/31/2025	5 of 5	\$385,000	3.18%

*Lot 2 -Discounted Labor Rates and Material Costs

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. A – 8.

Subject:	Facilities: Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28
Meeting Date:	August 13, 2024

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College's annual Capital Improvement Plan (CIP) as summarized on the attached forms for submission to the Division of Colleges. A copy of the final CIP document will be available for review at the August 13, 2024 DBOT meeting.

BACKGROUND: The CIP is an annual submission to the Division of Colleges, indicating the College's priorities for renovation, remodeling and new construction projects. These projects are based on recommendations included in the College's 2023 Five-Year Educational Plant Survey.

The Survey consists of a complete facilities inventory of all spaces in the College and matches the available space against a five-year forecast of student full-time equivalent (FTE) growth at each campus. A set of standard space requirements for classrooms, labs, student services, administration and other support space categories is applied to the forecast growth and compared to the existing inventory. Deficiencies in each category are calculated by comparing the existing available space against the state space requirements. The CIP identifies the space needs and addresses the needs in the College priority projects. The CIP is submitted to the Division of Colleges for prioritization along with the other 27 college plans, and a consolidated list is presented to the next Legislature for Public Education Capital Outlay (PECO) funding.

The College's highest priorities in the CIP include remodeling, renovation, and maintenance as follows:

1. ALLIED HEALTH MODERNIZATION
2. REN/MAINTENANCE PUBLIC SERVICE PROGRAMS: FIRE TRAINING ACADEMY OF THE SOUTH (SC), CRIMINAL JUSTICE CENTER (NC), AND PUBLIC SAFETY (SC)

The requirement set forth by the Florida College System is to only present two priority projects annually for consideration. A complete list can be found on the attached CIP-2 Summary document.

CIP Funding Request		
	2024-25 Request	3-Year Request 2025-28
Remodeling	\$0.00	\$20,093,125
Maintenance	\$285,000	\$18,786,248
Total	\$285,000	\$38,722,290

Subject: Facilities: Capital Improvement Plan, Fiscal Years 2025-26 through 2027-28
(Continued)

RATIONALE: The CIP outlines the College's renovation and remodeling projects in order of priority based on forecasted growth in the Survey. The plan forms the basis for inclusion of these projects on the Commissioner of Education Legislative Funding Request.

FISCAL NOTES: If approved, these projects will be funded by PECO funds from the State. In addition, the College Capital Outlay Plan for FY 25/26 identifies select projects to be completed in 2025/26 with partial funding from Capital Improvement Funds (local funds).

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2025-26 through 2027-28**

CIP 2

COLLEGE: Florida State College at Jacksonville

MAINTENANCE, REPAIR & RENOVATION PROJECTS

INITIAL PRIORITY REQUEST #	YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2020	MAINT/REPAIR	REN/MAINTENANCE PUBLIC SERVICE PROGRAMS: FIRE TRAINING ACADEMY OF THE SOUTH (SC), CRIMINAL JUSTICE CENTER (NC), AND PUBLIC SAFETY (SC)	2, 4	\$9,339,980	\$4,723,134	\$4,723,134	\$18,786,248	\$0	\$880,181	\$19,666,429	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 9,339,980 \$4,723,134 \$ 4,723,134 \$ 18,786,248

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

INITIAL PRIORITY REQUEST #	YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2024	REMODEL	ALLIED HEALTH MODERNIZATION	2	\$7,160,000	\$6,158,531	\$6,617,511	\$19,936,042		\$3,835,844	\$23,771,886	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$7,160,000 \$6,158,531 \$6,617,511 \$ 19,936,042

GRAND TOTAL OF ALL PROJECTS \$ 16,499,980 \$ 10,881,665 \$ 11,340,645 \$ 38,722,290

202500063

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	August 13, 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 August 13, 2024**

Faculty Full-Time Appointments

Bernkrant	Pamela	Professor of American Sign Language/Interpreter
Davis	Kenneth	Professor of Public Safety
Majewska	Izabela	Temporary Professor of Political Science
Timmins	Noah	Professor of Aviation
Varthakavi	Holly	Professor of American Sign Language/Interpreter
Walker	Natalie	Professor of Finance
Walters	Keith	Professor of Accounting

