


February 4, 2025

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: John Avendano, Ph.D.   
College President

RE: February 2025 Board Agenda

Enclosed please find materials in support of the February 11, 2025, 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.

- Retreat Follow-Up
- Junior Achievement Proposal

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**  
**February 11, 2025 – 1 p.m.**  
**Administrative Offices, Board Room 405**

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**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 NOVEMBER 12, 2024, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 251-253)**

**MINUTES OF THE NOVEMBER 12, 2024, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 254-259)**

**MINUTES OF THE NOVEMBER 12, 2024, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 260-289)**

**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. 290-295)
2. Purchasing: Annual Contract Extensions (p. 296)
3. Purchasing: Property Insurance (p. 297)
4. Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Fire Tower Repairs, Building W-3 (p. 298)

**ACTION ITEMS**

1. Approval of Consent Agenda (p. 299)
2. Administrative Procedure Act – Board Rules, Section 2 – Administration (p. 300-302)
3. Administrative Procedure Act – Board Rules, Section 3 – Human Resources (p. 303-309)
4. Human Resources: Collective Bargaining Agreement (Full-time Faculty) (p. 310-325)
5. Human Resources: Salary Increase for Full-time Employees (p. 326)
6. Finance: Fees and Charges (p. 327-339)
7. Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 2 (p. 340-341)
8. Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 3 (p. 342-344)
9. Academic Affairs: Academic Calendar, 2025-2026 (p. 345-346)

## **INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 347-349)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 350)
- C. Finance: Investment Reports for Quarter Ended September 30, 2024 (p. 351)
- D. Finance: Travel Report (p. 352)
- E. Facilities: Change Order – Downtown Campus – ARP Act – Door & CCure Upgrades, Buildings A, B, C & D (p. 353)
- F. Facilities: Change Orders – South Campus – ARP Act – Fire Tower Repairs, Building W-3 (p. 354-355)
- G. Facilities: Change Orders – South Campus – ARP Act – Phase III – Door Replacement & Access Controls, Buildings M2, M3, M4, N, P, R, S & U (p. 356-357)
- H. Facilities: Change Orders – South Campus – ARP Act – Roof Replacement, Building G & Connecting Towers (p. 358)

## **REPORT OF THE BOARD CHAIR**

## **REPORTS OF TRUSTEES**

## **REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR**

## **REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS**

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

**REPORT OF THE CAREER EMPLOYEES COUNCIL** (Written report provided by Rebecca Nelson)

**REPORT OF THE FACULTY SENATE** (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, April 8, 2025, at the College's Kent Campus, Room D-120, 1 p.m.

## **ADJOURNMENT**

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Finance & Audit Committee**  
**Minutes of November 12, 2024, Quarterly Meeting**  
**Cecil Center – North, Room A-101E, 10:45 a.m.**

**PRESENT:**

Thomas R. McGehee, Jr., Committee Chair  
 Roderick D. Odom  
 O. Wayne Young  
 John Avendano  
 Wanda Ford  
 Stephen Stanford  
 Morris Bellick  
 Mark Lacey  
 Lisa Moore  
 Taylor Mejia  
 Cleve Warren  
 Richard Pengelly, PFM Asset Management

**ABSENT:**

None

**CALL TO ORDER:**

College President John Avendano, Ph.D. and Finance & Audit (F&A) Committee Chair Trustee Thomas R. McGehee called the F&A Committee meeting to order at 10:47 a.m. and welcomed those in attendance.

**INFORMATION /  
DISCUSSION:**

- |   |   |
|---|---|
| <p>I. Discussion of Investment Statement and Portfolio:<br/>(Tabled to be presented later in the meeting)</p> | <p>President Avendano informed the Committee that PFM Asset Management would present later in the meeting due to technical issues.</p>  |
| <p>II. Interim Financial Statement:</p>   | <p>Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided an overview of the Interim Financial Statement/Summary of Net Position, Revenue and Expenditures as of September 30, 2024. Student Fees and other revenues are trending as anticipated. Enrollment is trending up 9%. Expenses are also trending as projected. The estimated fund balance is 7.5%. The current unknown is whether the College will be required to fund the transition to the state group insurance plan, which could cost approximately \$4,535,000 in this FY. The College has set aside funds to cover FY 2024-25. The College anticipates approximately 40% of the employees will enroll in state benefits. The College will receive the report from the Division of Management Services by December 2.</p> |

III. Delinquent Accounts  
– AR Collect (Third  
Party Payments):

Vice President Ford and Associate Vice President Stanford provided an update on the Student Third Party Payment Plan Option. Prior to 2023, the College would manually set up approximately 5 students per semester on internal payment plans. There were 962 payment plans activated for 2024 as of September. The College receives 100% of all payments collected from Flywire. Over half of all accounts set up, students have paid in full. Flywire charges a set-up fee to the student of \$30. Terms are set for 12 months.

IV. Energy Conservation  
Report:

Associate Vice President of Facilities Morris Bellick discussed the Energy Conservation Report. Associate Vice President Bellick provided an overview of the improvements ConEdison Solutions (CES) initiated from 2017 forward with retrofitting LED lighting, low flow water fixtures and began work on the HVAC systems. There was significant reduction of energy usage by 49.2%, JEA has granted \$93,710 in rebates for energy related projects, including chiller replacements and lighting retrofits. The ROI will be seen over the course of 18 years.

I. Discussion of  
Investment  
Statement &  
Portfolio:

Chief Investment Officer Cleve Warren introduced PFM Asset Management Associate Richard Pengelly to the Committee. An investment performance review was presented for the quarter ended September 30, 2024. The Operating Fund portfolio produced \$391,875 of accrual basis earnings for the quarter and \$1.16 million of earnings for the year ending September 30, 2024. The Quasi Endowment Fund has a return of 5.62% over the quarter, compared to its policy benchmark return of 6.45%. In dollar terms, the return has been \$441,744 for the quarter and \$1.7 million for the past 12 months.

V. Review of  
November 2024  
DBOT Finance  
Action Items:

Vice President Ford and Associate Vice President Stanford discussed the following Agenda Items being presented to the Trustees today:

- Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 2.
- Fees and Charges.
- Fees and Charges (Full Cost of Instruction).
- Fees and Charges (Academic Assessment).
- FSCJ ACCESS Program.

There were no objections to these Agenda items.

VI. 20 W. Adams  
(Restaurant &  
Student Housing):

President Avendano, Vice President Ford and Chief Officer of Organizational Culture and Engagement Lisa Moore provided updates on the restaurant and residential leased spaces at 20 W. Adams Street. The College is continuing to perform its due diligence in exploring options related to the restaurant as well as the residential (student housing) lease. The College does not wish to renew the lease, which ends in December 2026 or purchase the building.

VII. Updates on Follett:

President Avendano and Vice President Ford discussed the ongoing issues with Follett and back payments. The College is exploring other options with a consultant. The other colleges in the state are also having issues with Follett.

NEXT MEETING:

The next meeting of the F&A Committee is scheduled for Tuesday, February 11, 2025. The Committee will meet at 10:45 a.m. at the College's Administrative Offices, Room 406.

ADJOURNMENT:

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

APPROVAL OF  
MINUTES:

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Committee Chair, Finance and Audit Committee

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Vice President of Finance and Administration

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

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the November 12, 2024, Workshop  
Cecil Center – North, Room A-109, Noon**

PRESENT:

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

ABSENT:

None

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 12:05 p.m. and welcomed those in attendance.

WELCOME/  
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance, noting today's agenda was centered on two topics. He introduced Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine, who will present the Board with an overview of FSCJ's Economic Impact Study, followed by Director of Government and Community Relations Taylor Mejia Roberts providing Trustees with information pertaining to the College's Legislative Strategic Plan. However, at the end of the workshop, Provost/Vice President of Academic Affairs Dr. John Wall will apprise the Board on general education requirements and courses.

INFORMATION/  
DISCUSSION:

A. Economic Impact Study:

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine provided Trustees with an overview of FSCJ's Economic Impact Study. The overview included information pertaining to the following:

- FSCJ's Economic Impact on its Regional Economy:
  - About the Study:
    - Assessed the impact of FSCJ on the regional economy and the benefits generated by the College for students, taxpayers and the State of Florida.
    - Spending by the College creates more spending across other businesses throughout the regional economy, resulting in the multiplier effect.
    - Estimates the net economic impact of FSCJ that directly accounts for the fact that state and local dollars spent on FSCJ could have been spent elsewhere in the region and would have created impacts regardless:

- This is accounted for by estimating the impacts that would have been created from the alternative spending and subtracting the alternative impacts from the spending impacts on FSCJ.
  - The results of the study show that FSCJ creates a positive net impact on the regional economy.
- Three Levels of Overview:
  - FSCJ's Economic Impact on our Service Area.
  - FSCJ's Economic Impact on Nassau County.
  - Cost and Benefits of Attending FSCJ.
- FSCJ's Economic Impact on our Service Area (Duval & Nassau):
  - Spending Impact Created by FSCJ in FY 2023:
    - \$2.1 Billion:
      - Approximately 2.3% of the total gross product of Duval and Nassau Counties.
  - Jobs Impact Created by FSCJ in FY 2023:
    - Overall Jobs Supported – 22, 555.
    - 1 out of every 36 jobs in Duval and Nassau Counties is supported by the activities of FSCJ and its students.
- Changes in FSCJ's Economic Impact:
  - Operations Spending (Inclusive of Construction).
  - Student Spending.
  - Alumni.
- FSCJ's Economic Impact on Nassau County:
  - Spending Impact Created by FSCJ in FY 2023:
    - \$44.1 Million.
      - Approximately 1.3% of the total gross product of Nassau County.
  - Jobs Impact Created by FSCJ in FY 2023:
    - Overall Jobs Supported – 580.
    - 1 out of every 74 jobs in Nassau County is supported by the activities of FSCJ and its students.
- Cost and Benefits of Attending FSCJ (FY 2023):
  - For Every \$1 Spent:
    - Students gain \$5.20 in lifetime earnings:
      - That is an average return of 22.6%.
    - Taxpayers gain \$3.30 in added tax revenue stemming from students' higher lifetime earnings and increased business outputs:

- Public sector savings will be realized by reduced demand for government-funded services in Duval and Nassau Counties (Health savings, crime savings and income assistance savings).
- That is an average return of 9.6%.
- Florida gains \$11.80 in added income and social savings:
  - This includes increased earnings in the state, a more productive workforce and reduced demand for government-funded services in Florida.
- Elevator Speech:
  - For FY 2023, FSCJ added approximately \$2.1 billion to our local economy.
  - FSCJ supports 1 out of every 36 jobs in our service area.
  - Annually, FSCJ's alumni add over \$1.9 billion dollars to our service area.
  - From a student and taxpayer prospective, FSCJ's return on investment is very high.
- FSCJ Infographic Reflects FY 2022-23:
  - The Economic Value of FSCJ.
  - FSCJ Total Annual Impact.
  - Economic Impact Analysis.
  - Investment Analysis.

Chair Young asked if there were any questions or comments by the Board related to the College's Economic Impact Study. There was discussion by the Board regarding FSCJ's positive economic impact, alumni benefits, methodology for data points, economic model and the volume of FSCJ graduates.

B. Legislative Strategic Plan: Director of Government and Community Relations Taylor Mejia Roberts provided Trustees with an overview of the College's Legislative Strategic Plan. The overview included information pertaining to the following:

- Duval and Nassau Delegation.
- State Level Legislative Strategic Plan:
  - 2025 Session:
    - Appropriation Requests.
    - Policy Changes.
    - Council of Presidents (COP) Priorities.
    - District Board of Trustees (DBOT).

- 2 – 3 Years:
    - Appropriation Requests.
    - Leadership Changes.
  - 3 – 5 Years:
    - Appropriation Requests.
- Present – 2025 Session:
  - Appropriation Requests:
    - Fire Training Academy of the South Burn Building.
    - Allied Health Facilities (Including Nursing) at North Campus.
    - Nassau Center Expansion.
  - Policy Changes:
    - Fund Balance.
    - Linking Industry to Nursing Education (LINE) Grant.
  - Legislative Priorities with COP:
    - Funding for State Health Insurance Plan.
    - Deferred Maintenance Funding.
    - Increase in General Revenue Allocations.
  - DBOT:
    - Work with Governor's Appointments Office to Fill Vacant DBOT Seats.
    - Work with Governor's Appointments Office to Reappoint or Fill DBOT Expired Terms.
- 2 – 3 Years:
  - Appropriation Requests:
    - Public Safety Facilities.
    - Allied Health Facilities (Including Nursing) at North Campus.
    - Nassau Center Expansion.
    - Maritime Ship Repair Program.
  - Leadership Changes:
    - Governor's Office.
    - House of Representatives.
- 3 – 5 Years:
  - Appropriation Requests:
    - Advanced Manufacturing/Continuing Workforce Education (CWE) Building at Cecil Center.

- Who are FSCJ's Legislative Champions:
  - Champions:
    - DBOT.
    - College President.
    - Executive Leadership Team.
    - Director of Government & Community Relations.
    - Foundation Lobbyists – The Southern Group.
    - Key Members of the Duval and Nassau Delegation.
  - Communicate College Updates to Legislators.
- Future Leadership:
  - House.
  - Senate.

Chair Young asked if there were any questions or comments by the Board related to the College's Legislative Strategic Plan. There was discussion by the Board regarding legislative asks, State Insurance Plan, upcoming Legislative Fly-In (February 3-4, 2025 – Tallahassee, FL), local Maritime workforce needs, Public Safety and Allied Health facilities, delegation members and networking.

Update General Education  
Requirements/Courses:

Provost/Vice President of Academic Affairs Dr. John Wall provided Trustees with an update on general education requirements and courses. The update included information pertaining to the following:

- Legislative Mandate.
- Statutory Compliance with the General Education Review Process.
- Florida Statutes 1007.25 & 1007.55 | State Board of Education Rule 6A-14.0303, Florida Administrative Code | Board of Governors Regulation 8.005.
- Statewide Course Numbering System.

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

President Avendano thanked everyone for their involvement in today's workshop and in-depth discussion of the topics.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 1:05 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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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 November 12, 2024, Regular Meeting  
Cecil Center – North, Room A-109, 1 p.m.**

**PRESENT:**

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

**ABSENT:**

None

**CALL TO ORDER:**

Chair Wayne Young called the meeting to order at 1:13 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.

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  
November 12, 2024; Pages  
2025000181 – 208)

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 181 – 208: The September 10, 2024, Finance & Audit Committee Quarterly Meeting, on agenda pages 181 – 183; September 10, 2024, Workshop, on agenda pages 184 – 187; September 10, 2024, Regular Meeting, on agenda pages 188 – 205; and October 8, 2024, Deep Dive Workshop, on agenda pages 206 – 208.

**MOTION:** (Shaw – McGehee) The motion was made to approve the FSCJ DBOT minutes as presented on pages 181 – 208, from the September 10, 2024, Finance & Audit Committee Quarterly Meeting; September 10, 2024, Workshop; September 10, 2024, Regular Meeting; and October 8, 2024, Deep Dive Workshop, 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:

Introduction of FSCJ Cecil  
 Center Dean:

College President John Avendano, Ph.D. introduced the College's Cecil Center Dean Tommy Dutrieux, noting his years of service and experience. He thanked Dean Dutrieux for his energy and enthusiasm for the programs at Cecil and for the work he has accomplished at the Center.

2024 Joint Conference of  
 Association of Florida  
 Colleges (AFC), Council of  
 Presidents (COP), Trustees  
 and Joint Councils:

President Avendano shared with the Board information relating to the recent 2024 Joint Conference of AFC, COP, Trustees and Joint Councils:

- The joint conference was held on November 7-8, 2024 in Orlando, FL.
- AFC CEO and Executive Director Tony Carvajal and his team did a fantastic job arranging the conference from the panel discussions to speakers.
- He shared information from the conference relating to Legislative matters:
  - State Insurance Plan.
  - General Education Requirements/Courses.

Legacy Luncheon Recap:

President Avendano shared with the Board information relating to FSCJ's Legacy Luncheon Recap:

- He thanked all those who joined FSCJ for the College's first Legacy Luncheon, an event to honor and celebrate FSCJ endowment benefactors.
- In preparation for FSCJ's Comprehensive Campaign, the College is enhancing its focus on growing the endowment, stewarding donors and creating a pipeline for future gifts as well.
- He thanked the FSCJ Foundation staff for their involvement with the event.

Military and Veterans Service  
 Center (MVSC) Open House/  
 Dr. Cuyler Welcome:

President Avendano shared with the Board information relating to the MVSC Open House and Dr. Cuyler's Welcome:

- As a reminder, on Thursday of this week, the College will hold an open house event at our new MVSC at South Campus.
- The new, open concept maximizes space and provides a variety of flexible options for educational resources to ensure that the unique needs and challenges of our military, Veteran and dependent students are met.

The space includes a large lounge area with gaming stations, a kitchen area, lockers and a classroom. It also houses offices and other amenities for our MVSC staff.

- At the event, FSCJ will welcome remarks from a current student, an FSCJ alum, Senator Clay Yarborough and some of our MVSC staff, including our new Executive Director of Military Affairs and Veteran Services Dr. Mishaw Cuyler.
- He welcomed the Trustees to attend the event, noting if they need additional information to please let him know.

Workforce Development  
Barbering Grant:

President Avendano shared with the Board information relating to Workforce Development Barbering Grant:

- He was excited to share with everyone, that the College's Office of Workforce Development won the 2024 Ratcliffe Pitch for Skilled Trades Grant during the National Association of Community College Entrepreneurs (NACCE) Skilled Trades competition.

Associate Vice President of Workforce Development & Entrepreneurship Dr. Cedrick Gibson, Director of Program Development Julie Stein, Program Manager Carissa Gardner and Institutional Program Manager Joe Lackey presented a compelling case for expanding the barbering program, which is currently limited to serving only 10 students at a time.

- In winning the competition, the team accepted a \$40,000 grant that will be used to expand the College's barbering program to Kent Campus so FSCJ can serve more future barbers in our community.

Mascot Name:

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

- He shared the FSCJ mascot now has a name: Rayzor Ray.
- As you recall, the manta ray was first announced as the new mascot during the 2024 Commencement Ceremony, and the costume was introduced on September 17 in celebration of World Manta Day. Since that time, the College collected name nominations.

From there, students, faculty and staff were invited to vote for their favorite from six finalists, narrowing the list down to the winning name, Rayzor Ray.

#### Holiday Party:

President Avendano shared with the Board information relating to the Holiday Party:

- He is looking forward to seeing all of the Trustees at the College's annual Holiday Party, where the District Board of Trustees and Foundation Board of Directors will be brought together to kick off the holiday season.
- As a reminder, this year's event will be held Monday, December 9 at 5:30 p.m. at Epping Forest Yacht Club.

#### Data Dashboard:

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

- Fall Term College Credit Enrollment:
  - Positive variance of 9.5-10% credit hours for fall 2024 over fall 2023.
  - Positive variance of 49.5% compared to the same day in the enrollment cycle for Fall Term 2023 relating to career certificate enrollment.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending September 30, 2024 and September 30, 2023.
  - Unrestricted fund revenues were up approximately \$1.5 million compared to prior year, primarily due to an increase in student fee revenue.
  - Expenditures were up approximately \$2.8 million, mainly due to an increase in personnel expenses.
  - The restricted fund revenues and expenditures reflect both student and grant activities. Revenues from restricted funds increased by approximately \$2 million, mainly due to state grants and expenditures decreased by about \$1.3 million.
- Grants Report:
  - For the 2024-25 award year to date, FSCJ received more than \$11.5 million in grants.
  - For this report alone, July 1 – October 18, the College received more than \$9 million, thanks to substantial grants from the Florida Department of Education.
  - The total received for the 2023-24 fiscal year was a little more than \$11.6 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  
November 12, 2024; Items 1  
through 5, Pages 2025000209  
– 222)

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  
November 12, 2024; Items 1  
through 8, Pages 2025000223  
– 240)

MOTION: (McGehee – Shaw) 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, Finance: Fees and Charges, on agenda pages 224 – 225.

MOTION: (Bell – McGehee) 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.

Finance & Audit (F&A) Committee Chair Trustee Thomas McGehee, Jr. stated that the F&A Committee discussed Action Items 2 – 6 from today's agenda, noting there was consensus among committee members to support approval of all five items.

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, Finance: Fees and Charges (Academic Assessment), on agenda page 226.

MOTION: (McGehee – Bell) The motion was made to approve the Fees and Charges (Academic Assessment), 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, Finance: Fees and Charges (Full Cost of Instruction), on agenda page 227.

MOTION: (McGehee – Shaw) The motion was made to approve the Fees and Charges (Full Cost of Instruction), 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 5, Finance: FSCJ ACCESS Program, on agenda page 228.

MOTION: (McGehee – Shaw) The motion was made to approve the FSCJ ACCESS Program for Spring Term 2025, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 2, on agenda pages 229 – 231.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Academic Affairs: Activation of Business Analytics (Business Analysis Specialist) Associate in Science, on agenda page 232.