A&P Full-Time Appointments

Bowman	Johnny	Director of Program Innovation
Chakraborty	Ujjwal	Associate Provost for Liberal Arts & Sciences
Corbelli	Jennifer	Instructional Program Manager
Joseph	Anita	Director of Postsecondary Transition Program
Lawrence	Carol	Assistant Director of Accounting - Accounts Receivable
Lawson	Robert	Executive Director of Enterprise Applications
Nuccio	Paul	Engineer I Client Support
Parsons-Davis	LeTitia	Department Chair
Stewart	Bryan	Interim Executive Director of Military Affairs and Veteran Services

Career Position Reclassifications

Fleming	Marvyne	Test Examiner
Turner	Payton	Test Examiner

Career Full-Time Appointments

Alberto	Kilara	Plant Service Worker
Arnold	Lauren	Student Success Advisor I
Bonet Tosado	Yeisa	Enrollment Coach
Bowman	Jasmine	Security Officer
Brown	Marcellus	Senior Security Officer
Horstmanshof	Jon-Kipp	Campus Police Officer
Kelley	Micheal	Security Officer
Lamb	John	Campus Police Officer
Larson	Lynn	Student Success Advisor II
Mette	Shannon	Case Manager/Career Specialist
Murray	Vickie	Academic and Career Advisor
Pedrozo	Jennifer	Compensation and Classification Specialist
Perrin	Christina	E-Learning Services Coordinator
Revis	John	Campus Police Officer
Reynolds	Greg	Center Facilities Supervisor
Runnestrund	Allie	Campus Dual Enrollment Coordinator
Sabado	Philip	Student Success Advisor II
Santos	Samantha	Retention Specialist
Smith	Scott	Academic and Career Advisor
Starke	Tyrah	Communications Coordinator
Strickland	Caroline	Administrative Assistant III
Williams	Aisha	Contact Center Representative I
Woodard	Shaquana	Advisor II

Career Part-Time Appointments

Butler	Stephen	Laboratory Assistant
Dhooper	Sachleen	Test Examiner
Hill	Tracye	Program Facilitator I
Kapus Toth	Rita	Test Examiner
Kinchen	Breana	Academic Tutor
Lee	Betty	Test Examiner
Quinones	Florita	Academic Tutor
Rossi	Lorraine	Academic Tutor
Wilson	Rosalyn	Academic Tutor

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Order Over \$195,000
Meeting Date:	August 13, 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
PO00016630	\$207,870	Databank IMX, LLC.	Data Management Software Package Annual Subscription	Purchase Authority: SBE 6A-14.0734 (2)(f) & (2)(g) & Board Rule 6Hx7-5.1: Professional Services & FSCJ's Approved Technology Plan.
PO00016560	\$220,500	Dell Marketing, LP.	OptiPlex 7420-Student All-in-One Desktop Computers	Purchase Authority: SBE 6A-14.0734 (2)(c) & Board Rule 6Hx7-5.1; Cooperative Agreement; RFP 21-22-02 Seminole State College Technology Refresh Program Purchase Agreement for Equipment & Services.
PO00016622	\$357,826	Instructure, Inc.	Canvas Learning Management System (LMS)	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6HX7-5.1 FSCJ's Approved Technology Plan.
PO00016683	\$352,608	Oracle America, Inc.	Oracle Solutions Annual Support Center Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Strategic Technology Plan; FSCJ Contract 2014-01.
PO00016706	\$226,048	Hargray of Florida, LLC.	Dark Fiber Services	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6HX7-5.1 FSCJ's Approved Technology Plan FSCJ Contract 2021-18.

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 \$1,364,853.

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

INFORMATION ITEM I – C.

Subject:	Finance: Travel Report
Meeting Date:	August 13, 2024

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-4.23, Travel and Per Diem. Reimbursement for the following trips were posted during the period July 1, 2023 – June 30, 2024:

Name	Trip Purpose	Destination	Travel Dates	Number of Days	Airfare and Lodging Travel Cost
Renata Henderson	Conference: Organization for Associate Degree Nursing	San Diego, CA	11/15/23-11/19/23	5	\$2,039.00
Deana Waite	Conference: HFUG Alliance	Phoenix, AZ	3/3/24-3/7/24	5	\$2,018.56
David Buchman	Conference: National Restaurant Show	Chicago, IL	5/17/24-5/22/24	6	\$2,254.25

BACKGROUND: Board Rule 6Hx7-4.23 requires presentation of a listing of trips with airfare and lodging costing \$2,000 or more to the District Board of Trustees.

RATIONALE: This listing provides the District Board of Trustees an opportunity to review College expenditures for trips with airfare and lodging costs of \$2,000 and above. All expenditures are made according to the provisions of Florida Statute 112.061.

FISCAL NOTES: These trips utilized College funding for airfare and lodging in the amount of \$6,311.81.