MOTION: (McGehee – Shaw) The motion was made to approve the Activation of Business Analytics (Business Analysis Specialist) Associate in Science, 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, Academic Affairs: Revised List of General Education Courses, on agenda pages 233 – 240.

MOTION: (Bell – McGehee) The motion was made to approve the Revised List of General Education Courses, as recommended. (Appendix A)

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  
November 12, 2024; Items  
A – E, Pages 2025000241  
– 248)

Chair Young asked the Board if there were any questions or comments related to Information Items A – E, on agenda pages 241 – 248, and there were none.

REPORT OF THE BOARD  
CHAIR:

Chair Young provided a brief report, noting as mentioned earlier in the meeting – the data sheets looks very good as enrollment is up; the 2024 Joint Conference was very well attended and facilitated with exceptional briefings; and the Legacy Luncheon proved to be a remarkable event with the addition of an FSCJ alum speaker.

Chair Young noted as to agenda item A-8, Academic Affairs: Revised List of General Education Courses, there was a lot that went into the item with staff being very proactive. He thanked the faculty and staff, who were invested and involved with the matter.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD  
FINANCE & AUDIT  
COMMITTEE CHAIR:

FSCJ F&A Committee Chair Thomas McGehee provided the Board with an overview of the written report relating to the November 2024 quarterly meeting. (Appendix B)

The next meeting of the FSCJ F&A Committee is scheduled for Tuesday, February 11, 2025, at the College's Administrative Offices. The Committee will meet at 10:45 a.m.

REPORT OF THE BOARD  
 LIAISON, FSCJ  
 FOUNDATION BOARD OF  
 DIRECTORS (FBOD):

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

The next Foundation Board meeting is scheduled for Wednesday, December 4, 2024, at the College's Administrative Offices, Board Room 405. The FBOD will meet at 11:30 a.m.

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Terence Wright provided the Board with a written report relating to current APC initiatives and activities. (Appendix D)

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 E)

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 F)

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 G)

NEXT MEETING:

Chair Young announced the Board will meet on Friday, January 24, 2025, for a Deep Dive Workshop/Planning Meeting beginning at 9 a.m.

The next regular meeting of the Board is scheduled for Tuesday, February 11, 2024, at the College's Administrative Offices, Board Room 405, 1 p.m.

TOUR OF FSCJ CECIL  
 CENTER:

Chair Young announced that following today's meeting Trustees would be provided with a guided tour of the College's Cecil Center, to include the North and South Centers. He asked Trustees to remain if they were available to attend the tour.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:51 p.m.

TOUR OF FSCJ CECIL  
CENTER:

Cecil Center Dean Tommy Dutrieux, Associate Vice President of Workforce Development and Entrepreneurship Dr. Cedrick Gibson and Program Manager Sam Fischer led the tour of Cecil Center, North and South Centers. President Avendano, Trustees Bell, McGehee and Shaw were in attendance. There were no decisions made while the tour was conducted. The tour convened from 2:02 – 2:48 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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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. A – 8.**

Subject:	Academic Affairs: Revised List of General Education Courses
Meeting Date:	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the revised list of the College’s general education courses enclosed with this item as part of the 2024-2025 annual review of general education prescribed in section 1007.55(2), Florida Statutes.

The revised list removes ~~10~~ 11 courses from the list of general education course options that was approved and submitted to the Division of Florida Colleges (DFC) in June 2024. It also includes changes to the course title and/or course number of additional courses. The changes are in response to the DFC’s review of that submission and will be effective Fall 2025. The revised list of the College’s General Education courses is enclosed here, along with an informational table that identifies ~~10 courses being removed~~ the courses impacted by these changes.

**BACKGROUND:** By statute, general education programs at Florida College System and State University System institutions require at least 15 credit hours from a statewide list of common courses (hereafter, “state core”). The remaining 21 credit hours of the College’s general education may include courses beyond the state core options, so long as these non-core (hereafter, “institutional”) course options are sufficiently broad in scope and in compliance with standards prescribed in sections 1007.25 and 1007.55, Florida Statutes, and Rule 6A-14.0303, Florida Administrative Code.

In June 2024, the District Board of Trustees approved a list of general education courses that removed Introduction to Sociology from the institution’s state core (effective Fall 2024), as required by new legislation. There were no changes to the College’s institutional course options at that time. The Division of Florida Colleges subsequently reviewed the College’s list for statutory compliance and identified 10 institutional course options as “inappropriate for general education.” Additional feedback from the review process prompted the decision to remove one additional course and modify the course title and/or course number of four additional courses. Because of a November 22<sup>nd</sup> compliance deadline for the College to institute the required changes, they are being recommended without action from College’s curriculum committee.

**RATIONALE:** Statutory compliance with the General Education review process is essential to maintaining good standing as a state institution, which is essential for carrying out the College’s mission. It also ensures ongoing seamless transfer and articulation of students’ credits throughout the Florida College System and State University System.

**FISCAL NOTES:** No fiscal impact is anticipated.

Revised General Education Course List, Florida State College at Jacksonville

				<u>FCS and SUS Institutions Offering Course</u>
General Education Area	Course	Course Title	General Education Classification	
Communications	ENC1101	ENGLISH COMPOSITION I	State Core	<u>39</u>
Communications	ENC1101C	ENGLISH COMPOSITION I ENHANCED	State Core	<u>39</u>
Communications	ENC1102	WRITING ABOUT TEXTS	FSCJ Institutional	<u>37</u>
Communications	SPC2017	INTRODUCTION TO SPEECH COMMUNICATION	FSCJ Institutional	<u>10</u>
Communications	SPC2065	SPEECH COMMUNICATION FOR BUSINESS & PROFESSIONALS	FSCJ Institutional	<u>4</u>
Communications	SPC2608	FUNDAMENTALS OF PUBLIC SPEAKING	FSCJ Institutional	<u>24</u>
Humanities	ARH2000	ART IN THE HUMANITIES	State Core	<u>38</u>
Humanities	HUM2020	TOPICS IN THE HUMANITIES	State Core	<u>36</u>
Humanities	LIT2000	LITERATURE IN THE HUMANITIES	State Core	<u>35</u>
Humanities	MUL2010	MUSIC IN THE HUMANITIES	State Core	<u>37</u>
Humanities	PHI2010	PHILOSOPHY IN THE HUMANITIES	State Core	<u>38</u>
Humanities	THE2000	THEATRE IN THE HUMANITIES	State Core	<u>36</u>
Humanities	AML2010	AMERICAN LITERATURE: COLONIAL TIMES TO 1900- EARLY AMERICAN LITERATURE: COLONIAL TIMES TO THE CIVIL WAR	FSCJ Institutional	<u>24</u>
Humanities	AML2020	AMERICAN LITERATURE: 1865 TO PRESENT LATE AMERICAN LITERATURE: THE CIVIL WAR TO THE PRESENT	FSCJ Institutional	<u>23</u>
Humanities	ARH2050	ART HISTORY PREHISTORY TO 15TH CENTURY	FSCJ Institutional	<u>32</u>
Humanities	ARH2051	ART HISTORY FROM 15TH TO 21ST CENTURY	FSCJ Institutional	<u>32</u>
Humanities	DAN2100	DANCE IN THE HUMANITIES	FSCJ Institutional	<u>12</u>
Humanities	ENG2100	FILM STUDIES	FSCJ Institutional	<u>5</u>
Humanities	ENL2012	ENGLISH LITERATURE TO 1750	FSCJ Institutional	<u>22</u>
Humanities	ENL2022	ENGLISH LITERATURE SINCE 1750	FSCJ Institutional	<u>25</u>
Humanities	HUM2210	HUMANITIES: PREHISTORY TO THE 15TH CENTURY	FSCJ Institutional	<u>21</u>
Humanities	HUM2230	HUMANITIES: MAINSTREAMS OF CULTURES, 14TH TO 19TH CENT	FSCJ Institutional	<u>18</u>
Humanities	HUM2250	HUMANITIES: 20TH AND 21ST CENTURY CULTURAL PERSPECTIVE	FSCJ Institutional	<u>13</u>
Humanities	LIT2100	GREAT IDEAS IN WORLD LITERATURE	FSCJ Institutional	<u>6</u>
Humanities	PHI2600	INTRODUCTION TO ETHICS	FSCJ Institutional	<u>38</u>
Humanities	REL2000	RELIGION IN HUMANITIES	FSCJ Institutional	<u>15</u>
Humanities	REL2300	WORLD RELIGIONS	FSCJ Institutional	<u>29</u>
Math	MAC1105	COLLEGE ALGEBRA	State Core	<u>38</u>
Math	MAC1105C	COLLEGE ALGEBRA ENHANCED	State Core	<u>38</u>
Math	MAC2311	CALCULUS WITH ANALYTIC GEOMETRY I	State Core	<u>39</u>

Math	STA2023	ELEMENTARY STATISTICS	State Core	<u>39</u>
Math	MAC1114	COLLEGE TRIGONOMETRY	FSCJ Institutional	<u>33</u>
Math	MAC1140	PRECALCULUS ALGEBRA	FSCJ Institutional	<u>33</u>
Math	MAC1147	PRECALCULUS ALGEBRA AND TRIGONOMETRY	FSCJ Institutional	<u>30</u>
Math	MAC2233	CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	FSCJ Institutional	<u>36</u>
Math	MAC2312	CALCULUS WITH ANALYTIC GEOMETRY II	FSCJ Institutional	<u>35</u>
Math	MAC2313	CALCULUS WITH ANALYTIC GEOMETRY III	FSCJ Institutional	<u>31</u>
Math	MAP2302	DIFFERENTIAL EQUATIONS	FSCJ Institutional	<u>27</u>
Math	MGF1106	TOPICS IN COLLEGE MATHEMATICS	FSCJ Institutional	<u>38</u>
Math	MGF1107	EXPLORATIONS IN MATHEMATICS	FSCJ Institutional	<u>37</u>
Natural Science	AST1002	INTRODUCTION TO ASTRONOMY	State Core	<u>38</u>
Natural Science	BSC1005	LIFE IN ITS BIOLOGICAL ENVIRONMENT	State Core	<u>37</u>
Natural Science	BSC2010C	PRINCIPLES OF BIOLOGY I	State Core	<u>39</u>
Natural Science	BSC2085C	HUMAN ANATOMY AND PHYSIOLOGY I	State Core	<u>35</u>
Natural Science	CHM1020	CHEMISTRY FOR LIBERAL ARTS	State Core	<u>31</u>
Natural Science	CHM2045C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I	State Core	<u>39</u>
Natural Science	ESC1000	EARTH AND SPACE SCIENCE	State Core	<u>30</u>
Natural Science	OCE2001	SURVEY OF OCEANOGRAPHY	State Core	<u>26</u>
Natural Science	PHY1020C	PHYSICS FOR LIBERAL ARTS WITH LABORATORY	State Core	<u>32</u>
Natural Science	PHY2048C	PHYSICS I WITH CALCULUS	State Core	<u>39</u>
Natural Science	PHY2053C	GENERAL PHYSICS I	State Core	<u>38</u>
Natural Science	AST1002L	ASTRONOMY LABORATORY	FSCJ Institutional	<u>38</u>
Natural Science	BOT1010C	INTRODUCTION TO BOTANY	FSCJ Institutional	<u>25</u>
Natural Science	BSC1005L	BIOLOGY LABORATORY	FSCJ Institutional	<u>37</u>
Natural Science	BSC2011C	PRINCIPLES OF BIOLOGY II	FSCJ Institutional	<u>31</u>
Natural Science	BSC2020C	HUMAN BIOLOGY	FSCJ Institutional	<u>16</u>
Natural Science	BSC2050	BIOLOGY OF ENVIRONMENTAL SYSTEMS	FSCJ Institutional	<u>15</u>
Natural Science	BSC2086C	HUMAN ANATOMY AND PHYSIOLOGY II	FSCJ Institutional	<u>27</u>
Natural Science	CHM1025C	INTRODUCTION TO GENERAL CHEMISTRY	FSCJ Institutional	<u>22</u>
Natural Science	CHM1032C	PRINCIPLES OF GENERAL CHEMISTRY	FSCJ Institutional	<u>19</u>
Natural Science	CHM2046C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II	FSCJ Institutional	<u>31</u>
Natural Science	ESC1000L	EARTH AND SPACE SCIENCE LABORATORY	FSCJ Institutional	<u>30</u>
Natural Science	GLY1010C	PHYSICAL GEOLOGY AND LABORATORY	FSCJ Institutional	<u>28</u>
Natural Science	ISC1075	PRINCIPLES OF SCIENCE AND INVESTIGATION	FSCJ Institutional	<u>1</u>
Natural Science	MCB2010C	MICROBIOLOGY	FSCJ Institutional	<u>17</u>
Natural Science	OCB2000C	FUNDAMENTALS OF MARINE BIOLOGY	FSCJ Institutional	<u>14</u>
Natural Science	OCE2001L	OCEANOGRAPHY LABORATORY	FSCJ Institutional	<u>26</u>
Natural Science	PHY2049C	PHYSICS II WITH CALCULUS	FSCJ Institutional	<u>32</u>

Natural Science	PHY2054C	GENERAL PHYSICS II	FSCJ Institutional	<u>31</u>
Natural Science	PSC1341	PHYSICAL SCIENCE	FSCJ Institutional	<u>11</u>
Natural Science	ZOO1010C	GENERAL ZOOLOGY	FSCJ Institutional	<u>19</u>
Social Sciences	AMH2010	UNITED STATES HISTORY TO 1877	State Core	<u>34</u>
Social Sciences	AMH2020	UNITED STATES HISTORY FROM 1877 TO PRESENT	State Core	<u>40</u>
Social Sciences	ANT2000	GENERAL ANTHROPOLOGY	State Core	<u>31</u>
Social Sciences	ECO2013	ECONOMICS I - PRINCIPLES OF MACROECONOMICS	State Core	<u>39</u>
Social Sciences	EVR1001	INTRODUCTION TO ENVIRONMENTAL SCIENCE	State Core	<u>35</u>
Social Sciences	POS2041	AMERICAN FEDERAL GOVERNMENT	State Core	<u>40</u>
Social Sciences	PSY1012	GENERAL PSYCHOLOGY	State Core	<u>39</u>
Social Sciences	AMH2070	HISTORY OF FLORIDA	FSCJ Institutional	<u>6</u>
Social Sciences	DEP2004	HUMAN GROWTH & DEVELOPMENT	FSCJ Institutional	<u>19</u>
Social Sciences	INR2002	INTERNATIONAL RELATIONS	FSCJ Institutional	<u>20</u>
Social Sciences	LAH2000 LAH2020	HISTORY OF LATIN AMERICA	FSCJ Institutional	<u>11</u>
Social Sciences	PHI2600	MORAL AND POLITICAL PHILOSOPHY	FSCJ Institutional	<u>N/A</u>
Social Sciences	PHI2603	INTRODUCTION TO APPLIED ETHICS	FSCJ Institutional	<u>N/A</u>
Social Sciences	POS2112	STATE AND LOCAL GOVERNMENT	FSCJ Institutional	<u>21</u>
Social Sciences	SYG2000	INTRODUCTORY SOCIOLOGY	FSCJ Institutional	<u>38</u>
Social Sciences	WOH1012	WORLD HISTORY TO 1500	FSCJ Institutional	<u>20</u>
Social Sciences	WOH1022	WORLD HISTORY SINCE 1500	FSCJ Institutional	<u>20</u>

# Summary of Changes to FSCJ General Education Course Options

General Education Area	Course	Course Title	General Education Classification	FCS and SUS Institutions Offering Course
Communications	ENC1101	ENGLISH COMPOSITION I	State Core	<u>39</u>
Communications	ENC1101C	ENGLISH COMPOSITION I ENHANCED	State Core	<u>39</u>
Communications	ENC1102	WRITING ABOUT TEXTS	FSCJ Institutional	<u>37</u>
Communications	SPC2017	INTRODUCTION TO SPEECH COMMUNICATION	FSCJ Institutional	<u>10</u>
Communications	SPC2065	SPEECH COMMUNICATION FOR BUSINESS & PROFESSIONALS	FSCJ Institutional	<u>4</u>
Communications	SPC2608	FUNDAMENTALS OF PUBLIC SPEAKING	FSCJ Institutional	<u>24</u>
Humanities	ARH2000	ART IN THE HUMANITIES	State Core	<u>38</u>
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Humanities	PHI2010	PHILOSOPHY IN THE HUMANITIES	State Core	<u>38</u>
Humanities	THE2000	THEATRE IN THE HUMANITIES	State Core	<u>36</u>
Humanities	AML2010	<del>AMERICAN LITERATURE: COLONIAL TIMES TO 1900</del> EARLY AMERICAN LITERATURE: COLONIAL TIMES TO THE CIVIL WAR [Comment: Course title change for clarity]	FSCJ Institutional	<u>24</u>
Humanities	AML2020	<del>AMERICAN LITERATURE: 1865 TO PRESENT</del> LATE AMERICAN LITERATURE: THE CIVIL WAR TO THE PRESENT [Comment: Course title change for clarity]	FSCJ Institutional	<u>23</u>
Humanities	ARH2050	ART HISTORY PREHISTORY TO 15TH CENTURY	FSCJ Institutional	<u>32</u>
Humanities	ARH2051	ART HISTORY FROM 15TH TO 21ST CENTURY	FSCJ Institutional	<u>32</u>
Humanities	DAN2100	DANCE IN THE HUMANITIES	FSCJ Institutional	<u>12</u>
Humanities	ENG2100	FILM STUDIES	FSCJ Institutional	<u>5</u>
Humanities	ENL2012	ENGLISH LITERATURE TO 1750	FSCJ Institutional	<u>22</u>
Humanities	ENL2022	ENGLISH LITERATURE SINCE 1750	FSCJ Institutional	<u>25</u>
Humanities	HUM2210	HUMANITIES: PREHISTORY TO THE 15TH CENTURY	FSCJ Institutional	<u>21</u>
Humanities	HUM2230	HUMANITIES: MAINSTREAMS OF CULTURES, 14TH TO 19TH CENT	FSCJ Institutional	<u>18</u>
Humanities	HUM2250	HUMANITIES: 20TH AND 21ST CENTURY CULTURAL PERSPECTIVE	FSCJ Institutional	<u>13</u>
Humanities	LIT2100	GREAT IDEAS IN WORLD LITERATURE	FSCJ Institutional	<u>6</u>
Humanities	PHI2600	INTRODUCTION TO ETHICS [Comment: Course title change aligns focus with other institutions]	FSCJ Institutional	<u>38</u>
Humanities	REL2000	RELIGION IN HUMANITIES	FSCJ Institutional	<u>15</u>

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Natural Science	BSC2085C	HUMAN ANATOMY AND PHYSIOLOGY I	State Core	<u>35</u>
Natural Science	CHM1020	CHEMISTRY FOR LIBERAL ARTS	State Core	<u>31</u>
Natural Science	CHM2045C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I	State Core	<u>39</u>
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Natural Science	PHY2048C	PHYSICS I WITH CALCULUS	State Core	<u>39</u>
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Natural Science	BSC2020C	HUMAN BIOLOGY	FSCJ Institutional	<u>16</u>
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Natural Science	BSC2086C	HUMAN ANATOMY AND PHYSIOLOGY II	FSCJ Institutional	<u>27</u>
Natural Science	CHM1025C	INTRODUCTION TO GENERAL CHEMISTRY	FSCJ Institutional	<u>22</u>
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Natural Science	CHM2046C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II	FSCJ Institutional	<u>31</u>
Natural Science	ESC1000L	EARTH AND SPACE SCIENCE LABORATORY	FSCJ Institutional	<u>30</u>
Natural Science	GLY1010C	PHYSICAL GEOLOGY AND LABORATORY	FSCJ Institutional	<u>28</u>

Natural Science	ISC1075	PRINCIPLES OF SCIENCE AND INVESTIGATION	FSCJ Institutional	<u>1</u>
Natural Science	MCB2010C	MICROBIOLOGY	FSCJ Institutional	<u>17</u>
Natural Science	OCB2000C	FUNDAMENTALS OF MARINE BIOLOGY	FSCJ Institutional	<u>14</u>
Natural Science	OCE2001L	OCEANOGRAPHY LABORATORY	FSCJ Institutional	<u>26</u>
Natural Science	PHY2049C	PHYSICS II WITH CALCULUS	FSCJ Institutional	<u>32</u>
Natural Science	PHY2054C	GENERAL PHYSICS II	FSCJ Institutional	<u>31</u>
Natural Science	PSC1341	PHYSICAL SCIENCE	FSCJ Institutional	<u>11</u>
Natural Science	ZOO1010C	GENERAL ZOOLOGY	FSCJ Institutional	<u>19</u>
Social Sciences	AMH2010	UNITED STATES HISTORY TO 1877	State Core	<u>34</u>
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Social Sciences	ANT2000	GENERAL ANTHROPOLOGY	State Core	<u>31</u>
Social Sciences	ECO2013	ECONOMICS I - PRINCIPLES OF MACROECONOMICS	State Core	<u>39</u>
Social Sciences	EVR1001	INTRODUCTION TO ENVIRONMENTAL SCIENCE	State Core	<u>35</u>
Social Sciences	POS2041	AMERICAN FEDERAL GOVERNMENT	State Core	<u>40</u>
Social Sciences	PSY1012	GENERAL PSYCHOLOGY	State Core	<u>39</u>
Social Sciences	AMH2070	HISTORY OF FLORIDA	FSCJ Institutional	<u>6</u>
Social Sciences	DEP2004	HUMAN GROWTH & DEVELOPMENT	FSCJ Institutional	<u>19</u>
Social Sciences	INR2002	INTERNATIONAL RELATIONS	FSCJ Institutional	<u>20</u>
Social Sciences	LAH2000 LAH2020	HISTORY OF LATIN AMERICA [Comment: Course number changes aligns with other insitutions]	FSCJ Institutional	<u>11</u>
Social Sciences	PHI2600	MORAL AND POLITICAL PHILOSOPY	FSCJ Institutional	<u>N/A</u>
Social Sciences	PHI2603	INTRODUCTION TO APPLIED ETHICS	FSCJ Institutional	<u>N/A</u>
Social Sciences	POS2112	STATE AND LOCAL GOVERNMENT	FSCJ Institutional	<u>21</u>
Social Sciences	SYG2000	INTRODUCTORY SOCIOLOGY	FSCJ Institutional	<u>38</u>
Social Sciences	WOH1012	WORLD HISTORY TO 1500	FSCJ Institutional	<u>20</u>
Social Sciences	WOH1022	WORLD HISTORY SINCE 1500	FSCJ Institutional	<u>20</u>
Removed	AMH2092	AFRICAN-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS TO 1877) [Comment: Flagged as not appropriate for general education]	N/A	<u>N/A</u>
Removed	AMH2093	AFRICAN-AMERICAN HISTORY AND CULTURE (FROM 1877 TO THE PRESENT) [Comment: Flagged as not appropriate for general education]	N/A	<u>N/A</u>
Removed	ANT2410	CULTURAL ANTHROPOLOGY [Comment: Flagged as not appropriate for general education]	N/A	<u>N/A</u>

Removed	ANT2511	INTRODUCTION TO PHYSICAL-BIOLOGICAL ANTHROPOLOGY <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
Removed	HUM2410	HUMANITIES OF ASIA <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
Removed	HUM2450	HUMANITIES IN THE AMERICAS <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
Removed	INP1390	HUMAN RELATIONS IN BUSINESS AND INDUSTRY <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
<u>Removed</u>	<u>PHI2603</u>	<u>INTRODUCTION TO APPLIED ETHICS</u> <u>[Comment: Removed following institutional conversation on review findings]</u>	<u>N/A</u>	<u>N/A</u>
Removed	SYG2010	SOCIAL PROBLEMS <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
Removed	SYG2430	MARRIAGE AND FAMILY <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>
Removed	WST2010	INTRODUCTION TO WOMEN'S STUDIES <u>[Comment: Flagged as not appropriate for general education]</u>	N/A	<u>N/A</u>

REPORT OF THE FINANCE & AUDIT COMMITTEE  
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE, JR.  
NOVEMBER 12, 2024

Representatives from PFM Asset Management provided an investment performance review for the quarter ended September 30, 2024. The Operating Fund Portfolio produced \$391,875 of accrual basis earnings for the quarter and \$1.16 million of earnings for the year ending September 30, 2024. The Quasi-Endowment Fund has a return of 5.62% over the quarter, compared to its policy benchmark return of 6.45%. In dollar terms, the return has been \$441,744 for the quarter and \$1.7 million for the past 12 months.

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided an overview of the Summary of Net Position, Revenues, and Expenditures as of September 30, 2024. Total liabilities, deferred inflows and net position is \$63 million. Student fees and other revenues are trending as anticipated. Expenses are also trending as projected. The estimated fund balance is 7.5%. The current unknown is whether the College will be required to fund the transition to the state group insurance plan, which could cost approximately \$4,535,000 in this fiscal year.

AVP Stanford provided an update on the Student Third Party Payment Plan Option. Prior to Spring Term 2023, FSCJ did not actively offer payment options to students with past due accounts. The College partnered with a third-party, Flywire, to offer students payment options. From January 2023 through September 2023, FSCJ enrolled 905 student accounts either to payment plans or completely paid and collected \$384,636 in payments from past due accounts. From January 2024 through September 2024, 962 students enrolled and FSCJ collected \$390,592 in payments.

Associate Vice President of Facilities Morris Bellick discussed the Energy Conservation Report. An agreement was established between FSCJ and ConEdison Solutions (CES) to provide Energy services for the purpose of upgrading the electrical, water and building automation systems. These initiatives would ultimately pay for themselves by the reduction in utility cost. Some of the savings discussed with the committee included 1) Annual energy usage has decreased 42.9% and 2) JEA has granted \$93,710 in rebates for energy-related projects, including chiller replacements and lighting retrofits.

President John Avendano, Ph.D., VP Ford and Chief Officer of Organizational Change and Engagement Lisa Moore provided updates on the restaurant and residential lease space at 20 West Adams. The College is continuing to perform its due diligence in exploring options related to the restaurant as well as the residential (student housing) lease.

VP Ford and AVP Stanford provided the status of the bookstore contract with Follett. After a 16-year contract for bookstore management services, the College signed a new contract with Follett in July 2022. In February 2022, Follett was purchased by an investment group. Corporate structure totally changed with new employees at all levels, and FSCJ noted a sharp decline in service both to students and to the College. In discussions with other colleges and universities, all schools are having similar problems with Follett. The College is recommending exploring options in remedying the current concerns to ensure that we are providing the best service possible to our students.

This concludes my report.



REPORT OF THE BOARD LIAISON, TRUSTEE MICHAEL BELL  
NOVEMBER 12, 2024

**1. FBOD 4th Quarter Board Meeting – September 11, 2024:**

- The FSCJ Foundation Board held its 4<sup>th</sup> Quarter Board Meeting on Wednesday, September 11 at the College's Administrative Offices, Board Room 405, from 11:30 a.m. – 1:30 p.m.
- FSCJ Foundation Treasurer Mr. Jeff Mall presented the Foundation's Fiscal Year 2024-25 Budget.
  - The budget was approved by the Board.
- FSCJ Foundation Chair Mr. Brent Lister asked FSCJ Executive Director for the Artist Series Dr. Milt Russos to review the upcoming Artist Series program. The annual program brochure was distributed.
  - Executive Director Russos was acknowledged for the excellent programming he creates every year.
- FSCJ President Dr. John Avendano reported on the following:
  - Fall enrollment numbers, which have increased over last year.
  - The search process for a new Vice President for Advancement and Executive Director of the FSCJ Foundation.
    - The hire date will be no later than January 1, 2025.
  - President Avendano asked Fundraising Consultant Dr. Pierre Allaire to report on philanthropic results through the first 11 months of the fiscal year.
- FSCJ Foundation Immediate Past Chair Mr. Brian Parks explained how the Foundation's nominating process will be more strategic in terms of Board skill sets, influence and affluence.
- FSCJ Foundation Directors Emeritus Mr. Carl Cannon spoke to the Board to encourage members to make their annual financial commitment by calendar year end and how important Board support is when asking others to support FSCJ.

FSCJ Foundation Board

Report of the Board Liaison, Trustee Michael Bell

November 12, 2024

Page 2

- FSCJ Foundation Board Member Dr. Charles Moreland, an alum of the FSCJ Fire Academy, was asked to speak about his involvement with search and recovery in NYC following 9/11 as a volunteer first responder. The presentation was most appropriate at this particular Board meeting.

## **2. Upcoming Board Meeting:**

- The next Foundation Board meeting is Wednesday, December 4 at 11:30 a.m.

This concludes my report.



Date: November 12, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

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

Since our last report, the APC has met twice for monthly meetings, in September and October. In many of our meetings, we invite leaders from the College to provide updates on their areas and address higher-level issues and concerns. In September, Dr. Jerrett Dumouchel demonstrated how to use the FSCJ Data Dashboard to access high-level reports and dashboards. The dashboards are particularly useful for enrollment information, grade analytics, and BCTE information. In October, Dr. Ford presented a benefits update highlighting the transition to the state group health insurance. She discussed cost savings for employees, particularly for family coverage, and that out-of-pocket costs and deductibles should be lower. She also discussed the importance of attending the Benefits Fair because there are so many plans to choose from, and you will have the opportunity to speak with vendors directly and ask questions.

Campus engagement has been identified as a priority for the APC. We have begun implementing our plan by scheduling fall meetings at all the campuses. Campus representatives will host meetings to disseminate updates and important information about Collegewide and departmental initiatives and planned APC events for the remainder of the year. APC has some exciting events and programming planned. The APC Holiday Social is planned for December 5<sup>th</sup> at Kent Campus. We also have a planned three-part Brown Bag Professional Development series titled, Leadership Journeys: Navigating Paths in Higher Education where we will explore and discuss different paths to leadership. The three parts, which will be three separate professional developments are:

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

Part 2: New Perspectives: Leaders Who Came from Beyond

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

We are planning many other events and experiences for APC employees that are still in the planning stages. However, we plan to have a comprehensive social and educational calendar for APC employees this year! Finally, we are still in the beginning stages of reviewing our bylaws during this year to make sure they are still relevant to our current mission and goals. Members also shared leadership/organizational updates from various areas and departments throughout the College (Academic Affairs; Baccalaureate, Career, and Technical; Business Services; Institutional Effectiveness & Advancement; Online and Workforce Education; and Student Services).

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

Respectfully,

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

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



Date: November 12, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2024 Career Employees' Council Report

Chair Young and Trustees:

The Career Employees' Council (CEC) has met twice since my last report. With each meeting held virtually via Teams there is an average attendance of 50-60 employees per month for the large council session and 10-12 representatives per month for the board meeting. As a Council we continue to make progress; however, there is still much work to do and regular attendance by career employees is needed. Further, communication was distributed to those in leadership roles requesting support of their career employee direct reports who wish to actively participate in the monthly CEC meetings. Participation is critical so that individuals may lend their voice by offering feedback and express concerns for the issues that matter to them.

While the December 5, 2024, large council session (open to all career employees) will continue to be offered virtually, the board and representative meeting will be held in-person which will offer an interactive session and encourage comradery among fellow career colleagues. The time together will be spent looking ahead to the spring semester and begin initial planning for the annual rose sale at the 2025 commencement ceremony.

On September 24, 2024, the Executive Board accepted the resignation of Secretary, Ms. Shannon Oliver. It is with sincere appreciation to Ms. Oliver for her dedication to the CEC and as a body we offer our support as she continues in her career employee role at the College. It is with appreciation to Publicity Coordinator, Ms. Vanessa Gordon, who has assisted in the interim with secretarial duties. During our next meeting the Executive Board will discuss options for filling the vacant role including an interim appointment.

Finally, my report would be remiss if I did not express both gratitude and concern over the implementation of the new healthcare packages. As career employees we are pleased with the lower out-of-pocket costs for co-pays and services rendered. These reductions encourage individuals to actively participate in their healthcare journey. The concern still remains as to the monthly cost of coverage options. Historically, the College provided healthcare coverage as a benefit to its employees and often included the amount as an enticing addition to a complete salary package. Overall, the monthly costs are not exorbitant but they do impact an employee's take-home pay. We are hopeful that the state will come to a resolution that will support the College from a budgetary standpoint so that career employees can have more money in their pocket.

### Fundraising and Professional Development

With the close of fall semester just around the corner the CEC is conducting its annual holiday fundraising sale of poinsettias and ferns. It is with special appreciation to the Co-Chair of the CEC, Mr. Ronny Elmore, who has led this outstanding effort through coordination of the fundraising committee members to secure the items and arrange for campus wide delivery. It is also with special appreciation to Ms. Leticia Gallardo, who designed the current sales flyer in circulation (attached). The proceeds raised from the sale contribute to the awarding of funds for book scholarships and allow the CEC to engage in other meaningful activities that promote the well-being of our valuable employees.

### 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 October 5, 2024, many career employees participated in the annual First Coast Heart Walk to raise funds in order to improve health and quality of life for all, increase awareness and significantly contribute to the reduction of heart disease and stroke death rates in our communities.

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.

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

Respectfully,



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



## Career Employees' Council Annual Poinsettia Sale

**The Career Employees' Council is ready to receive your orders!**

**We are selling florist quality, foil wrapped poinsettias  
and ferns from a wonderful local nursery partner.  
Proceeds from the annual sale directly supports the  
Career Employee book scholarship program.**



**Red Poinsettia**



**White Poinsettia**



**Pink Poinsettia**



**Ferns**

**All Poinsettias and Ferns are \$17 per item or buy 3 for \$45**

**[Payment Link \(Pay Here\)](#)**



**\*\*Please forward a copy of your Quickpay receipt with your order details to [CEC@FSCJ.edu](mailto:CEC@FSCJ.edu)\*\***

**This sale ends **Monday, November 25, 2024 at 5 p.m.****

**Delivery will be Tuesday, December 10 at each campus.**

**Pick up location and time at each campus/center will be announced once all sales are finalized.**

*Please Note: Plant colors may vary from above pictured examples.*

*We can't offer any refunds. Exchanges will be offered for damaged plant(s) only.*



**FSCJ** Florida State College  
at Jacksonville



Date: November 12, 2024

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

From: John A. Woodward, PhD

Re: November 2024 Faculty Senate Report

Chair Young and Fellow Trustees:

I would like to take this moment to describe the disappointment faculty feel at the binding decision by state apparatchiks to ignore the voice of the faculty and unilaterally change our general education curriculum without paying any heed to our processes nor to fundamental principles of college governance as supported by every accrediting body and by the principles of shared governance promoted by the American Association of University Professors.

As I mentioned in my last letter, free speech is not only a right enshrined in our foundational documents and in the thought and principles at the heart of the every developed democratic state and political system; it is also recognized as being the very beating heart of our democratic educational system. As I wrote last month, in *Keyishian v. Board of Regents* (1967) the Supreme Court found: "Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us, and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom." We value free thought and free speech, and any state effort to force a particular point of view in the classroom is not only against our deep "commitment to safeguarding academic freedom," it seems contrary to the rights established in the First Amendment. As the 11<sup>th</sup> Circuit Court of Appeals opined in *Honeyfund.com Inc, et al v. Governor, State of Florida, et al* (2024): "This is not the first era in which Americans have held widely divergent views on important areas of morality, ethics, law, and public policy. And it is not the first time that these disagreements have seemed so important, and their airing so dangerous, that something had to be done. But now, as before, the First Amendment keeps the government from putting its thumb on the scale." What could possibly indicate a greater "thumb on the scale" or a "pall of orthodoxy" than a state-mandated general education curriculum that seeks to enforce certain thought or ways of thinking without heeding the words or work of the faculty who teach this material nor any professional academic organization? How can such a mandate that states that all courses must communicate specific messages – messages which can only be approved by apparatchiks – not be seen as the very definition of "pall of orthodoxy over the classroom"?

Should the state and the state alone define general education and the 'proper content' of general education? In 1918, the Soviets under Lenin and then Stalin created from scratch the first Soviet education system. At the heart of that system was a singular ideological orthodoxy that all students should know; the focus was on creating a strong labor force of single-minded workers unbowed by 'bourgeois' educational ideas. Independent thought was lost. There was but one single lens through which all education and knowledge had to be viewed. And state apparatchiks were the ones responsible for managing that educational system by reminding those who might be independently minded that there was no alternative to the party line, not even regional exceptions to the single view of a minority political authority. What the party decided at the top had to be reflected all the way to the bottom at pain of imprisonment, banishment, or death. This educational system of the Soviets was certainly on the mind of the Justice William J. Brennan who wrote the majority opinion in *Keyishian*. It is also the ghost haunting the reactionary forces at work in the US during Brennan's

November 2024 Faculty Senate Report

November 12, 2024

Page 2

life—reactionary forces that sought to create their own orthodoxy with which to indoctrinate students. Justice Brennan’s opinion reminds us that any orthodoxy is not the territory of the state to determine, but rather the territory of the professionals in higher education. For it is only those professionals who, through research and experience, determine the various experiences and knowledge(s) appropriate for a generally educated population. Moreover, it is through a natural variety in general education that students can experience that the path to truth is long, wide, and filled with manifold twists and turns and byways all of which can ascend to the same high pinnacle but all of which are part of the roads taken and not taken that constitute our human existence.

The word “orthodoxy” comes from Greek and means “right thought.” It is not a word invented by Justice Brennan, but one that has been in use since at least the beginning of Christianity and the development of orthodox Christian thought in the form of the Nicæan Creed. For these early Christians who did not yet have an orthodoxy or consistent belief, they were instructed by Emperor Constantine, according to the tradition, to come together and think through their religious beliefs and practices and to develop a single thought and single religion. They were successful and their success shows the opposite method of achieving orthodoxy. Constantine, emperor of Rome and the most powerful man in the world at that point did not tell them what to think, nor how to think it. He prepared the way for them to make their own decisions, knowing that he as a single person could not possibly encapsulate the knowledge of all corners of the Christian world. Moreover, even after the decision of the bishops on the Nicæan Creed, heresies and variations abounded for hundreds and hundreds of years. Christianity developed as an institution, evolved, splintered as a living engagement with knowledge itself. The development of a professional class of theologians was a component of this growth and separated off the church from untoward influence by political forces.

Do we have an interest in determining what knowledge a generally educated citizen should be introduced to and learn – something one might consider an orthodoxy? I think we do, but the professionals who study these subjects should be the ones to make that determination and not state apparatchiks. No single person should be responsible, nor should the state legislate the higher education classroom. We do not ‘indoctrinate’ students in general education; we open them to realms of knowledge and experiences they may not have known existed and connect them to the academic traditions which are very much older than even the United States. The more varied these realms of knowledge and experiences, the more flexible and inventive these students will become. Our world is only becoming more complicated and changing more and more rapidly – if college is simply an indoctrination into one specific point of view about the world and our students’ place in it, then they will not have the skills and intellectual acumen to work within this complex world and take on jobs that demand such acumen. In other words, they will not be prepared for this world and to be employed in it.

I for one find it hideous to think of higher education as nothing more than preparing students for the workforce. After all, as I pointed out above, the core purpose of all education under Stalin was on building a malleable and compliant workforce, further exercising control over them through their own intellectual destitution. However, in a modern democracy and free economy it is essential that our students learn not specific content relative to specific jobs, but that they learn how to learn such content. It is essential that they learn how to think; how to live in and interact with a complex and multicultural society; how to express their ideas and opinions civilly; how to learn the difference between belief and wisdom; how to strive for the betterment of their community and their families. These are just a small part of what a truly varied and freely determined general education platform could offer them were it not for the growing “pall of orthodoxy” descending upon us from any single political point of view.

November 2024 Faculty Senate Report  
November 12, 2024  
Page 3

How have we avoided this trap since Brennan's opinion? Through shared governance. The concept of shared governance is as old as these questions of speech and how they applied to our higher education system. The method of distancing the institution of higher education from the political forces that sought to establish an orthodoxy was through shared governance. It is a core criteria that the American Association of University Professors uses to determine the proper functioning of an institute of higher education. It is also a value enshrined in every major accrediting body, especially the fact that the faculty have control over the curriculum. The decision to bypass these processes we have used for many decades to develop and promote curriculum undermines the very notion of shared governance and makes us seem a simple passthrough for the orthodoxy of the state. It is also reminiscent of the decision-making of the Soviet educational programs, where local and university control of the curriculum was turned over to the apparatchiks of the party in Moscow. We do not feel that this is an effective method for educating our students for this complex and multicultural world. We do not think it best for one single viewpoint that is promoted by the state to be the only thing our students learn in general education.

We have a practical reality with which we are faced. Any decision that delays updating these courses will harm our students and the institution. We understand that the board does not have the practical power to change these decisions or to stall them since this is the result of legislation. We can only voice our disappointment and concerns over the future of general education and higher education, and the future we are establishing for our students.

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

That concludes my report.

Respectfully,

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

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



Date: November 12, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 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 October 2024 and December 2024. All of the Student Life and Leadership programming is led by students and for all students.