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

INFORMATION ITEM I – D.

Subject:	Facilities: Change Orders – Cecil Center – ARP Act – Phase I – Controls Upgrade – Buildings A, G & J
Meeting Date:	August 13, 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>Cecil Center:</u> Change orders issued to Trane US, Inc. for the original contract dated June 13, 2023, for the Cecil Center – ARP Act – Phase I – Controls Upgrade – Buildings A, G & J Project in accordance with FSCJ RFP #2020C-01T.</p> <p>Trane US, Inc. Original Contract Amount: \$478,227.12</p> <ul style="list-style-type: none"> • Increase: Change Order #1 issued to increase the PO total in the amount of \$11,232.00 for AIA CO #1. • No Monetary Change: Change Order #2 issued for AIA CO #2 to request a time extension only with no monetary change. Project PO value remains at \$489,459.12. <p>Trane US, Inc. Final Contract Amount: \$489,459.12</p>		
	CO #1 AIA CO 1	\$11,232.00
	CO #2 AIA CO 2	\$0.00

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 – E.

Subject:	Facilities: Change Orders – North Campus – ARP Act – Phase II – Door Replacement & CCure Upgrades – Buildings B, C & D
Meeting Date:	August 13, 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>North Campus:</u> Change orders issued to Warden Construction for the original contract dated September 7, 2023, for the North Campus – Phase II – Door Replacement & CCure Upgrades – Bldgs. B, C & D Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$254,223.25</p> <ul style="list-style-type: none"> Decrease: Change Order #1 issued to Decrease PO for Tax Savings Direct Purchase to YKK AP America, Inc. for REQ0018052. (Material Cost \$11,341.00 + Tax \$755.46) = Reduction total \$12,096.46, reducing the total PO from \$254,223.25 to \$242,126.79 No Monetary Change: Change Order #2 issued for AIA CO #1 for Time Extension Only as defined on Line #1, with NO Monetary value change. The PO remains at \$242,126.79. <p>Warden Construction Final Contract Amount: \$242,126.79</p>	<p>CO #1</p> <p>CO #2</p>	<p>(12,096.46)</p> <p>\$0.00</p>

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 Orders – North Campus, Building A – ARP Act – Roof Replacement
Meeting Date:	August 13, 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>North Campus:</u> Change orders issued to BBG Contracting Group, Inc. for the original contract dated August 22, 2023, for the North Campus, Building A – ARP Act – Roof Replacement in accordance with FSCJ RFP 2022C-06B.</p> <p>BBG Contracting Group, Inc. Original Contract Amount: \$459,701.87</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO for tax savings direct material purchase to Commercial Roofing Specialties, Inc. for REQ0018064. (Material Cost \$100,988.15 + Tax \$6,134.29) = reduction total \$107,122.55, reducing the total PO from \$459,701.87 to \$352,579.43. • Increase: Change Order #2 issued to increase Project PO for POR PO00016067 (Commercial Roofing Specialties, Inc.) Credit Memo #08-0011163839-001 dated 3/1/2024 Fuel Surcharge in the amount of \$70.00 generating a PO increase from \$352,579.43 to \$352,649.43 per FSCJ PO CO Req 4293. 		
	CO #1	(\$107,122.55)
	CO #2	\$70.00

Subject: Facilities: Change Orders – North Campus, Building A – ARP Act – Roof Replacement ²⁰²⁵⁰⁰⁰⁷¹
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> Increase: Change Order #3 issued to Liquidate/Cancel Materials POR PO00016067 (Commercial Roofing Specialties, Inc.) not needed to complete project verified by email dated 5/7/2024 from Jeff Hanshew & Linn Geiger in the total amount of \$15,024.37 (\$14,160.00 materials + \$864.37 Taxes) generating a PO increase from \$352,649.43 to \$367,673.80. <p>BBG Contracting Group, Inc. Final Contract Amount: \$367,673.80</p>	CO #3	\$15,024.37

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 – G.