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

- On October 5<sup>th</sup>, members of the FSCJ Chapter of the National Cybersecurity Student Association traveled to the University of Central Florida to participate in the Horse Plinko Cyber Challenge (HPCC).
- On October 8<sup>th</sup>, students on the Choose Kindness Campaign Planning Committee hosted a panel discussion to promote the values of civility, kindness, and respect prior to the November 5<sup>th</sup> U.S. Elections.
- On October 12<sup>th</sup>, members of the Dental Hygiene Club attended the Florida Student Dental Hygienists' Association Conference in Orlando, FL, for professional and personal development opportunities.
- On October 14-18<sup>th</sup>, every FSCJ campus hosted National Collegiate Alcohol Awareness Week programming followed by Drug Awareness Programming the next week.
- On October 25-26<sup>th</sup>, after an eight-year hiatus, FSCJ Brain Bowl Team members traveled to the College of Central Florida to participate in the Korrory-Shelton Invitational.
- On October 28-31<sup>st</sup>, the International Club in Downtown Campus hosted the International Education Week where all students had a chance to learn new culture and try international food.
- During the week of October 28<sup>th</sup>, multiple campuses and centers hosted Fall Fest celebrations where students enjoyed games, music and food.
- On November 3-5<sup>th</sup>, members of the Student Nursing Association attended the Florida Nursing Student Association Convention in Orlando, FL for professional and personal development opportunities.
- On November 4-7<sup>th</sup>, multiple campuses and centers hosted Talent & Variety Show Auditions.
- On November 7-9<sup>th</sup> members of the SGA traveled to Hillsborough Community College to participate in the Florida College System Student Government Association Leadership Conference.
- During the week of November 11<sup>th</sup>, multiple campuses will host Veterans Appreciation programming.
- On November 14-16<sup>th</sup>, students on the Editorial Board of The Experience Arts and Literature Magazine will travel to the College of Central Florida to attend the 65<sup>th</sup> Annual Florida College System Publications Association Conference and Awards Banquet to see if our submission wins any awards.
- On November 23<sup>rd</sup>, South Campus | Wilson Center will host the 58<sup>th</sup> Annual FSCJ Talent & Variety Show.

On behalf of the student body, we would like to thank the District Board of Trustees and College President Dr. John Avendano for continuing to provide 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**

**AGENDA ITEM NO. CA - 1.**

<b>Subject:</b>	Administration: Board Rules – Non-Substantive Changes and Review
<b>Meeting Date:</b>	February 11, 2025

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

6Hx7-1.2 – Compliance with Rules  
6Hx7-2.21 – HIV/AIDS  
6Hx7-3.23 – Job Classification Descriptions  
6Hx7-12.1 – Professional Development

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

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

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



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-1.2	Compliance with Rules	1 - 2

- (1) Employees shall comply with all applicable Federal and State Laws, State Board of Education Rules, Rules of the District Board of Trustees (DBOT), and such other official College policies. Willful violation shall subject the individual to discipline ~~accordingly~~.
- (2) Administrative procedures established to implement the foregoing shall have the full force and effect of Rules as approved by the ~~District Board of Trustees~~ (DBOT) of Florida State College at Jacksonville (FSCJ).

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

(Adopted 07/01/73, Revised 06/23/80, 06/23/87, 04/04/06, 04/07/11, 05/13/14, 02/11/25)  
(Reviewed 01/12/16)




## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.21	HIV/AIDS	2 – 34

- (1) For the purposes of this policy, an infected individual includes a person diagnosed as having Acquired Immune Deficiency Syndrome (AIDS); or a person who is determined to be positive for the Human Immunodeficiency Virus (HIV) but who has not developed the symptoms of AIDS. Florida State College at Jacksonville (FSCJ/ "College") recognizes that discrimination against such infected individuals is expressly prohibited by Florida law, which provides to such infected individuals every protection made available to persons with documented disabilities under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791), the Americans with Disabilities Act of 1990 (42 U.S.C. 12131) and Chapter 760, Florida Statutes.
- (2) In accordance with law, the College will offer students and employees with AIDS/HIV the same opportunities and benefits offered to other students and employees while at the same time attempting to balance the rights of such infected individuals to an education and to employment at the College against the rights of other students and employees to an environment in which they are protected from contracting the disease.

### A. Employees

1. The College shall not require an individual to take an HIV test as a condition of hiring, promotion or continued employment unless the absence of HIV is a bona fide occupational qualification for the job in question.
2. The College shall not fail or refuse to hire or discharge any individual, segregate or classify an individual in any way which would deprive or tend to deprive that individual of employment opportunities or adversely affect ~~his or her~~ their status as an employee, or otherwise discriminate against any individual on the basis of the results of an HIV test unless the absence of HIV is a bona fide occupational qualification for the job in question.
3. The College will not require an infected individual to cease working on the basis of a diagnosed infection unless such person has been determined not to be otherwise qualified based on a determination that no reasonable accommodation can be made to prevent the likelihood that the individual will, under the circumstances involved, expose other individuals to a significant possibility of being infected with HIV or to enable such person to perform the essential functions of the job.
4. An employee who informs the College that ~~he/she has~~ they have HIV/AIDS shall be accorded confidentiality regarding disclosure of the medical condition in accordance with all established state, local and federal laws and regulations.
5. In instances where an infected employee is unable to fulfill their regular responsibilities, or portions of these responsibilities, but is able and desires to continue working in a less physically demanding capacity, the College shall make a reasonable effort, if requested, to accommodate the employee's physical disability and ensure

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-2.21	HIV/AIDS	2 – 34.1

effort, if requested, to accommodate the employee's physical disability and ensure "reasonable" efforts to accommodate the special needs of an employee with AIDS and AIDS related diseases unless the accommodation places "undue burdens" on the College.


#### B. Students

1. The College will not deny the admission or deny continued attendance of a student otherwise qualified for admission or continued attendance on the basis of a diagnosed infection unless a determination has been made that no reasonable accommodation can be made to prevent the likelihood, under the circumstances involved, that such admission or attendance will expose other individuals to a significant possibility of being infected with HIV or to enable such persons to meet the substantial requirements of the educational program.
- (3) Anyone who believes they have been subject to harassment or discrimination can contact the College's Equity Officer:

501 West State Street  
 Jacksonville, FL 32202  
 (904) 632-3221 (confidential)  
 Equityofficer@fscj.edu (confidential)  
~~1-877-578-6801~~ 1-833-650-0005 (confidential)

(General Authority: F.S. Chapter 760, 1001.64, 1001.65, 1006.68, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791), the Americans with Disabilities Act of 1990 (42 U.S.C. 12131))

(Adopted 10/19/88, Revised 5/21/92, 05/13/14, 04/14/15, 02/11/25)  
 (Reviewed 06/14/16)


	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-3.23	Job Classification Descriptions	3 - 29

- (1) The District Board of Trustees (DBOT) delegates to the College President the authority to designate personnel positions to be filled and prescribe minimum qualifications for those positions. Such positions and qualifications shall be maintained by the Office of Human Resources. Additions, deletions and revisions to existing position classification minimum qualifications shall be by approval of the College President, or designee.
  - A. Each Position Classification Description shall contain the position classification title, core functions and responsibilities, and minimum qualifications.
- (2) The College President, or designee shall develop and maintain job descriptions for positions within the position classification to document specific functions, duties and responsibilities.
- (3) Position Classification Descriptions approved by the DBOT prior to the adoption of this rule shall remain in effect until modified by action of the College President, or designee.

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

(Adopted 07/13/78, Revised 06/20/79, 08/22/79, 10/14/79, 11/14/79, 02/13/80, 06/23/80, 04/15/93, 09/01/98, 03/02/99, 06/07/05, 06/10/14, 12/13/16, Formerly 5.20)

(Reviewed 02/11/25)

	<b>RULES OF THE BOARD OF TRUSTEES</b>	
	<b>NUMBER</b>	<b>TITLE</b>
	6Hx7-12.1	Professional Development
		<b>PAGE</b>
		12-1

- (1) Florida State College at Jacksonville (FSCJ) shall strive to provide a variety of cost-effective professional development opportunities to all members of the College community that reflects the College's commitment to:
  - A. Professional development that reflects the institution's mission and goals;
  - B. Provide for new and improved programs and courses, educational materials, and educational and student processes that enhance the curricula;
  - C. Provide career and professional development opportunities such as programs, workshops, exchanges, internships and coursework that result in improved job skills and competencies.
- (2) FSCJ, in compliance with State Board of Education Rules, shall identify and expend funds within its operating budget to support a plan for professional development.

(General Authority: F.S. 1001.64, 1001.65, 1012.98, SBE Rule 6A-14.029)

(Adopted 07/13/78, Revised 06/20/79, 06/23/80, 02/20/85, 12/03/96, 04/01/97, 09/02/03, 10/14/14, 02/08/22, Formerly 5.54)

(Reviewed 02/11/25)

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

**AGENDA ITEM NO. CA - 2.**

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to extend the following annual contracts.

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2022C-06RC	Roof Repair & Replacement Delivery Order/Job Order Contracting Services	Roof Control Services, LLC DBA BBG Contracting Group (formerly BBG Contracting Group, Inc.)	3/1/2025	2/28/2026	3 of 5	\$2,000,000	0%
2.	2022C-06R	Roof Repair & Replacement Delivery Order/Job Order Contracting Services	Register Roofing & Sheet Metal, Inc.	3/1/2025	2/28/2026	3 of 5	\$2,000,000	0%

**BACKGROUND:** The College solicits annual indefinite quantity contracts for various services and products used Collegewide. These contract renewals are negotiated annually for optional extension terms. Each contract requires review to confirm satisfactory performance, terms, conditions and competitive renewal rates.

**RATIONALE:** Pursuant to State Board of Education Rule 6A-14.0734 annual indefinite quantity contracts minimize purchase costs through collective volume buying.

**FISCAL NOTES:** The total amount of services provided using these contracts is comprehended in the College's operating or capital budgets.

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

**AGENDA ITEM NO. C A - 3.**

Subject:	Purchasing: Property Insurance
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a satisfactory contract with Arthur J. Gallagher Risk Management Services, Inc., in an amount not to exceed \$985,000 for the period of April 1, 2025 through April 1, 2026 for property insurance.

**BACKGROUND:** The College issued a request for proposal (RFP) for Property and Casualty Insurance Broker Services on May 3, 2018. The committee, after evaluation of all proposals, recommended the contract be awarded to Arthur J. Gallagher Risk Management Services, Inc., with an initial term of three years with an option to renew for two years. The renewal option was exercised extending the contract to December 31, 2027. Major rate adjustment increases were made for 2022 and 2023 due to multiple years of unprecedented catastrophic claims from hurricanes, wild fires, tornadoes, and floods. Even with the catastrophic events in 2024, the market has stabilized because of the previous adjustments and more competition in the market. As a result, the property premium is not expected to increase from the 2024-2025 premium of \$985,000. The administration believes the requested coverages are essential, and recommend Board approval to finalize coverage.

**RATIONALE:** This purchase renewal conforms to State Board of Education Rule 6A-14.0734 and insures the College against catastrophic property losses.

**FISCAL NOTES:** The renewal one-year term purchase will not exceed \$985,000, which is comprehended in the College's operating or capital budgets.

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

**AGENDA ITEM NO. C A - 4.**

Subject:	Facilities: Certificate of Final Inspection for the South Campus – ARP Act – Fire Tower Repairs, Building W-3
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – ARP Act – Fire Tower Repairs, Building W-3 Project to E. Vaughan Rivers, Inc.

**BACKGROUND:** The Board of Trustees awarded Contracting Services to E. Vaughan Rivers, Inc. for the South Campus – ARP Act – Fire Tower Repairs, Building W-3 Project in accordance with plans and specifications developed by H. W. Keister Associates, Inc. dba Atlantic Engineering Services. The College issued the contract to E. Vaughan Rivers, Inc. on May 9, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on January 8, 2025, by the College's Facilities Management & Construction Building Code Official and the Engineer of Record, H. W. Keister Associates, Inc. dba Atlantic Engineering Services. It certifies that the South Campus – ARP Act – Fire Tower Repairs, Building W-3 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.**

<b>Subject:</b>	Administrative Procedure Act – Board Rules, Section 2 – Administration
<b>Meeting Date:</b>	February 11, 2025

**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.

6Hx7-2.16 – Reimbursement of Relocation and Travel Expenses  
6Hx7-2.25 – Contracts, Grants and Agreements

**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 6Hx7-2.16 – Recommends modifications to the Rule to update College practices.
- Edits to Board Rule 6Hx7-2.25 – 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
6Hx7-2.16	Reimbursement of Relocation and Travel Expenses	2 - 28

- (1) ~~New Senior Management and/or cabinet level Administrative personnel hired may, at the sole discretion of the College, be eligible for payment or reimbursement of relocation expenses. The College President may approve an exception in special circumstances when an exception is in the best interests of the College.~~
- (2) ~~Payment or reimbursement for relocation expenses shall not exceed the actual expenses, and the move must be one-way and for distances greater than or equal to fifty (50) miles from the Jacksonville Metropolitan Statistical Area (MSA). Payment or reimbursement for such expenses is subject to a maximum limitation of \$5,000, and the move must take place within six (6) months of the initial employment start date. However, the College President, or designee, may approve an exception to this amount whenever an exception is in the best interest of the College.~~
- (3) ~~Payment or reimbursement for relocation expenses shall be based upon the most efficient and economical means of travel and relocation as determined by the provisions of F.S. 112.061.~~
- (4) ~~Payment or reimbursement for relocation expenses shall be considered a cost of recruiting.~~
- (5)(1) The College President, or designee, shall develop appropriate procedures and forms for payment or reimbursement of relocation expenses, considered a cost of recruiting, for the implementation of this rule.
- (6)(2) This rule, and any revision thereto, shall take effect upon approval by the District Board of Trustees (DBOT) and shall not be retroactive.

(General Authority: F.S. 112.061, 216.011, 1001.64, 1001.65)

(Adopted 01/28/81, Revised 06/23/87, 06/10/14, 06/14/16, 02/11/25)

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-2.25	Contracts, Grants, Agreements	2 – 39

- (1) The District Board of Trustees (“DBOT”) shall approve contracts and grants available to the College which exceed the dollar amount as specified in Florida Statute 287.017 for Category Five purchases.
  - A. The DBOT hereby delegates approval of contracts and grants for lesser amounts to the College President.
  - B. The College President shall ensure that contracts and other legal obligations entered into on behalf of the College conform to standards and directives approved by the DBOT, as appropriate.
  - C. The College President shall establish policies and procedures to ensure that all contracts, grants and other legal obligations entered into on behalf of the College are in compliance with standards for accreditation established by the approved accreditation organization ~~Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)~~, as well as rules established by the State and U.S. Departments of Education, including Program Integrity rules.
- (2) At each regular meeting of the DBOT the College President shall present for information a list of contracts ~~for which the College intends to pursue whenever the~~ and whose contemplated expenditures ~~under such contract~~ equals or exceeds the amount required for subsequent Board DBOT approval under Florida Statute 287.017 for Category Five purchases. ~~as specified in (1) A above.~~
- (3) The DBOT may periodically request and receive for its information a listing of contracts and grants undertaken by the College for a given time frame as the DBOT deems appropriate.

(General Authority: F.S. 287.017, 1001.64, 1001.65)

(Adopted 03/02/04, Revised 04/09/13, 08/11/15, 08/09/16, 02/11/25)  
(Reviewed 02/11/14)

**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:	February 11, 2025

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

6Hx7-3.1 – Authority to Hire

6Hx7-3.3 – Pay Plan

6Hx7-3.45 – Benefits Programs

6Hx7-3.48 – Employee and Dependent Tuition and Fees

**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 6Hx7-3.1 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-3.3 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-3.45 – Recommends modifications to the Rule to reflect updates to College practices.
- Edits to Board Rule 6Hx7-3.48 – Recommends modifications to the Rule to reflect updates to College practices. The recommendation also moves appropriate language to Administrative Procedure 03-0910, Reimbursement for Florida State College at Jacksonville Course Fees.

**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
6Hx7-3.1	Authority to Hire	3 - 1

- (1) The College President shall establish and implement procedures, in accordance with §1001.65, Florida Statutes, to hire, appoint, transfer, suspend, terminate and evaluate all personnel of the College. The employment of all newly hired personnel is subject to rejection by the District Board of Trustees (DBOT) for cause. The College President and the DBOT shall establish procedures for the DBOT's timely and appropriate consideration of all newly hired personnel.
- A. In accordance with all applicable laws, rules and procedures, the College President is authorized to designate administrators to approve the employment of students in student employment programs.
- B. Employees of the College may not supervise nor shall they recommend the appointment, employment or advancement of any relative or member of their household in or to a position in the College over which the employee exercises jurisdiction or control.
1. A relative is defined as a father, mother, son, daughter, brother, sister, ~~husband, wife, spouse, domestic partner,~~ father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.
  2. Mere approval of budgets outside of the campus or College departmental chain of command shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section.
- (2) Effective March 1, 2025, a candidate is eligible for hire if they are authorized to work at the time of hire and do not require any visa sponsorship for employment.
- ~~(2)~~(3) The ~~College President, College President's designee or the~~ Chief Human Resources Officer (CHRO), or designee, shall be authorized to extend a written offer of employment to a candidate for a specific full-time contractual position with the College. A candidate who fails to notify the College of acceptance of such offer within five (5) work days from the date of issue, shall be deemed to have declined the offer. This time limit may be waived by ~~the College President or the~~ (CHRO) provided that the reasons for the delay are submitted in writing and justify waiver of the period of time for acceptance.
- ~~(3)~~(4) All candidates recommended for employment shall submit to pre-employment requirements for criminal history background reviews and reference checking and have the results received and reviewed before commencing employment. Current employees who apply for transfers or advancement opportunities shall meet the same requirements as external applicants for employment. Candidates for all positions ~~that are pursuant to federal contracts~~ shall be screened through the E-Verify system, or functional equivalent. The College may require pre-employment drug screenings for certain "safety sensitive" positions or other positions where it is required by law, including but not limited to, Class C vehicle licensed drivers, health



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.1	Authority to Hire	3 - 2

science clinical instructors, and campus safety officers, etc. The CHRO, or designee, will be responsible for ensuring that all local, state and federal screening requirements are met.

- (4)(5) The CHRO, or designee, shall establish procedures for the identification and employment of qualified temporary personnel to ensure that individuals are available for the orderly and efficient operation of the College.
- (5)(6) The College President, the CHRO, or designee, shall establish procedures and standards to ensure that necessary personnel are employed and on duty for the time required to fulfill the requirements of the College.
- (6)(7) The College President, the CHRO, or designee, shall establish procedures for defining and administering the probationary period of employment for career employees.

(General Authority: F.S. 1001.64, 1001.65, 1012.855)

(Adopted 07/01/72, Revised 07/01/74, 07/13/78, 06/23/80, 03/16/83, 03/20/85, 03/19/86, 05/31/89, 04/15/93, 01/09/01, 12/03/02, 12/07/04, 02/01/05, 03/07/06, 03/04/08, 11/3/09, 09/09/14, 12/13/16, 02/11/25, Formerly 4.3)



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.3	Pay Plan	3-4

(1) Governance:

- A. The District Board of Trustees (DBOT) approved Salary Index shall be administered in accordance with the provisions herein.
- B. This Pay Plan Board Rule shall remain in effect until modified or superseded by action of the DBOT.
- C. Pay for full-time faculty shall be governed by the Collective Bargaining Agreement between the District Board of Trustees of Florida State College at Jacksonville and the United Faculty Florida – Florida State College at Jacksonville.
- D. The College President is authorized to develop administrative procedures to approve salary exceptions not covered by this Board Rule.
- E. Collegewide salary increases shall be approved by the DBOT for administrative, professional and career employees, and part-time instructional staff not covered by the Collective Bargaining Agreement.

(2) Salary Index:


- A. The administration shall develop for DBOT approval an annual salary index as part of the College Pay Plan.
- B. The Salary Index shall establish the minimum and maximum salary for each job description.
- C. The administrative, professional and career salary index shall be based upon the number of work days in the fiscal year as determined by the DBOT approved College calendar.

(3) General Provisions:

- A. It is the responsibility of the Office of Human Resources to determine employee salaries which correctly reflect DBOT action, as appropriate. Any other salary data communicated by others shall be considered unofficial and unbinding except as may otherwise be provided by Board Rule to that effect.

(4) Exceptions:

- A. The College President may establish procedures to implement a performance-based pay plan for non-instructional employees, or an identified sub-group of non-instructional employees.

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-3.3	Pay Plan	3-4.1

**B. Senior Management Class Employees:**

1. ~~Senior Management Class employees are designated~~ **The College President is authorized** by the DBOT pursuant to Board Rule 6Hx7 3.45, Program Benefits, as **to designate** Senior Management Class positions pursuant to Florida Retirement System regulations and Florida Statutes.
  2. The College President is authorized by the DBOT to extend ~~one (1) year~~ employment contracts to individual Senior Management Class employees in cases of exceptional performance **multi-year employment contracts, not to exceed three (3) years, to full-time Senior Management Class personnel.**
  3. The College President is authorized by the DBOT to award to Senior Management Class employees individualized performance-based pay in recognition of exceptional performance. The total value of the award may not exceed the limit established by the ~~Board~~ **DBOT** annually. The award shall be for a single contract year and shall not be added to the employee's base salary. ~~The form of the award shall be determined in consultation with the employee.~~
  4. The College President shall provide to the DBOT an annual accounting of performance-based pay awards to Senior Management Class employees.
- (5) The College President, or designee, shall establish procedures for the reclassification of positions.