Subject:	Facilities: Change Orders – North Campus, Building D – ARP Act – Roof Replacement
Meeting Date:	August 13, 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>North Campus:</u> Change orders issued to BBG Contracting Group, Inc. for the original contract dated August 22, 2023, for the North Campus, Building D – ARP Act – Roof Replacement in accordance with FSCJ RFP 2022C-06B.</p> <p>BBG Contracting Group, Inc. Original Contract Amount: \$466,609.25</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued for tax saving direct material purchase to Commercial Roofing Specialties Inc. for REQ0018058. (Material \$83,815.25 + Tax \$5,103.92) = reduction total \$88,919.17, reducing the total PO from \$466,609.25 to \$377,690.08. • Increase: Change Order #2 issued to Liquidate/Cancel Materials POR PO00016068 (Commercial Roofing Specialties, Inc.) not needed to complete project verified by email dated 	<p>CO #1</p> <p>CO #2</p>	<p>(\$88,919.17)</p> <p>\$10,232.33</p>

Subject: Facilities: Change Orders – North Campus, Building D – ARP Act – Roof Replacement ²⁰²⁵⁰⁰⁰⁷³
 (Continued)

Vendor	C.O.#	Amount
5/7/2024 from Jeff Hanshew & Linn Geiger in the total amount of \$10,232.33 (\$9,645.00 materials + \$587.33 Taxes) generating a PO increase from \$377,690.80 to \$387,922.41. BBG Contracting Group, Inc. Final Contract Amount: \$387,922.41		

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 – Boiler Replacement (S100A B-1), Building S
Meeting Date:	August 13, 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 W.W. Gay Mechanical Contractor, Inc. for the original contract dated June 8, 2023, for the South Campus – ARP Act – Boiler Replacement (S100A B-1), Building S Project in accordance with FSCJ 2020C-01W.</p> <p>W.W. Gay Mechanical Contractor, Inc. Original Contract Amount: \$ 218,869.00</p> <ul style="list-style-type: none"> • Decrease: Change Order #1 issued to decrease PO by \$97,211.28 (materials \$91,638.00 plus taxes \$5,573.28) per Yown's Boiler & Furnace Service, Inc. REQ0017108 generating a total PO reduction from \$218,869.00 to \$121,657.72 per PO CO Req 4017. • Decrease: Change Order #2 issued to Decrease PO for Tax Savings Direct Purchase to George A. Israel for REQ0017110 (Material \$5,564.00 + Tax \$404.84) = Total of \$5,972.84, reducing the total PO from \$121,657.72 to \$115,684.88 per PO CO Req 4067. 	<p>CO #1</p> <p>CO #2</p>	<p>(\$97,211.28)</p> <p>(\$5,972.84)</p>

Subject: Facilities: Change Orders – South Campus – ARP Act – Boiler Replacement
 (S100A B-1), Building S
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Increase: Change Order #3 issued to Increase PO for AIA CO #1 as defined on Line #1 in the amount of \$37,370.20, generating a PO increase from \$115,684.88 to \$153,055.08. <p>W.W. Gay Mechanical Contractor, Inc. Final Contract Amount: \$153,055.08</p>	CO #3 AIA CO #1	\$37,370.20

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 Orders – South Campus – ARP Act – Phase II – Door Access Controls Upgrade – Buildings A, B, C, E, F & G
Meeting Date:	August 13, 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 November 14, 2023, for the South Campus – Phase II – Door Access Control Upgrades – Bldgs. A, B, C, E, F & G Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$298,981.00</p> <ul style="list-style-type: none"> Adjustment: Change Order # 1 issued to decrease PO Line 1 price from \$298,981.00 to \$62,420.25. This is a decrease on Line 1 of 236,560.75. Adding PO Line 2 for alternate funding source in the amount of \$236,560.75. The total PO amount remains the same at \$298,981.00. Adjustment: Change Order #2 issued to increase PO Line 1 by \$100,000.00 from \$62,420.25 to \$162,420.25 and decrease PO Line 2 by \$100,000.00 for alternate funding source from \$236,560.75 to \$136,560.75. The total PO amount remains the same at \$298,981.00. 	<p>CO #1</p> <p>CO #2</p>	<p>\$0.00</p> <p>\$0.00</p>

Subject: Facilities: Change Orders – South Campus – ARP Act – Phase II – Door Access
 Controls Upgrade – Buildings A, B, C, E, F & G
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> Decrease: Change Order #3 issued to Decrease PO line 1 by \$58,894.40 (\$55,490.00 Material + \$3,404.40 Tax) for POR REQ0018562 issued to YKK, generating a Line #1 decrease from \$162,420.25 to \$103,525.85 and a total PO reduction from \$298,981.00 to \$240,086.60 per PO CO Req 5141. 	CO #3	(\$58,894.40)
<ul style="list-style-type: none"> No Monetary Change: Change Order #4 issued for AIA CO #1 to extend the project duration period with no monetary change. 	CO #4 AIA CO #1	\$0.00
<p>Warden Construction Final Contract Amount: \$240,086.60</p>		

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.