(General Authority: F.S. 1001.02, 1001.64, 1001.65)

(Adopted 07/01/72, Revised 05/21/74, 07/13/78, 06/20/79, 06/23/80, 07/01/81, 08/19/81, 10/21/81, 06/30/82, 07/20/83, 08/24/83, 12/21/83, 02/15/84, 07/25/84, 09/19/84, 10/24/84, 12/12/84, 06/19/85, 10/16/85, 04/22/86, 06/24/86, 01/06/87, 06/23/87, 01/27/88, 6/29/88, 11/16/88, 07/05/89, 11/29/89, 02/21/90, 06/20/90, 08/07/90, 03/22/91, 05/14/91, 06/04/91, 08/20/91, 02/19/92, 08/18/92, 11/18/92, 06/17/93, 09/16/93, 02/17/94, 07/01/94, 11/28/94, 3/27/95, 5/31/95, 06/26/95, 06/27/96, 12/03/96, 06/25/97, 06/02/98, 06/23/98, 01/05/99, 03/02/99, 06/01/99, 12/07/99, 04/04/00, 05/02/00, 06/06/00, 12/05/00, 03/06/01, 11/06/01, 06/04/02, 04/01/03, 06/03/03, 08/05/03, 09/02/03, 01/06/04, 06/01/04, 08/03/04, 10/05/04, 06/07/05, 09/06/05, 05/02/06, 08/01/06, 11/07/06, 03/06/07, 08/07/07, 10/02/07, 01/08/08, 08/05/08, 08/03/10, 12/07/10, 08/02/11, 06/10/14, 10/14/14, 02/14/17, 06/08/21, **02/11/25**, Formerly 4.24, 5.20)




## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.45	Benefits Programs	3 - 57

- (1) All employees shall be covered by Workers' Compensation while in the line of duty.
- (2) ~~Medical, dental, vision, long-term disability and life insurance shall be offered to all full-time College employees based on the terms and conditions of each benefit plan approved by the District Board of Trustees (DBOT).~~ State Group Insurance Program benefits for employees shall be in accordance with the rules of the Division of State Group Insurance.
  - A. ~~At the expense of the employee, dependents of full-time employees may participate in applicable programs as provided under the terms and conditions of such coverage. The DBOT shall determine the extent of college funding of dependent coverage on an annual basis.~~
  - B. ~~At the expense of retirees, retirees and their dependents may participate in applicable programs based on the terms and conditions of each benefit plan approved by the DBOT. In the event of the actively enrolled retiree's death who has a spouse/domestic partner and/or eligible dependent child(ren) on the plan(s), at the time of death, the coverage may continue as long as the monthly premium(s) are paid by the eligible dependents. A spouse/domestic partner cannot add any new dependents on the plan(s). Retirees who withdraw from the College group insurance plans will be ineligible to reenter at a later date.~~
- (3) The College President, or designee, is authorized to establish other types of insurance and voluntary savings programs, where the interest of the College and the employee is best served.
- (4) Retirement benefits for employees shall be in accordance with the rules of the Florida Retirement System.
- (5) The Office of Human Resources will maintain a list of positions approved by the DBOT for inclusion in the Senior Management Service Class of the Florida Retirement System (FRS). Changes may be made to this list in accordance with Florida Statutes ~~and with DBOT approval.~~
- (6) ~~Companies who desire to make other benefit programs available to the College employees are required to contact the Director of Compensation and Benefits for review.~~

(General Authority: F.S. 121.021, 121.031, 121.051, 121.052, 121.055, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 07/13/78, 07/18/79, 12/19/79, 06/23/80, 07/25/84, 04/15/93, 06/02/98, 05/01/01, 06/09/15, 12/13/16, 02/11/25, Formerly 5.34)

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-3.48	Employee and Dependent Tuition and Fees	3 – 60

- (1) The College President is authorized to establish, or cause to be established, procedures for full-time employees and their dependents and part-time employees to follow when enrolling ~~for~~ in courses at Florida State College at Jacksonville (FSCJ).
- (2) ~~Full-time employees and their eligible dependents and regular part-time employees shall receive tuition reimbursement or tuition waiver for tuition and fees paid for course(s) taken at Florida State College at Jacksonville, provided:~~
  - A. ~~The employee and eligible dependents meet the admission requirements set by the District Board of Trustees; and~~
  - B. ~~The employee and eligible dependents satisfactorily complete all courses taken pursuant of this rule.~~
  - C. ~~Non-standard fees, such as insurance fees, materials fees, and laboratory fees in excess of \$50 shall be excluded.~~
- (3) ~~The College will reimburse or waive tuition for all Florida State College at Jacksonville college credit and college prep courses, PSAV courses, CWE courses, and all high school preparation and completion courses.~~
- (4) ~~Eligible dependents shall only include the spouse and any dependent children under the age of twenty-six (26). Dependent children who are permanently disabled and who are living at home with a full-time employee are eligible at any age.~~
- (5) ~~Florida State College at Jacksonville retired employees may take courses at the College without payment of fees on the same basis as current employees as noted in Sections (2) and (3) of this Rule pursuant to the applicable provisions of F.S. 1009.23 and administrative procedures to that effect.~~

**RELEVANT DELETED LANGUAGE MOVED TO APM 03-0910, REIMBURSEMENT FOR FLORIDA STATE COLLEGE AT JACKSONVILLE COURSE FEES**

(General Authority: F.S. 1001.02, 1001.64, 1001.65, 1009.21, 1009.23, SBE Rule 6A-14.054)

(Adopted 07/01/74, Revised 07/13/78, 11/14/79, 06/23/80, 08/17/83, 11/16/83, 08/18/87, 06/29/88, 01/18/89, 04/15/93, 05/30/95, 02/29/96, 08/07/01, 12/02/03, 10/07/08, 12/04/12, 02/11/25, Formerly 5.39)  
(Reviewed 2/11/14, 12/13/16)

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

**AGENDA ITEM NO. A - 4.**

<b>Subject:</b>	Human Resources: Collective Bargaining Agreement (Full-time Faculty)
<b>Meeting Date:</b>	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the specified successor article and appendix of the Collective Bargaining Agreement (CBA) between the College and the United Faculty of Florida – Florida State College at Jacksonville (“Union”) pending ratification by the faculty.

**BACKGROUND:** Article 11: Faculty Evaluation and Appendix B: Evaluation of Faculty Forms had a specified reopener after the last full CBA negotiation. The College and the Union pursued an interest-based bargaining (IBB) approach, in which the parties collaborated to update the Faculty Evaluation. This strategy focuses on developing mutually beneficial agreements based on the interests of the parties. Formal negotiations commenced on March 29, 2024 and a tentative agreement on successor Article 11 and Appendix B was reached on January 17, 2025.

**RATIONALE:** The successor article and appendix of the CBA for full-time faculty is recommended for approval as it will provide a revised Faculty Evaluation tool and process.

**FISCAL NOTES:** No financial impact. Ratification and approval of a new Faculty Evaluation tool by June 10, 2025 will provide faculty additional compensation for the 2025 – 2026 academic year based on the provision in Article 27: Compensation.

## ARTICLE 11: FACULTY EVALUATION

The evaluation of faculty shall conform to the laws, rules, and regulations of the State of Florida related to full-time faculty duties and responsibilities. Faculty evaluation shall be conducted in a fair, constructive, objective manner and shall serve to maintain and improve the quality of instruction and support services in furtherance of the College's primary mission. The goal of the evaluation is to encourage and recognize excellence in faculty performance and to provide the opportunity for faculty members and their supervisors to discuss performance regularly and in a consistent manner throughout the College. The approved evaluation tool is located in Appendix B.

### **Performance Evaluation Criteria: ~~Essential Specific Responsibilities~~**

All faculty will be evaluated using the ~~essential responsibilities~~ standard duties/responsibilities for all faculty regardless of the faculty member's assignment: teaching, librarian, or counselor. In addition, ~~responsibilities~~ duties/responsibilities specific to the type of faculty assignment will be used as additional criteria that will provide more discrete information in the performance evaluation and feedback cycle. ~~The essential and specific responsibilities~~ Refer to are found in Appendix B.  
Evaluation of Faculty Forms.

### **Procedures**

Faculty on annual contract will be evaluated once a year. First year faculty will be evaluated during their second semester of employment.

Faculty on continuing contract will be evaluated once every three (3) years. The supervising administrator may evaluate the continuing contract faculty member more frequently if concerns arise about the faculty member's quality of instruction or methodology. Supervisors shall consult with faculty regarding perceived problems in a timely manner, as appropriate.

The supervising administrator shall use multiple sources of data, including the findings of observations, the results of the evaluation of instruction by student survey of course sections taught by the faculty member, student results, and pertinent anecdotal information to complete the current evaluation form. The supervising administrator will discuss the conclusions identified on the final evaluation form with the faculty member, will affix his or her signature and provide for the signature of the faculty member. The signature of the faculty member does not necessarily imply agreement with the evaluation. The faculty member has access to the completed evaluation form and the original will be maintained by Human Resources as a part of the faculty member's personnel file. The faculty member may include a statement, which will become a part of the evaluation.

### **Observations and Visits**

Observations and visits for seated and online classes shall occur when the faculty member is performing regular work duties. The supervising administrator initiates at least one observation by scheduling a mutually agreeable date and time and alerting the faculty member as to the purpose of the observation.

Feedback regarding the findings of the scheduled observation shall be provided to the faculty member in a pre-scheduled conference to be held no later than ten (10) workdays following the observation. A

conference summary memo will be provided to the faculty member following the meeting and will provide a part of the basis for the overall evaluation.

### Student Survey

Students will have an opportunity to complete the appropriate FSCJ Student Evaluation of Instruction (SEI) form on-line for each course section taught by his or her instructor. The individual report information and comments will be provided to the faculty member, the supervisor, and the Associate Provost/Associate Vice President/Executive Director. Report information by program and discipline will be provided to the Provost/Vice President of Academic Affairs. The final FSCJ Student Evaluation of Instruction (SEI) online form consists of the 15 questions that are attached and five (5) additional questions determined by a joint committee.

### Ratings

The faculty member's performance will be measured against the performance criteria and will be rated as follows:

- ~~Exemplary – Responsibilities exceeded and is deserving of special recognition.~~
- Satisfactory – Responsibilities met.
- Needs Improvement Attention – Improvement is needed to meet responsibilities.
- ~~Unsatisfactory – Responsibilities not met.~~
- ~~Not Applicable (NA) – Does not apply to the faculty member's current assignment~~

~~The College administration and faculty Union will begin bargaining this Article for the 2025-26 academic year (the third year of this contract) no later than March 29, 2024.~~

~~Examples will be provided for each responsibility that is Needs Improvement or Unsatisfactory. If an overall rating of Needs Improvement is determined, the supervising administrator shall consult with and obtain the concurrence of the Associate Provost/Associate Vice President/Executive Director. The faculty member shall be provided an opportunity to improve his or her performance and an improvement plan shall be developed in collaboration with the faculty member's immediate supervisor. The performance improvement period shall not exceed one semester year following the initial Needs Improvement rating or the time at which the annual contract appointment must be made.~~

If the overall evaluation is Satisfactory, but there are one or more standard duties/responsibilities evaluated as Needs Attention, the issue should be addressed as part of the regular interactions with the faculty member collaboratively within the next year.

~~If an overall rating of Unsatisfactory is determined, it requires concurrence of the Associate Provost/Associate Vice President/Executive Director and, at the Associate Provost/Associate Vice President/Executive Director's discretion, an improvement plan may be developed as noted above.~~

Nothing in this Article is intended to preclude any due process proceeding addressing disciplinary action, as appropriate.

The results of the faculty evaluation and subsequent employment decisions shall not be subject to the

grievance process.

The College administration and faculty Union will form a committee (3 people each) to have an ongoing conversation about the implementation of the tool, identify issues and bring recommendations to the bargaining team. The College administration and faculty Union will reopen bargaining this Article and Appendix B, no later than February 1, 2027.

## **APPENDIX 'B'**

## Evaluation of Faculty (Forms)

Per the Collective Bargaining Agreement (CBA) between the District Board of Trustees of Florida State College at Jacksonville and United Faculty of Florida-Florida State College at Jacksonville (effective August 16, 2023): Faculty evaluation shall be conducted in a fair, constructive, objective manner and shall serve to maintain and improve the quality of instruction and support services in furtherance of the College's primary mission.

### FSCJ's Mission Statement:

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

### Intentionality Statement:

The faculty evaluation is intended to foster a culture of continuous improvement, development, and growth. This evaluation tool is divided into two sections. The first section covers standard duties, which span teaching and expertise-driven activities, and other complementary responsibilities that contribute to the College's mission. The second part of the evaluation tool is a formative section intended to consider more nuanced work faculty undertake.

### **I. Essential Responsibilities for All Faculty**

#### **A. Basic**

- \_\_\_ Works the contractual hours per week on College activities.
- \_\_\_ Fulfills workload requirements as specified in the collective bargaining agreement and has an approved work schedule on file with the supervisor.
- \_\_\_ Maintains required records in appropriate format.
- \_\_\_ Follows College policies and procedures.
- \_\_\_ \* ~~Participates in College planning and evaluation activities.~~
- \_\_\_ \* ~~Assists in the implementation of collegewide and campus goals.~~
- \_\_\_ Contributes to student success and retention activities.
- \_\_\_ Complies with all applicable Florida Statutes regarding conflict of interest.
- \_\_\_ Upholds ethical standards and principles as identified in the Florida Code of Conduct for Professional Educators in Florida.

Complies with all applicable government regulations regarding disabled students.

#### **\* ~~Maintains effective and professional student communication and interaction.~~**

- \_\_\_ Keeps updated syllabus for each course.
- \_\_\_ Follows procedure for the custody, use and protection of College property including classroom and office equipment.
- \_\_\_ Maintains safe conditions in personal office.
- \_\_\_ Uses technology as required to meet record keeping and reporting responsibilities and remains current in the use of technology.
- \_\_\_ \* ~~Respects diverse populations and promotes academic success for all students.~~
- \_\_\_ Maintains professionally appropriate relationships with students.

**Rating:** \_\_\_ Exemplary \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_ Unsatisfactory

#### **B. Service and Professionalism**

- \_\_\_ \* ~~Serves the College by providing expertise to College committees and task forces.~~
- Attends campus and collegewide meetings, convocations and commencement ceremonies.

\* ~~Collegiality: Exhibits professional behavior in interaction with all College employees.~~

Rating: ~~Exemplary~~ ~~Satisfactory~~ ~~Needs Improvement~~ ~~Unsatisfactory~~

**C. Professional Development**

- ~~\* Establishes and maintains participation in appropriate professional networks.~~
- ~~\* Assists in mentoring of adjunct faculty.~~
- ~~\* Stays current in discipline or program.~~
- ~~\* Stays current in reference to teaching methodology.~~
- ~~Maintains professional certifications in field as required by accrediting agencies.~~

Rating: ~~Exemplary~~ ~~Satisfactory~~ ~~Needs Improvement~~ ~~Unsatisfactory~~

**Part I: Standard Duties/Responsibilities**

(The order of the listed standard duties/responsibilities is not necessarily reflective of their level of importance)

**Section Instructions:**

- Satisfactory: Select "satisfactory" for items that are satisfactorily met. Comments are not required to substantiate a "satisfactory" designation.
- Needs Attention: Select "needs attention" for items that need attention. If any item is marked as "Needs Attention", then comments that outline recommendations for improvement will be provided in the box. Recommendations for improvement MUST be written in such a way that both parties can objectively determine that the faculty member took corrective action. Any recommendations for improvement should be addressable in one year or less of the applicable evaluation.

**Standard Duties/Responsibilities for all Faculty**

1. Fulfills workload requirements as specified in the CBA, Article 26: Workload.
2. Maintains an approved work schedule on file with the supervisor.
3. Maintains required college and student records in appropriate format (as applicable by employee role).
4. Maintains documentation and reporting standards in accordance with third-party accrediting bodies and/or compliance regulations (as applicable).
5. Follows college policies and procedures.
6. Assists in the implementation of college-wide and/or discipline/department goals.
7. While fulfilling work-related duties, maintains professional interactions with stakeholders.
8. Follows procedures for the custody and use of college property, including classroom and office equipment (as applicable).
9. Exhibits timely response to supervisor communications (as applicable based on contract workdays).
10. Engages in ongoing curriculum development in specific courses and/or programs (as applicable).
11. Follows safety protocols/procedures for course, discipline and/or location where students receive instruction (e.g., appropriate personal protective equipment, equipment safety, laboratory/kitchen safety, automotive/aviation/off-site safety, general classroom/library safety, etc.)
12. Contributes to student success and retention activities.
13. Uses student feedback to improve instruction, when appropriate.
14. Routinely meets required institutional deadlines.
15. Collaboratively engages in Part II of this evaluation tool.

**II. ~~Specific Responsibilities for Teaching Faculty~~**

- ~~\_\_\_\_\_ Prepares and distributes a comprehensive course syllabus during the first week of class that conforms to official course outlines.~~
- ~~\_\_\_\_\_ Provides appropriate measure of instruction for each class section and holds classes in accordance with the approved schedule.~~
- ~~\_\_\_\_\_ Posts and maintains assigned office hours.~~
- ~~\_\_\_\_\_ Prepares substitution assignments for faculty colleagues when absent and fills in for colleagues when they are absent as appropriate.~~
- ~~\_\_\_\_\_ \* Reflects upon student feedback.~~
- ~~\_\_\_\_\_ \* Promotes an effective learning environment.~~
- ~~\_\_\_\_\_ Participates in departmental selection of instructional materials.~~
- ~~\_\_\_\_\_ Administers a final exam or other instructional activity during exam time in accordance with College procedures.~~
- ~~\_\_\_\_\_ Ensures that any course, or portion thereof, meets all specific criteria when governed by a commission or regulatory agency.~~
- ~~\_\_\_\_\_ \* Engages in ongoing curriculum development in specific courses and programs.~~

**Rating:** \_\_\_\_\_ Exemplary \_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Unsatisfactory

**Standard Duties/Responsibilities for Teaching Faculty**

1. Follows procedures for responding to action items and policies detailed in accommodation memos that originate from FSCJ Student Support Services.
2. Follows college policies related to developing and submitting course syllabi.
3. When applicable, participates in departmental selection of instructional materials as outlined in the CBA.

## **H. — Specific Responsibilities for Counselors**

- ~~— Maintains a thorough and current knowledge of professional counseling theory and practice.~~
- ~~— Maintains and communicates a thorough knowledge of College and university programs, policies, procedures, and other advising requirements that affect student success and goal attainment.~~
- ~~— \* Provides a broad range of counseling services designed to enhance student success.~~
- ~~— Provides a broad range of career development services designed to enhance student success.~~
- ~~— Supports the orientation of new students.~~
- ~~— Provides a broad range of assessment services designed to enhance student success.~~
- ~~— \* Provides students with a broad range of intervention and retention services designed to enhance student success.~~
- ~~— Provides instructional services in support of counseling services and goals.~~
- ~~— Supports the appropriate use of technology to enhance student access and increase the effectiveness and efficiency of student success services.~~
- ~~— \* Consults with other faculty, College staff, community resources, and students to support student development goals.~~
- ~~— Provides prospective and current students with information about College resources and services.~~
- ~~— \* Develops up-to-date materials, procedures, training, and resources to support and improve College, campus, and student development goals and operations.~~
- ~~— Advocates goals, programs, and services that support student development and success and participates in related planning.~~
- ~~— Identifies student needs and refers students to appropriate internal and external resources.~~
- ~~— Contributes to efforts to evaluate services and programs.~~

**Rating:** — Exemplary — Satisfactory — Needs Improvement — Unsatisfactory — NA

### **Standard Duties/Responsibilities for Faculty Counselors**

1. Provides a broad range of counseling services designed to enhance student success.
2. Provides students with a broad range of intervention and retention services designed to enhance student success.
3. Consults with other faculty, College staff, community resources, and students to support student development goals.
4. Develops up-to-date materials, procedures, training, and resources to support and improve College, campus, and student development goals and operations.

## II. ~~Specific Responsibilities for Librarians~~

- ~~\_\_\_\_\_ Stays current in discipline and assists students, faculty and staff in the use of information science and technology.~~
- ~~\_\_\_\_\_ Develops student skill in finding, evaluating and using information.~~
- ~~\_\_\_\_\_ \* Collaborates with other faculty and the assessment and certification center on the implementation and ongoing evaluation of the information literacy graduation requirement.~~
- ~~\_\_\_\_\_ Develops, explains and promotes the use of library resources, including accompanying equipment and software to students, faculty, and staff.~~
- ~~\_\_\_\_\_ Provides collection development to support the curriculum, collection maintenance and collection management.~~
- ~~\_\_\_\_\_ \* Provides information and instruction in the use of library resources.~~
- ~~\_\_\_\_\_ \* Serves as a resource in support of curriculum and instructional activities.~~
- ~~\_\_\_\_\_ Prepares library resources for use by students, faculty and staff.~~
- ~~\_\_\_\_\_ Plans, conducts and evaluates in-service training for LRC staff as required.~~
- ~~\_\_\_\_\_ Develops budget recommendations, budget requests and monitors budget expenditures.~~
- ~~\_\_\_\_\_ Maintains and interprets statistical data, records, report and inventories as needed.~~

Rating: \_\_\_\_\_ Exemplary \_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Unsatisfactory \_\_\_\_\_ NA

## Standard Duties/Responsibilities for Faculty Librarians

1. Provides instruction on library resources through various modalities, and helps students to find, evaluate, and use information.
2. Prepares and updates library resources and instructional activities for access and use by the college community.
3. Curates the library collection using allocated funds to support teaching and learning, and to fulfill program and institutional accreditation requirements.
4. Builds and maintains partnerships to enrich resource sharing and integrate library services.

## Supervisor Summative Comments

NOTE: The rationale for including this comment area is to clarify if a situation is habitual or rare (not reflective of the faculty member's overarching performance). Supervisors are encouraged to provide summative comments highlighting the positive work or service in which the faculty member has been involved.

## Overall Rating

(Overall rating pertains to Part I of the evaluation, including completion of Part II.)

NOTE: Having every item in the Standard Duties/Responsibilities (Part I of this evaluation tool) marked as "satisfactory" does not necessarily mean the faculty member would have an overall satisfactory evaluation. Likewise, having "needs attention" marked in any part of this basic section does not necessarily preclude the faculty member from achieving an overall satisfactory evaluation.

**Overall Rating:**

Exemplary   Satisfactory   Needs Improvement   Unsatisfactory   NA

Summary Comments: \_\_\_\_\_

Signatures:

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

*(The signature of the faculty member does not necessarily imply agreement with the evaluation.)*

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Associate Provost/Associate Vice President/Executive Director\_\_\_\_\_  
Date

## **Part II. Formative Section**

### **Summary of Activities (Informational Only)**

In bullet-point or narrative format, the faculty member will summarize/highlight activities they have engaged in since their last evaluation. Faculty are further encouraged to define which pillar(s) (Teaching, Professional Development, and Service) they consider addressed by a given activity—remembering that one activity may address more than one pillar.

### **Formative Planning Section**

The formative evaluation consists of two parts: (1) A reflection on goals outlined in the prior evaluation period\*; and (2) A proposed plan of activity for the upcoming evaluation period. The proposed plan of activity must align with one or more of the three foundational pillars: Teaching, Professional Development, and Service. Emphasis within or across these pillars can vary based on the individual's career stage and College/Program needs. Faculty should contribute to the institution's mission in ways that align with their roles, interests, and goals. The depth and breadth of activity associated with a given pillar can vary, and one activity could address multiple/all pillars.

Innovation requires risk tolerance. Considering progress toward a goal rather than punitive action for unmet goals is what encourages innovation. Faculty and supervisors will collaborate on reviewing what went well and foster space for development and progress toward goals—or revision of goals where useful.

**NOTE:** Faculty engaging in the evaluation tool for the first time (e.g., new faculty and faculty cycling onto this new evaluation tool from the prior tool) will not have a “prior year plan” to review.

### **IIA. Reflection on the Plan Developed in your Prior Evaluation.**

### **IIB. Proposed Plan of Activity for the Upcoming Evaluation Period**

The faculty member will propose a plan of activity for the upcoming evaluation period in at least one of the three pillars: Teaching, Professional Development, and Service. A given activity may address more than one pillar and activities need not be new—they could be a continuance of effort(s) and/or activities from the prior evaluation period.

### **Optional Supervisor Comments for Part II.**

### **Formative Section Examples**

Teaching, Professional Development, and Service serve as the three essential pillars for evaluating faculty performance, fostering reflection, and promoting growth. The focus within these pillars may shift depending on an individual's career stage and the specific needs of the College or program.

Essential Pillar activities may include, but are not limited to, professional development related to the faculty's field of expertise, teaching methodologies, pedagogy and andragogy, educational innovations, classroom technologies, and other related experiences should enhance teaching and support the growth of meaningful, engaged work at the College.

The following are examples of activities that align with these foundational pillars. Please keep in mind that this list is not exhaustive; rather, it aims to inspire faculty to consider a wide range of activities connected to these pillars. Also, the order in which they appear is not indicative of their importance/value. Additionally, some activities may be substantial enough to be relevant across multiple pillar areas.

Possible items to address may include, but are not limited to:

#### **Teaching activities:**

- engaging in new or teaching new courses;
- teaching or counseling techniques used which seem particularly effective;
- use of technology to enhance the pedagogical process;
- enhancing, measuring, and/or improving student outcomes;
- meaningful positive interactions with students;
- promotion of the library to faculty and students;
- student success workshops and other presentations;
- acquiring library material, and response to library users' informational needs;
- response to student counseling needs;
- utilizing student feedback to enhance course design.

#### **Learning Experiences:**

- graduate or professional development coursework;
- continuing education related to license or certifications;
- learning simulations;
- self-study;
- industry visits/tours;
- industry or discipline-related certifications;
- workshops;
- conferences;
- festivals related to the discipline;
- participation in professional organizations;
- sabbatical projects.

#### **Publications and Presentations:**

- pedagogical or content-related material;
- artistic works including but not limited to choreography, art exhibitions or commissions, musical compositions;

- discipline conference presentations;
- supporting student performances and exhibits.

#### **Other Creative Productions:**

- discipline related blogs;
- discipline related podcasts;
- discipline related video channels;
- discipline related performance;
- other new or emerging media.

#### **Residencies:**

- guest speaking or teaching engagements;
- fieldwork;
- workshops;
- temporary or part-time work in the faculty's field of expertise.

#### **College or Department related:**

- committee work;
- service with UFF-FSCJ;
- service with Faculty Senate;
- course and program development;
- subject matter expert (Ex: Mentoring);
- workshop development;
- student club sponsorship;
- BILT/Advisory Committee participation;
- connection with industry or employer;
- representing College or Department at community events;
- program accreditation;
- review of educational material;
- review of educational equipment;
- interaction with colleagues (i.e., mentoring, sharing materials, examples of collegiality, etc.);
- other College-related activities;
- Be principal in curriculum change and writing documents;
- Be principal in implementing department wide enhancement, such as publisher or Center for eLearning creation;
- Engagement with the community; recruitment; scholarship coordination; clinical coordination.

**FSCJ Student Evaluation of Instruction (SEI)****Response Categories:**

- A) Strongly Agree
  - B) Agree
  - C) No Opinion
  - D) Disagree
  - E) Strongly Disagree
- 
1. My professor presented the subject matter clearly.
  2. My professor displayed enthusiasm when teaching.
  3. My professor had a style of presentation which encouraged me to learn.
  4. My professor taught his/her stated course objectives.
  5. My professor was open to questions or comments when they were appropriate.
  6. My professor was available to help me during POSTED office hours.
  7. My professor explained what was expected of me.
  8. My professor provided written course policies.
  9. My professor provided feedback on all my work quickly enough to benefit me.
  10. I would recommend this professor to another student.
  11. My professor clearly explained how I was to be graded at the beginning of the course.
  12. My professor used methods of evaluation that were clearly related to the objectives in the course.
  13. My professor showed concern for my educational needs.
  14. My professor treats students with respect.
  15. My professor's use of technology enhanced my learning.
  16. My professor's use of Discussion Board contributed to my learning.
  17. My professor responded to my questions in a timely fashion.
  18. My professor encouraged student-to-student interaction.
  19. I was satisfied with the availability of course materials and library resources provided by my professor.
  20. My professor taught the course so that I felt actively involved in my learning or in what I was learning.

**PERFORMANCE IMPROVEMENT PLAN FOR FULL-TIME FACULTY**

In compliance with **Article 11: Faculty Evaluation** of the Collective Bargaining Agreement, Faculty who receive an overall evaluation rating of Needs Improvement Attention shall be provided an opportunity to improve his or her performance through the development of a Performance Improvement Plan. The performance improvement period shall not exceed one ~~semester~~ year following the initial Needs Improvement Attention rating or the time at which the annual contract appointment must be made. Recommendations for improvement MUST be written in such a way that both parties can objectively determine that the faculty member took corrective action.

PERFORMANCE TO BE IMPROVED	ACTION PLAN

By signing below, it is confirmed that the development of this Performance Improvement Plan was a collaborative effort. This fully signed document will be forwarded to the Chief Human Resource Officer, or designee who, in turn, will generate a notification to the Union President that a Performance Improvement Plan has been submitted.

\_\_\_\_\_  
Faculty Member\_\_\_\_\_  
Date\_\_\_\_\_  
Faculty Supervisor\_\_\_\_\_  
Date

**Submission of a finalized Performance Improvement Plan for a faculty member on continuing contract is considered notification that their continuing contract status may be in jeopardy.**

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

**AGENDA ITEM NO. A – 5.**

<b>Subject:</b>	Human Resources: Salary Increase for Full-Time Employees
<b>Meeting Date:</b>	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve a recurring base salary increase of \$750 for all eligible full-time employees (non-instructional and instructional). Employees serving in a full-time position (non-instructional and instructional) hired as of November 30, 2024 and continuing in a full-time position are eligible for the increase to be effective February 16, 2025.

**BACKGROUND:** The proposed salary increase will provide our employees with funds to acknowledge cost of living changes and benefit programs along with recognizing continued contributions to the College and its students.

**RATIONALE:** Funds were set aside during budget development to provide for salary increases for full-time employees. The Collective Bargaining Agreement was also ratified and approved in September 2024 to allow for this salary increase.

**FISCAL NOTES:** The financial impact for the \$750 recurring base salary increase for full-time employees will be \$456,654. The cost is included in our 2024-25 Operating Budget.

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

**AGENDA ITEM NO. A - 6.**

Subject:	Finance: Fees and Charges
Meeting Date:	February 11, 2025

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

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

**Summer Term 2025**

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
COS0003C	Cosmetologist and Hairdresser 2 (122393)	\$475.00	\$0.00

The Cosmetology program kits fee aims to recover the costs incurred by the College for the Cosmetology kits. The temporary kits fee is being removed to avoid double-charging students in Phase II who paid in Phase I, as it was initially implemented solely to recover costs from Phase I. The fee is no longer necessary.

**Summer Term 2025**

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
BCV0020	Tools and Pre-Construction Skills (103239)	\$42.00	\$0.00
BCV0103	Wood Products (103241)	\$42.00	\$0.00
BCV0110	Leveling Instruments, Site Preparation and Layout (103242)	\$42.00	\$0.00
BCV0139	Foundation Formwork/Wall and Floor Framing (103247)	\$42.00	\$0.00
BCV0140	Roof Framing I (103248)	\$42.00	\$0.00
BCV0141	Roof Framing II/Timber (103249)	\$42.00	\$0.00
BCV0170	Interior Trim (103257)	\$42.00	\$0.00
BCV0173	Ext Trim/Hardware (103258)	\$42.00	\$0.00
BCV0600	DC Theory (103319)	\$38.00	\$0.00
BCV0601	AC Theory (103320)	\$38.00	\$0.00

BCV0641	Residential Wiring I (103326)	\$38.00	\$0.00
BCV0642	Residential Wiring II (103327)	\$38.00	\$0.00
BCV0660	Commercial Wiring I (103328)	\$38.00	\$0.00
BCV0661	Commercial Wiring II (103329)	\$38.00	\$0.00
BCV0662	Electrical Maintenance (103330)	\$38.00	\$0.00
CSP0100	Esthetics/Skin Care (106311)	\$139.00	\$0.00
NUR1060C	Health Assessment/Lifespan (115306)	\$2.00	\$0.00
NUR1210C	Adult Health Nursing (115313)	\$2.00	\$0.00
NUR2421C	Nursing Women/Infants (115342)	\$2.00	\$0.00
NUR2710C	Adult Health Nurse II (115346)	\$2.00	\$0.00
REE0092	Mortgage Loan Originator (116645)	\$30.00	\$0.00

The Workforce Education course fees are being removed as part of a review that revealed the associated courses are no longer active, rendering the fees no longer valid.

Summer Term 2025

Course Number	Course	Current Fee	Recommended Fee
MLT1022C	Introduction to Health Technology (114122)	\$20.00	\$123.00
MLT1401C	Medical Microbiology (114127)	\$87.00	\$123.00
MLT1440C	Parasitology/Mycology (114129)	\$20.00	\$123.00
MLT2150C	Clinical Correlations (114132)	\$16.00	\$123.00
MLT2230C	Clinical Microscopy (114143)	\$17.00	\$123.00
MLT2500C	Clinical Immunology (114144)	\$43.00	\$123.00
MLT2525C	Immunohematology (114145)	\$12.00	\$123.00
MLT2610C	Clinical Chemistry (114147)	\$55.00	\$123.00

The Medical Laboratory Technology program has historically charged a special fee to recover the costs of essential materials and supplies, including reagents and antibodies. This fee has been recalculated to align with current expenses and enrollment numbers. The College's bulk purchasing of these supplies provides cost efficiency, benefiting students financially while maintaining the quality of their learning experience.

Summer Term 2025

Course Number	Course	Current Fee	Recommended Fee
BCH4035C	Advanced Biochemistry (103101)	\$233.00	\$0.00
EMS1401	Fundamental Emergency Medical Clinical Experience (109229)	\$15.00	\$0.00
EMS2611L	Paramedic I Pharmacology (109248)	\$138.00	\$0.00

EMS2617L	Paramedic Module VII (109255)	\$40.00	\$0.00
HCP0121	Nurse Aide and Orderly (Artic) (111096)	\$39.00	\$0.00
HCP0121L	Nurse Aid and Orderly (Articulated) Lab/Clinical (111097)	\$5.00	\$0.00
MEA0500L	Medical Office Receptionist Lab/Practicum (113687)	\$20.00	\$0.00
MEA0550L	Medical Assisting I Lab/Practicum (113694)	\$20.00	\$0.00
MEA0551L	Medical Assisting II Lab/Practicum (113696)	\$20.00	\$0.00
MLT1300C	Hematology (114123)	\$16.00	\$0.00
MLT1330C	Hemostasis (114124)	\$20.00	\$0.00
OPT2223	Ocular Pathology and Pharmacology II (115422)	\$40.00	\$0.00
OPT2287	Ophthalmology Medical Practice III	\$40.00	\$0.00
OPT2375L	Refractometry Practicum (115427)	\$40.00	\$0.00
OPT2800L	Vision Care Clinic I (115429)	\$40.00	\$0.00
OPT2801L	Vision Care Clinic II (115430)	\$40.00	\$0.00
OPT2802L	Vision Care Clinic III (115431)	\$40.00	\$0.00
OPT2943	Ophthalmic MD Prc III (115423)	\$40.00	\$0.00

The Health Sciences course fees are being removed as part of a review that revealed the associated courses are no longer active, rendering the fees no longer valid.

Summer Term 2025

Course Number	Course	Current Fee	Recommended Fee
NUR1008C	Trans to Professional Nursing (115297)	\$563.00	\$701.00
NUR1020C	Nursing Concepts: Health and Wellness Across the Lifespan (115298)	\$563.00	\$701.00
NUR1025C	Health-Illness Concepts Across the Lifespan II (115302)	\$564.00	\$702.00
NUR1411C	Nursing Care/Family (115316)	\$564.00	\$702.00
NUR1460C	Health Illness Concepts Across the Lifespan (115317)	\$564.00	\$702.00
NUR2243C	Nursing Concepts: Families in Crisis-Complex Health Problems II (115333)	\$564.00	\$702.00

The ASN program kits fee aims to recover the costs incurred by the college for the Nursing kits. A new vendor, Wolters Kluwer Health, Inc., has been selected for incoming cohorts. The ASN program kits fee is being re-adjusted to account for additional costs incurred from Follett's markup, which was not included in the previous fee modification.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
OTH2933	Seminar for Clinical Practice (115623)	\$35.00	\$176.00

The Occupational Therapy Assistant test fee aims to recover costs incurred by the College for certification preparation materials, which are purchased in bulk by the program to reduce costs for students. This fee has been recalculated to align with current expenses and enrollment numbers.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
OTH2840	Occupational Therapy Supervised Practice I (115621)	\$0.00	\$66.00

New Occupational Therapy Assistant program equipment usage fees are being introduced to comply with accreditation requirements. The accrediting body requires the use of the AOTA fieldwork performance evaluation tool and platform for level II fieldwork.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
OTH1003C	Human Occupation Across the Lifespan (115603)	\$0.00	\$16.00
OTH2841	Occupational Therapy Supervised Practice II (115622)	\$0.00	\$30.00

New Occupational Therapy Assistant program lab fees are being introduced to reduce out-of-pocket expenses for students. Previously, students were required to purchase practice exams and other materials individually. Going forward, the College will purchase these items in bulk, allowing students to access essential resources at a reduced overall cost.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
FSE2930	Funeral Services Professional Review - Arts (110509)	\$50.00	\$0.00

The Funeral Services program testing fee is being removed as the associated test is no longer administered in this course.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
FSE2100L	Embalming Clinic I (110501)	\$0.00	\$231.00
FSE2140L	Embalming Lab II (110505)	\$0.00	\$231.00

New Funeral Services program lab fees are being introduced to offset costs of acquiring bodies from a local funeral home and other essential materials and supplies. The College's bulk purchasing of these supplies provides cost efficiency, benefiting students financially while maintaining the quality of their learning experience.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
FSE2160	Funeral Pathology (110506)	\$0.00	\$100.00

New Funeral Services program equipment usage fees are being introduced to cover the cost of student access to the centralized clinical record-keeping system.

Summer Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
MVBA1011	Applied Freshman Preparatory Trumpet (114904)	\$200.00	\$0.00
MVBB1011	Applied Preparatory Trumpet II (114939)	\$200.00	\$0.00
MVB1011	Applied Freshman Preparatory Trumpet (121764)	\$0.00	\$300.00
MVBB1012	Applied Freshman Preparatory French Horn (114940)	\$200.00	\$0.00
MVB1012	Applied Freshman Preparatory French Horn (121765)	\$0.00	\$300.00
MVBA1013	Applied Freshman Preparatory Trombone (114906)	\$200.00	\$0.00
MVBB1013	Applied Preparatory Trombone II (114941)	\$200.00	\$0.00
MVB1013	Applied Freshman Preparatory Trombone (121766)	\$0.00	\$300.00
MVBA1014	Applied Freshman Preparatory Baritone (114907)	\$200.00	\$0.00
MVBB1014	Applied Preparatory Baritone II (114942)	\$200.00	\$0.00
MVB1014	Applied Freshman Preparatory Baritone (121767)	\$0.00	\$300.00
MVBA1015	Applied Freshman Preparatory Tuba (114908)	\$200.00	\$0.00
MVB1015	Applied Freshman Preparatory Tuba (121768)	\$0.00	\$300.00

MVBA1211	Applied Freshman Secondary Trumpet (114909)	\$100.00	\$0.00
MVBB1211	Applied Sophomore Secondary Trumpet II (114944)	\$100.00	\$0.00
MVB1211	Applied Freshman Secondary Trumpet (121769)	\$0.00	\$300.00
MVB1212	Applied Freshman Secondary French Horn (121770)	\$0.00	\$300.00
MVB1213	Applied Freshman Secondary Trombone (121771)	\$0.00	\$300.00
MVB1214	Applied Freshman Secondary Baritone (121772)	\$0.00	\$300.00
MVB1215	Applied Freshman Secondary Tuba (121773)	\$0.00	\$300.00
MVBA1311	Applied Freshman Principal Trumpet (114914)	\$200.00	\$0.00
MVBB1311	Applied Principal Trumpet II (114949)	\$200.00	\$0.00
MVB1311	Applied Freshman Principal Trumpet (121779)	\$0.00	\$300.00
MVBA1312	Applied Freshman Principal French Horn (114915)	\$200.00	\$0.00
MVBB1312	Applied Principal French Horn II (114950)	\$200.00	\$0.00
MVB1312	Applied Freshman Principal French Horn (121780)	\$0.00	\$300.00
MVBA1313	Applied Freshman Principal Trombone (114916)	\$200.00	\$0.00
MVBB1313	Applied Principal Trombone II (114951)	\$200.00	\$0.00
MVB1313	Applied Freshman Principal Trombone (121781)	\$0.00	\$300.00
MVBA1314	Applied Freshman Principal Baritone (114917)	\$200.00	\$0.00
MVBB1314	Applied Principal Baritone II (114952)	\$200.00	\$0.00
MVB1314	Applied Freshman Principal Baritone (121782)	\$0.00	\$300.00
MVBA1315	Applied Freshman Principal Tuba (114918)	\$200.00	\$0.00
MVBB1315	Applied Principal Tuba II (114953)	\$200.00	\$0.00
MVB1315	Applied Freshman Principal Tuba (121783)	\$0.00	\$300.00
MVBA1411	Applied Freshman Major Trumpet (114919)	\$200.00	\$0.00
MVBB2221	Applied Secondary Trumpet IV (114959)	\$100.00	\$0.00
MVBA2221	Applied Sophomore Secondary Trumpet (114924)	\$100.00	\$0.00
MVB2221	Applied Sophomore Secondary Trumpet (121774)	\$0.00	\$150.00
MVB2222	Applied Sophomore Secondary French Horn (121775)	\$0.00	\$150.00
MVB2223	Applied Sophomore Secondary Trombone (121776)	\$0.00	\$150.00

MVB2224	Applied Sophomore Secondary Baritone (121777)	\$0.00	\$150.00
MVB2225	Applied Sophomore Secondary Tuba (121778)	\$0.00	\$150.00
MVBA2321	Applied Sophomore Principal Trumpet (114929)	\$200.00	\$0.00
MVBB2321	Applied Principal Trumpet IV (114964)	\$200.00	\$0.00
MVB2321	Applied Sophomore Principal Trumpet (121784)	\$0.00	\$300.00
MVBA2322	Applied Sophomore Principal French Horn (114930)	\$200.00	\$0.00
MVBB2322	Applied Principal French Horn IV (114965)	\$200.00	\$0.00
MVB2322	Applied Sophomore Principal French Horn (121785)	\$0.00	\$300.00
MVBA2323	Applied Sophomore Principal Trombone (114931)	\$200.00	\$0.00
MVBB2323	Applied Principal Trombone IV (114966)	\$200.00	\$0.00
MVB2323	Applied Sophomore Principal Trombone (121786)	\$0.00	\$300.00
MVBA2324	Applied Sophomore Principal Baritone (114932)	\$200.00	\$0.00
MVB2324	Applied Sophomore Principal Baritone (121787)	\$0.00	\$300.00
MVBA2325	Applied Sophomore Principal Tuba (114933)	\$200.00	\$0.00
MVBB2325	Applied Principal Tuba IV (114968)	\$200.00	\$0.00
MVB2325	Applied Sophomore Principal Tuba (121788)	\$0.00	\$300.00
MVKA1011	Applied Freshman Preparatory Piano (114976)	\$200.00	\$0.00
MVKB1011	Applied Preparatory Piano II (114993)	\$200.00	\$0.00
MVK1011	Applied Freshman Preparatory Piano (121827)	\$0.00	\$300.00
MVK1013	Applied Freshman Preparatory Organ (121828)	\$0.00	\$300.00
MVKA1111	Applied Class Instruction Piano I (114978)	\$100.00	\$0.00
MVKB1111	Class Piano II (114995)	\$100.00	\$0.00
MVK1111	Applied Class Instruction Piano I (121829)	\$0.00	\$150.00
MVKA1211	Applied Freshman Secondary Piano (114979)	\$100.00	\$0.00
MVK1211	Applied Freshman Secondary Piano (121831)	\$0.00	\$150.00
MVK1213	Applied Freshman Secondary Organ (121832)	\$0.00	\$150.00
MVKA1311	Applied Freshman Principal Piano (114981)	\$200.00	\$0.00
MVKB1311	Applied Principal Piano II (114998)	\$200.00	\$0.00
MVK1311	Applied Freshman Principal Piano (121835)	\$0.00	\$300.00
MVK1313	Applied Freshman Principal Organ (121836)	\$0.00	\$300.00
MVKA1411	Applied Freshman Major Piano (114983)	\$200.00	\$0.00

MVKB1411	Applied Major Piano II (115000)	\$200.00	\$0.00
MVK1811	Applied Class Instruction Piano I Non-Music Major (114974)	\$0.00	\$300.00
MVKA2121	Applied Class Instruction Piano III (114985)	\$100.00	\$0.00
MVKB2121	Class Piano IV (115002)	\$100.00	\$0.00
MVK2121	Applied Class Instruct Piano III (121830)	\$0.00	\$150.00
MVKA2221	Applied Sophomore Secondary Piano (114986)	\$100.00	\$0.00
MVK2221	Applied Sophomore Secondary Piano (121833)	\$0.00	\$150.00
MVK2223	Applied Sophomore Secondary Organ (121834)	\$0.00	\$150.00
MVKA2321	Applied Sophomore Principal Piano (114988)	\$200.00	\$0.00
MVKB2321	Applied Principal Piano IV (115005)	\$200.00	\$0.00
MVK2321	Applied Sophomore Principal Piano (121837)	\$0.00	\$300.00
MVK2323	Applied Sophomore Principal Organ (121838)	\$0.00	\$300.00
MVKA2421	Applied Sophomore Major Piano (114990)	\$200.00	\$0.00
MVOA1010	Applied Freshman Preparatory Other (115010)	\$150.00	\$0.00
MVOB1010	Applied Principal Other II (115017)	\$150.00	\$0.00
MVO1010	Applied Freshman Preparatory Other (121841)	\$0.00	\$225.00
MVO1210	Applied Freshman Secondary Other (121842)	\$0.00	\$225.00
MVO1310	Applied Freshman Principal Other (121844)	\$0.00	\$225.00
MVO2220	Applied Sophomore Secondary Other (121843)	\$0.00	\$225.00
MVO2320	Applied Sophomore Principal Other (121845)	\$0.00	\$225.00
MVPA1011	Applied Freshman Preparatory Percussion (115024)	\$200.00	\$0.00
MVPB1011	Applied Preparatory Percussion II (115031)	\$200.00	\$0.00
MVP1011	Applied Freshman Preparatory Percussion (121846)	\$0.00	\$300.00
MVPA1211	Applied Freshman Secondary Percussion (115025)	\$100.00	\$0.00
MVP1211	Applied Freshman Secondary Percussion (121847)	\$0.00	\$150.00
MVPA1311	Applied Principal Percussion I (115026)	\$200.00	\$0.00
MVPB1311	Applied Principal Percussion II (115033)	\$200.00	\$0.00
MVP1311	Applied Freshman Principal Percussion (121849)	\$0.00	\$300.00
MVP2221	Applied Sophomore Secondary Percussion (121848)	\$0.00	\$300.00
MVPA2321	Applied Principal Percussion III (115029)	\$200.00	\$0.00

MVPB2321	Applied Principal Percussion IV (115036)	\$200.00	\$0.00
MVP2321	Applied Sophomore Principal Percussion (121850)	\$0.00	\$300.00
MVS1011	Applied Freshman Preparatory Violin (121882)	\$0.00	\$300.00
MVS1012	Applied Freshman Preparatory Viola (121883)	\$0.00	\$300.00
MVS1013	Applied Freshman Preparatory Cello (121884)	\$0.00	\$300.00
MVSA1014	Applied Freshman Preparatory String Bass (115041)	\$200.00	\$0.00
MVS1014	Applied Freshman Preparatory String Bass (121885)	\$0.00	\$300.00
MVSA1016	Applied Freshman Preparatory Guitar (115042)	\$200.00	\$0.00
MVS1016	Applied Freshman Preparatory String Guitar (121886)	\$0.00	\$300.00
MVS1116	Applied Freshman Class Instruction Guitar (121887)	\$0.00	\$300.00
MVS1211	Applied Freshman Secondary Violin (121889)	\$0.00	\$300.00
MVS1212	Applied Freshman Secondary Viola (121890)	\$0.00	\$300.00
MVS1213	Applied Freshman Secondary Cello (121891)	\$0.00	\$300.00
MVS1214	Applied Freshman Secondary String Bass (121892)	\$0.00	\$300.00
MVSA1216	Applied Freshman Secondary Guitar (115048)	\$100.00	\$0.00
MVS1216	Applied Freshman Secondary Guitar (121893)	\$0.00	\$150.00
MVS1311	Applied Freshman Principal Violin (121899)	\$0.00	\$150.00
MVS1312	Applied Freshman Principal Viola (121900)	\$0.00	\$150.00
MVSA1313	Applied Freshman Principal Cello (115051)	\$200.00	\$0.00
MVS1313	Applied Freshman Principal Cello (121901)	\$0.00	\$300.00
MVSA1314	Applied Freshman Principal String Bass (115052)	\$200.00	\$0.00
MVSB1314	Applied Principal String Bass II (115089)	\$200.00	\$0.00
MVS1314	Applied Freshman Principal String Bass (121902)	\$0.00	\$300.00
MVSA1316	Applied Freshman Principal Guitar (115053)	\$200.00	\$0.00
MVSB1316	Applied Principal Guitar II (115090)	\$200.00	\$0.00
MVS1316	Applied Freshman Principal Guitar (121903)	\$0.00	\$300.00
MVS2126	Applied Sophomore Class Instruction Guitar (121888)	\$0.00	\$300.00
MVS2221	Applied Sophomore Secondary Violin (121894)	\$0.00	\$300.00
MVS2222	Applied Sophomore Secondary Viola (121895)	\$0.00	\$300.00
MVSA2223	Applied Sophomore Secondary Cello (115062)	\$100.00	\$0.00

MVS2223	Applied Sophomore Secondary Cello (121896)	\$0.00	\$150.00
MVS2224	Applied Sophomore Secondary String Bass (121897)	\$0.00	\$150.00
MVS2226	Applied Sophomore Secondary Guitar (121898)	\$0.00	\$150.00
MVS2321	Applied Sophomore Principal Violin (121904)	\$0.00	\$150.00
MVS2322	Applied Sophomore Principal Viola (121905)	\$0.00	\$150.00
MVS2323	Applied Sophomore Principal Cello (121906)	\$0.00	\$150.00
MVSA2324	Applied Sophomore Principal String Bass (115068)	\$200.00	\$0.00
MVSB2324	Applied Principal String Bass IV (115105)	\$200.00	\$0.00
MVS2324	Applied Sophomore Principal String Bass (121907)	\$0.00	\$300.00
MVSA2326	Applied Sophomore Principal Guitar (115069)	\$200.00	\$0.00
MVSB2326	Applied Principal Guitar IV (115106)	\$200.00	\$0.00
MVS2326	Applied Sophomore Principal Guitar (121908)	\$0.00	\$300.00
MVV1111	Applied Freshman Class Instruction Voice (121934)	\$0.00	\$300.00
MVV1211	Applied Freshman Secondary Voice (121935)	\$0.00	\$300.00
MVVA1311	Applied Freshman Principal Voice (115115)	\$200.00	\$0.00
MVVB1311	Applied Principal Voice II (115124)	\$200.00	\$0.00
MVV1311	Applied Freshman Principal Voice (121937)	\$0.00	\$300.00
MVVA1411	Applied Freshman Major Voice (115116)	\$200.00	\$0.00
MVVB1411	Applied Major Voice II (115125)	\$200.00	\$0.00
MVV1411	Applied Freshman Major Voice (121939)	\$0.00	\$300.00
MVV2221	Applied Sophomore Secondary Voice (121936)	\$0.00	\$300.00
MVVA2321	Applied Sophomore Principal Voice (115119)	\$200.00	\$0.00
MVVB2321	Applied Principal Voice IV (115128)	\$200.00	\$0.00
MVV2321	Applied Sophomore Principal Voice (121938)	\$0.00	\$300.00
MVVA2421	Applied Sophomore Major Voice (115120)	\$200.00	\$0.00
MVWA1011	Applied Freshman Preparatory Flute (115130)	\$200.00	\$0.00
MVWB1011	Applied Preparatory Flute II (115165)	\$200.00	\$0.00
MVW1011	Applied Freshman Preparatory Flute (121909)	\$0.00	\$300.00
MVWA1012	Applied Freshman Preparatory Oboe (115131)	\$200.00	\$0.00
MVWB1012	Applied Preparatory Oboe II (115166)	\$200.00	\$0.00
MVW1012	Applied Freshman Preparatory Oboe (121910)	\$0.00	\$300.00
MVWA1013	Applied Freshman Preparatory Clarinet (115132)	\$200.00	\$0.00

MVWB1013	Applied Preparatory Clarinet II (115167)	\$200.00	\$0.00
MVW1013	Applied Freshman Preparatory Clarinet (121911)	\$0.00	\$300.00
MVWA1014	Applied Freshman Preparatory Bassoon (115133)	\$200.00	\$0.00
MVW1014	Applied Freshman Preparatory Bassoon (121912)	\$0.00	\$300.00
MVWA1015	Applied Freshman Preparatory Saxophone (115134)	\$200.00	\$0.00
MVWB1015	Applied Preparatory Saxophone II (115169)	\$200.00	\$0.00
MVW1015	Applied Freshman Preparatory Saxophone (121913)	\$0.00	\$300.00
MVWA1211	Applied Freshman Secondary Flute (115135)	\$100.00	\$0.00
MVWB1211	Applied Secondary Flute II (115170)	\$100.00	\$0.00
MVW1211	Applied Freshman Secondary Flute (121914)	\$0.00	\$150.00
MVW1212	Applied Freshman Secondary Oboe (121915)	\$0.00	\$150.00
MVWA1213	Applied Freshman Secondary Clarinet (115137)	\$100.00	\$0.00
MVWB1213	Applied Secondary Clarinet II (115172)	\$100.00	\$0.00
MVW1213	Applied Freshman Secondary Clarinet (121916)	\$0.00	\$150.00
MVW1214	Applied Freshman Secondary Bassoon (121917)	\$0.00	\$150.00
MVWA1215	Applied Freshman Secondary Saxophone (115139)	\$100.00	\$0.00
MVW1215	Applied Freshman Secondary Saxophone (121918)	\$0.00	\$150.00
MVWA1311	Applied Freshman Principal Flute (115140)	\$200.00	\$0.00
MVWB1311	Applied Principal Flute II (115175)	\$200.00	\$0.00
MVW1311	Applied Freshman Principal Flute (121924)	\$0.00	\$300.00
MVWA1312	Applied Freshman Principal Oboe (115141)	\$200.00	\$0.00
MVWB1312	Applied Principal Oboe II (115176)	\$200.00	\$0.00
MVW1312	Applied Freshman Principal Oboe (121925)	\$0.00	\$300.00
MVWA1313	Applied Freshman Principal Clarinet (115142)	\$200.00	\$0.00
MVWB1313	Applied Principal Clarinet II (115177)	\$200.00	\$0.00
MVW1313	Applied Freshman Principal Clarinet (121926)	\$0.00	\$300.00
MVWA1314	Applied Freshman Principal Bassoon (115143)	\$200.00	\$0.00
MVWB1314	Applied Principal Bassoon II (115178)	\$200.00	\$0.00
MVW1314	Applied Freshman Principal Bassoon (121927)	\$0.00	\$300.00
MVWA1315	Applied Freshman Principal Saxophone (115144)	\$200.00	\$0.00

MVWB1315	Applied Principal Saxophone II (115179)	\$200.00	\$0.00
MVW1315	Applied Freshman Principal Saxophone (121928)	\$0.00	\$300.00
MVWA2221	Applied Sophomore Secondary Flute (115150)	\$100.00	\$0.00
MVWB2221	Applied Secondary Flute IV (115185)	\$100.00	\$0.00
MVW2221	Applied Sophomore Secondary Flute (121919)	\$0.00	\$150.00
MVW2222	Applied Sophomore Secondary Oboe (121920)	\$0.00	\$150.00
MVWA2223	Applied Sophomore Secondary Clarinet (115152)	\$100.00	\$0.00
MVWB2223	Applied Secondary Clarinet IV (115187)	\$100.00	\$0.00
MVW2223	Applied Sophomore Secondary Clarinet (121921)	\$0.00	\$150.00
MVWA2224	Applied Sophomore Secondary Bassoon (115153)	\$100.00	\$0.00
MVW2224	Applied Sophomore Secondary Bassoon (121922)	\$0.00	\$150.00
MVW2225	Applied Sophomore Secondary Saxophone (121923)	\$0.00	\$150.00
MVWA2321	Applied Sophomore Principal Flute (115155)	\$200.00	\$0.00
MVWB2321	Applied Principal Flute IV (115190)	\$200.00	\$0.00
MVW2321	Applied Sophomore Principal Flute (121929)	\$0.00	\$300.00
MVWA2322	Applied Sophomore Principal Oboe (115156)	\$200.00	\$0.00
MVWB2322	Applied Principal Oboe IV (115191)	\$200.00	\$0.00
MVW2322	Applied Sophomore Principal Oboe (121930)	\$0.00	\$300.00
MVWA2323	Applied Sophomore Principal Clarinet (115157)	\$200.00	\$0.00
MVWB2323	Applied Principal Clarinet IV (115192)	\$200.00	\$0.00
MVW2323	Applied Sophomore Principal Clarinet (121931)	\$0.00	\$300.00
MVWA2324	Applied Sophomore Principal Bassoon (115158)	\$200.00	\$0.00
MVWB2324	Applied Principal Bassoon IV (115193)	\$200.00	\$0.00
MVW2324	Applied Sophomore Principal Bassoon (121932)	\$0.00	\$300.00
MVWA2325	Applied Sophomore Principal Saxophone (115159)	\$200.00	\$0.00
MVWB2325	Applied Principal Saxophone IV (115194)	\$200.00	\$0.00
MVW2325	Applied Sophomore Principal Saxophone (121933)	\$0.00	\$300.00

The Applied Music program's fee structure is being updated to reflect two significant changes:  
(1) course numbers have been realigned to match the State's numbering system, ensuring

compliance and consistency, and (2) course fees are being recalculated to align with the current costs of providing private, one-on-one instruction and the instructional materials supplied through the program, which are not covered by the standard per-credit-hour tuition.

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

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

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

**AGENDA ITEM NO. A - 7.**

Subject:	Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 2
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 2 to the Fiscal Year 2024-25 Operating Budget.

**BACKGROUND:** The District Board of Trustees approved the College's Operating Budget on June 11, 2024, and approved Amendment 1 on September 10, 2024.

<b><u>Budget Amendment #2, FY 2024-25</u></b>		<b>Current Budget</b>		<b>Changes</b>		<b>Revised Budget</b>
<u>Opening Reserves July 1, 2024</u>						
Designated Reserve for Insurance	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		23,227,999	\$			23,227,999
Total Reserves	\$	27,057,999	\$	0	\$	27,057,999
Tuition and Fees	\$	52,272,086			\$	52,272,086
State Appropriations		91,772,984				91,772,984
Other Revenue		4,006,925				4,006,925
Total Revenue	\$	148,051,995	\$	0	\$	148,051,995
Total Available Funds	\$	175,109,994	\$	0	\$	175,109,994
Personnel	\$	118,930,507			\$	118,930,507
Current Expense		33,764,448	\$	295,016		34,059,464
Transfers		0		611,984		611,984
Equipment		2,301,472				2,301,472
Total Expenses	\$	154,996,428	\$	907,000	\$	155,903,428
<u>Year-end Reserves, June 30, 2025</u>						
Designated Reserve for Insurance	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		12,955,030	\$	-907,000		12,048,030
Total Reserves	\$	16,785,030	\$	-907,000	\$	15,878,030
Total Expenses and Reserves	\$	171,781,458	\$	0	\$	171,781,458

This budget amendment increases the Fiscal Year 2024-25 Operating Expenditure Budget by \$907,000. The \$295,016 increase in Current Expense Budget is due to outside legal expenses and claim settlements, and increased costs of travel, educational materials and supplies. The \$611,984 Transfer Expense is to move PIPELINE Nursing funds from the Operating Expense Budget to the Capital Outlay Budget to be used for the design services for renovations to the Nursing facilities at North Campus.

Subject: Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 2  
(continued)

**RATIONALE:** This action involves a routine annual adjustment to the Operating Budget to incorporate year-end fiscal data from the prior year, as well as other noted adjustments. State Board of Education Rule 6A-14.071 authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

**FISCAL NOTES:** The net of the items listed above increases the Fiscal Year 2024-25 Operating Budget by \$907,000 and the June 30, 2025, Year-End Reserves decrease by \$907,000.

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

**AGENDA ITEM NO. A - 8.**

Subject:	Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 3
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 3 to the Fiscal Year 2024-25 Capital Outlay Budget.

**BACKGROUND:** The Capital Outlay Budget was approved on June 19, 2024, Amendment 1 was approved on September 10, 2024, and Amendment 2 was approved on November 12, 2024.

**RATIONALE:** Florida Statute 235.18 and State Board of Education Rule 6A-14.0716(6) state that as part of the official budget, community college trustees shall adopt a capital outlay budget for the capital outlay needs of the College. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources.

**FISCAL NOTES:** This decreases the Fiscal Year 2024-25 Capital Outlay Budget from \$60,618,159 to \$59,878,517.

## 2024-25 Capital Outlay Budget

	2024-25	2024-25
<u>Total Funds by Source</u>	<u>Budget</u>	<u>Amendment 3</u>
Capital Improvement Fee Budget	\$ 18,090,422	\$ 17,255,422
Capital Outlay & Debt Service (CO&DS) Budget	\$ 2,409,100	\$ 2,409,100
Transfer Fund Budget	\$ 14,237,120	\$ 14,849,104
Local Funds	\$ 13,993,057	\$ 13,476,431
Deferred Maintenance	\$ 11,888,460	\$ 11,888,460
Public Education Capital Outlay (PECO) Budget	\$ -	\$ -
<b>Total Capital Outlay Budget</b>	<b>\$ 60,618,159</b>	<b>\$ 59,878,517</b>
 <u>Project Budgets</u>		
<b>Capital Improvement Fee Projects</b>		
North Campus Nursing Remodel Design Services	\$ 1,100,000	\$ 265,000
Collegewide Life Safety Upgrades	\$ 2,044,015	\$ 2,044,015
Collegewide Classroom Tech Upgrades	\$ 1,297,977	\$ 1,297,977
Collegewide Site Upgrades	656,934	656,934
Collegewide Signage	\$ 962,830	\$ 962,830
IT Infrastructure	\$ 1,500,000	\$ 1,500,000
Computer Lab Refresh	\$ 1,141,728	\$ 1,141,728
Upgrade Science Labs Collegewide	\$ 2,418,126	\$ 2,418,126
Energy Performance Upgrades	\$ 355,684	\$ 355,684
Building Envelope Repairs	\$ 930,760	\$ 930,760
HVAC Upgrades	\$ 495,940	\$ 495,940
Dental Classrooms Renovation	\$ 137,800	\$ 137,800
Recurring Maintenance	\$ 2,885,922	\$ 2,885,922
Collegewide Interior Upgrades	\$ 844,876	\$ 844,876
Collegewide Interior Renovations	\$ 1,317,831	\$ 1,317,831
<b>Total Capital Improvement Fee Budget</b>	<b>\$ 18,090,422</b>	<b>\$ 17,255,422</b>
 <b>Capital Outlay &amp; Debt Service (CO&amp;DS) Projects</b>		
Replace Fire Alarm Panels at Downtown, South & North	\$ 1,829,100	\$ 1,829,100
Repair Parking Lots Fire College at South Campus	\$ 285,000	\$ 285,000
ADA Upgrades	\$ 295,000	\$ 295,000
<b>Total CO&amp;DS Budget</b>	<b>\$ 2,409,100</b>	<b>\$ 2,409,100</b>
 <b>Transfer Funded Projects</b>		
Collegewide Signage	\$ 12,223	\$ 12,223
North Campus Nursing Remodel	\$ -	\$ 611,984
Classroom Technology Upgrades	\$ 610,753	\$ 610,753
Collegewide Renovations	\$ 1,614,144	\$ 1,614,144
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
<b>Total Transfer Funded</b>	<b>\$ 14,237,120</b>	<b>\$ 14,849,104</b>

**Project Budgets****Local Funds Projects**

	<b>2024-25 Budget</b>	<b>2024-25 Amendment 3</b>
South Campus Veterans' Center	\$ 5,866	\$ 5,866
Design Services for Administrative Office Relocation	\$ 250,000	\$ 250,000
ERP Maintenance	\$ 1,116,751	\$ 125
HVAC Upgrades & Improvements	\$ 747,759	\$ 747,759
South Campus Gym Bleacher Upgrades	\$ -	\$ 600,000
Collegewide Digital Emergency Communication	\$ 10,910	\$ 10,910
Cardiovascular Technology Relocation	\$ -	\$ -
Develop Five-Year Master Plan	\$ 15,959	\$ 15,959
Collegewide Renovations and Repairs	\$ 671,826	\$ 671,826
Sell of Main Street Property	\$ 4,600,000	\$ 4,600,000
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
Total Local Fund Budget	<u>\$ 13,993,057</u>	<u>\$ 13,476,431</u>

**Deferred Maintenance Projects**

Deferred Maintenance Projects	\$ 11,888,460	\$ 11,888,460
Total Energy Performance	<u>\$ 11,888,460</u>	<u>\$ 11,888,460</u>

**Public Education Capital Outlay (PECO) Projects**

South Campus Veterans' Center	\$ -	\$ -
Total Public Education Capital Outlay (PECO)	<u>\$ -</u>	<u>\$ -</u>

**Total Capital Outlay Budget**

<u>\$ 60,618,159</u>	<u>\$ 59,878,517</u>
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**Florida State College at Jacksonville  
District Board of Trustees**

**AGENDA ITEM NO. A - 9.**

<b>Subject:</b>	Academic Affairs: Academic Calendar, 2025-2026
<b>Meeting Date:</b>	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the Academic Calendar for 2025-2026 as attached.

**BACKGROUND:** Each year the District Board of Trustees must approve the Academic Calendar for transmittal to the State Department of Education, Division of Florida Colleges. The 2025-2026 Academic Calendar coincides with Duval County Public School District spring break.

The Calendar represents the best possible arrangement of term lengths, starting dates and ending dates to accommodate enrollment, efficient operations, and program length requirements.

State Board of Education Rule 6A-10.019 outlines the common entry periods for each term. FSCJ is requesting a one-day exception to start the Spring term 2026 on January 12, 2026. This is one day outside the common entry period of the Spring term as outlined in Rule 6A-10.019.

**RATIONALE:** With the above exception, the Academic Calendar is established within the rules for credit and non-credit courses in State Board of Education Rule 6A-10.019.

**FISCAL NOTES:** There is no fiscal impact associated with this action.

**Florida State College at Jacksonville**  
**2025-2026 ACADEMIC CALENDAR**

**FALL (15 Weeks)**

**2025**

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August 21	(Th)	College Convocation
August 25	(M)	Classes begin
September 1	(M)	Labor Day Holiday (College Closed)
November 11	(T)	Veteran's Day Holiday (College Closed)
November 26	(W)	College designated holiday (College Closed)
November 27-30	(Th-Su)	Thanksgiving Holiday and Break (College Closed)
December 8-9	(M-T)	Finals for A15 classes
December 20-31	(Sa-W)	Winter Break (College Closed)

**SPRING (15 Weeks)**

**2026**

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January 1-4	(Th-Su)	New Year's Day Holiday and Break (College Closed)
January 5	(M)	College reopens
January 12	(M)	Classes begin
January 19	(M)	Martin Luther King, Jr. Holiday (College Closed)
February 16	(M)	Presidents' Day Holiday (College Closed)
March 16-22	(M-Su)	Spring Break (College Closed)
May 4-5	(M-T)	Finals for A15 classes
May 7	(Th)	Commencement

**SUMMER (15 Weeks)**

**2026**

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May 11	(M)	Classes begin
May 25	(M)	Memorial Day Holiday (College Closed)
July 6	(M)	Independence Day Holiday Observed (College Closed)
August 24-25	(M-T)	Finals for A15 classes

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

**INFORMATION ITEM I – A.**

Subject:	Human Resources: Personnel Actions
Meeting Date:	February 11, 2025

**INFORMATION:** The Personnel Actions since the previous Board Meeting are presented to the District Board of Trustees for information.

**BACKGROUND:** This listing provides the District Board of Trustees a timely notification of all recently hired personnel.

**FISCAL NOTES:** The costs of all personnel actions are covered by the College's annual salary budget or from grant or auxiliary funding.

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of February 11, 2025**

**Faculty Full-Time Appointments**

Phuong	Tri	Professor of Engineering Technology
Stafford	Garland	Professor of Engineering Technology
Washington	Karen	Professor of Engineering Technology

**Change in Faculty Pay Level**

Hubbell	Shawn	Level II
Mickens	Tiffani	Level III
Williams	Jessica	Level III

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

Burnette	Kevin	Campus Facilities Director
Burton	Jametoria	Associate Director of Program Development Curriculum and Instruction
Chan	Elizabeth	Interim Dean of Social and Behavioral Sciences
Chaubal	Prachi Rajan	Institutional Research (IR) Analyst
Douberty	Kristin	Resource Development Officer II
Durrence	Raina	Data Analyst
Evans	Randall	Vice President of Institutional Advancement and FSCJ Foundation Executive Director
Marshall	Paula	Dean of Nursing
OGwynn	Alicia	Library and Learning Commons Manager
Sairam	Hannah	Director of Honors Program
Smith	Jeffrey	Interim Instructional Program Manager
Wurth	Gregory	Associate Vice President of Resource Development

**Job Title****Career Full-Time Appointments**

Alomar Kissoonlal	Anna	Case Manager/Career Specialist
Anderson	Desma	Student Records Coordinator
Asoullina	Lithal	Student Engagement Advisor I
Bruno	Jacqueline	Academic and Career Advisor
Chaisson	Kristina	Security Officer
Devaughn	Tanica	Distance Learning Assessment Coordinator
Fisher	Brittani	Retention Specialist
Foyt	Rachael	Administrative Assistant I
Frank	Ashleigh	Administrative Services Support Specialist
Godard	Michael	Academic and Career Advisor
Graham	Darius	Tradesworker Specialist
Hardy	Rosalyn	Administrative Specialist - Student Success
Irwin	Megan	Financial Aid Advisor I
Jenkins	Katherine	Administrative Assistant II
Jenkins	Troy	Sr Plant Service Worker
Johnson	Rebecca	Contact Center Representative I
Kemp	Christopher	Interim Education and Career Senior Specialist
Kreutz	Tyler	Laboratory Assistant
Leon	Maiah	Campus Tour Coordinator
Link	Oliver	Vocational Evaluator II
Lopez	Carlos	Tradesworker Senior Specialist
Lucey	Bonnie	Student Services Coordinator
Mann	David	Internship & ER Relations Coordinator
McCurdy	Philip	Campus Police Officer
Medley	Amina	Clinical Liaison
Miller	Katherine	Assistant Supervisor Plant Service Workers
Padgett	Katelyn	Duplicating & Mailroom Coordinator
Perez-Bruno	Natasha	Student Services Lead Specialist
Pesata	Donna	Payroll Technical Support Specialist
Pettway	Lisa	Security Officer
Pryce	Noreca	Administrative Specialist - Student Success
Revis	John	Campus Police Sergeant
Roundtree	Victoria	Plant Service Worker
Spicer	Alec	Bachelor Program Advisor
Stanford	Cynthia	Interim Culinary Program Food Service Manager
Stater	Jamie	Student Support Coordinator
Sudler	Julianna	Administrative Assistant III
Underwood	Pamela	Plant Service Worker
Walton	Francis	Academic and Career Advisor
Weaver	Megan	Student Success Advisor I
Williams	Jahfari	Microcomputer Specialist

**Job Title**

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of February 11, 2025**

**Career Part-Time Appointments**

Baloch	Jamal
Coop	Wendy
Dominguez	Vanessa
Escobar	Jose
Garcia	Luis
Robert Latimer	Darling
Shepard	Devan
Tisdale	Richard

**Job Title**

Test Proctor
Academic Tutor
Test Proctor
Test Examiner
Test Examiner
Test Examiner
Test Proctor
Test Examiner

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

**INFORMATION ITEM I – B.**

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	February 11, 2025

**INFORMATION:** The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-5.1 for purchases greater than \$195,000.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00017556	\$319,594	SHI International Corp.	Annual Microsoft Campus Agreement Licenses & Support	Purchase Authority 19: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1 Cooperative Agreement: State of Florida: NASPO, Software Value Added Reseller (VAR). FL #43230000-NASPO-16-ACS
PO00017562	\$984,625	Presidio Corporation	Fortinet Data Center Firewall & Routing Equipment, Hardware, Software & Subscription Services	Purchase Authority 19: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1 Cooperative Agreement: National Cooperative Purchasing Alliance SYNEX NCPA Contract 01-97 Quote: 2001724058537-01
PO00017564	\$201,898	Presidio Corporation	Cisco SmartNet Renewal for Network Equipment Support & Maintenance	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1 Strategic Technology Plan.

**BACKGROUND:** Board Rule 6Hx7-5.1 requires submittal of an Information Item listing purchase orders greater than \$195,000 that were purchased in accordance with State Board of Education (SBE) and College Board Rules.

**RATIONALE:** This listing provides the District Board of Trustees an opportunity to review all College purchases \$195,000 or greater. These purchases were made within State of Florida purchasing guidelines, State Contracts, and the College procurement procedures.

**FISCAL NOTES:** These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$1,506,117.

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

**INFORMATION ITEM I – C.**

Subject:	Finance: Investment Reports for Quarter Ended September 30, 2024
Meeting Date:	February 11, 2025

**INFORMATION:** The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending September 30, 2024 are presented to the District Board of Trustees (DBOT) for information.

**BACKGROUND:** The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, Corporate Note, Asset-backed, Mortgage-backed, Municipal, and Supranational Securities. The Operating Fund Portfolio's quarterly total return performance of 2.95% exceeded the benchmark performance of 2.92%. Over the past year, the Portfolio's total return was 7.23%, compared to 7.01% for the benchmark.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of September 30, 2024, the College had surplus funds of approximately \$37.9 million under management with PFM.

Quasi Endowment Funds are derived largely from auxiliary activities. These funds are also managed by PFM and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of September 30, 2024 was \$8.3 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned 5.62% (net of mutual fund fees) over the 3<sup>rd</sup> Quarter of 2024, compared to its policy benchmark return of 6.45%. Over the past year, the Portfolio returned 25.64%, compared to 26.47% for the benchmark. Since the inception date of July 1, 2016, the Portfolio's 9.68% annual rate of return remains ahead of the 9.57% benchmark return by 0.11% annually. In dollar terms, the Portfolio gained \$443,744 in return on investment over the quarter and gained \$1,701,130 over the past 12-months.

The Investment Performance Review for the quarter ending September 30, 2024 will be available at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

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

**FISCAL NOTES:** As of September 30, 2024, the College had investment balances totaling \$46.2 million, which compares to \$42.0 million as of September 30, 2023.

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

**INFORMATION ITEM I – D.**

Subject:	Finance: Travel Report
Meeting Date:	February 11, 2025

**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 October 1, 2024 – December 31, 2024:

Name	Trip Purpose	Destination	Travel Dates	Number of Days	Airfare and Lodging Travel Cost
Robbert Bouman	Professional Development: Rise Baking Lab: Bread Camp	Chilliwack, British Columbia, CA	8/4/24 - 8/10/24	7	\$2,749.75
David Buchman	Conference: 2024 ICHRIE (International Council on Hotel, Restaurant, and Institutional Education) Global Conference	Montreal, Quebec, CA	7/23/24 - 7/27/24	5	\$2,258.36
John Woodward	Conference: National Humanities Conference	Providence, RI	11/14/24 - 11/17/24	4	\$2,018.47

**BACKGROUND:** Board Rule 6Hx7-4.23 requires presentation of a listing of trips 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 \$2,000 and above. All expenditures are made according to the provisions of Florida Statute 112.061.

**FISCAL NOTES:** These trips utilized College funding in the amount of \$7,026.58.

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

**INFORMATION ITEM I – E.**

<b>Subject:</b>	Facilities: Change Order – Downtown Campus – ARP Act – Door & CCure Upgrades, Buildings A, B, C & D
<b>Meeting Date:</b>	February 11, 2025

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

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

**Contract Value**

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

**Maximum change  
Order Authority**

\$50,000  
\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>Downtown Campus:</u> Change order issued to Warden Construction for the original contract dated March 22, 2022, for the Downtown Campus – Door &amp; CCure Upgrades, Bldgs. A, B, C &amp; D Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$204,919.82</p> <ul style="list-style-type: none"> <li>No Monetary Value: Change Order # 1 issued to extend substantial completion date for additional time to finish Building A access controls and to coordinate programming with FSCJ IT.</li> </ul> <p>Warden Construction Final Contract Amount: \$204,919.82</p>	<p>CO # 1 AIA CO # 1</p>	<p>\$0.00</p>

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

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

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

**INFORMATION ITEM I – F.**

<b>Subject:</b>	Facilities: Change Orders – South Campus – ARP Act – Fire Tower Repairs, Building W-3
<b>Date:</b>	February 11, 2025

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

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

**Contract Value**

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

**Maximum change  
Order Authority**

\$50,000  
\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>South Campus:</u> Change orders issued to E. Vaughan Rivers, Inc. for the original contract dated May 9, 2024 for the South Campus – ARP Act – Fire Tower Repairs, Building W-3 in accordance with FSCJ RFP #2020C-013E.</p> <p>E. Vaughan Rivers, Inc. Original Contract Amount: \$707,271.09</p> <ul style="list-style-type: none"> <li>Decrease: Change Order #1 issued to decrease Line 1 for POR Tax Saving Requisition REQ18754 issued to Pinnacle by \$51,454.80 (\$47,080.00 Material + \$1,475.00 Freight + \$2,899.80 Tax), bringing Line 1 total from \$557,271.09 to \$505,816.29 and total PO is reduced from \$707,271.09 to \$655,816.29 per PO CO Req 5545.</li> <li>Decrease: Change Order #2 issued to decrease Line 1 for POR Tax Saving Requisition REQ18755 issued to Jacksonville Lighting &amp; Electrical Supply Co. by \$27,838.32 (\$26,191.81 Material + \$1,646.51 Tax), bringing Line 1 total from \$505,816.29 to \$477,977.97 and total PO is reduced from \$655,816.29 to \$627,977.97.</li> </ul>	<p>CO #1</p> <p>CO #2</p>	<p>(\$51,454.80)</p> <p>(\$27,838.32)</p>

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> <li>• Increase: Change Order #3 issued to increase line 1 for AIA CO #1 as defined on Line #1 in the amount of \$831.42 generating a Line #1 increase from \$477,977.97 to \$478,809.39 and a total PO increase from \$627,977.97 to \$628,809.39.</li> </ul>	CO #3 AIA CO #1	\$831.42
<ul style="list-style-type: none"> <li>• No Monetary Change: Change Order #4 issued in accordance with the SDM budget amendment to Release line 2 funds back into project 500381 by increasing Line #1 (FSCJ Project 550110) by \$106,395.00 from \$478,809.39 to \$585,204.39 and decreasing Line #2 (FSCJ Project 500381) by \$106,395.00 from \$150,000.00 to \$43,605.00 (FSCJ Project 500373). The PO total remains the same at \$628,809.39 Per PO CO Req 5821.</li> </ul>	CO #4	\$0.00
<ul style="list-style-type: none"> <li>• Increase: Change Order #5 issued to increase Line 1 for AIA CO #2 as defined on Line #1 in the amount of \$23,963.50 generating a Line #1 increase from \$585,204.39 to \$609,167.89 and a total PO increase from \$628,809.39 to \$652,772.89.</li> </ul>	CO #5 AIA CO #2	\$23,963.50
<ul style="list-style-type: none"> <li>• No Monetary Value: Change Order #6 issued to acknowledge for No cost the scope of work to replace the isolation valve (AIA CO #2) at the Fire Academy, install period between 12/13 - 12/23 will occur during the 30-day period between contractor's substantial completion and final completion date, total PO remains at 652,772.89.</li> </ul>	CO # 6	\$0.00
E. Vaughan Rivers, Inc. Final Contract Amount: \$652,772.89		

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

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

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

**INFORMATION ITEM I – G.**

<b>Subject:</b>	Facilities: Change Orders – South Campus – ARP Act – Phase III – Door Replacement & Access Controls, Buildings M2, M3, M4, N, P, R, S & U
<b>Meeting Date:</b>	February 11, 2025

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

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

**Contract Value**

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

**Maximum change  
Order Authority**

\$50,000  
\$100,000

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>South Campus:</u> Change orders issued to Warden Construction for the original contract dated January 11, 2024, for the South Campus – Phase III – Door Replacement &amp; Access Controls Project, Buildings M2, M3, M4, N, P, R, S &amp; U Project in accordance with FSCJ RFP 2019C-18W.</p> <p>Warden Construction Original Contract Amount: \$290,912.07</p> <ul style="list-style-type: none"> <li>No Monetary Value: Change Order #1 issued to decrease PO Line 1 from \$290,912.07 to \$190,912.07, decreasing Line 1 by \$100,000.00. Adding PO Line 2 for alternate funding source in the amount of \$100,000.00. The total PO amount remains the same at \$290,912.07 per PO CO Req 5113.</li> <li>Deduct: Change Order #2 issued to decrease PO Line 2 by \$9,456.00 (\$8,850.00 Material + \$606.00 Tax) for PO00016117 issued to YKK AP America,</li> </ul>	<p>CO #1</p> <p>CO #2</p>	<p>\$0.00</p> <p>(\$9,456.00)</p>

Subject: Facilities: Change Orders – South Campus – ARP Act – Phase III – Door Replacement  
& Access Controls, Buildings M2, M3, M4, N, P, R, S & U  
(Continued)

202500357

Vendor	C.O.#	Amount
Inc. from \$100,000.00 to \$90,544.00 generating a total PO decrease from \$290,912.07 to \$281,456.07 per PO CO Req 5317.		
<ul style="list-style-type: none"> <li>No Monetary Value: Change Order #3 issued for AIA CO #1 as defined on Line 1 for Project Duration Extension only with no increase in project monetary cost per MB &amp; WF email approval dated 8/27/2024.</li> </ul>	CO #3 AIA CO #1	\$0.00
<ul style="list-style-type: none"> <li>No Monetary Value: Change Order #4 issued in accordance with the SDM budget amendment to release Line 2 funds back into project 500373 by increasing Line 1 (FSCJ Project 550109) by \$90,544.00 from \$190,912.07 to \$281,456.07 and decreasing Line 2 by \$90,554.00 to \$0.00 (FSCJ Project 500373). The PO total remains the same at \$281,456.07 per PO CO Req 5818.</li> </ul>	CO #4	\$0.00
<ul style="list-style-type: none"> <li>Increase: Change Order #5 issued for AIA CO #2 Additional Scope of Work with Project Duration Extension as defined on Line #1, generating an increase on Line #1 (FSCJ Project 550109) by \$563.58 from \$281,456.07 to \$282,019.65 and an increase on Line #2 by \$20,751.24 from \$0.00 to \$20,751.24 (FSCJ Project 500373). The PO total increases by \$21,314.82 from \$281,456.07 to \$302,770.89.</li> </ul>	CO #5 AIA CO #2	\$21,314.82
<ul style="list-style-type: none"> <li>No Monetary Value: Change Order #6 issued to utilize FSCJ Project 550109 balance of \$12,469.25 by adding to Line #1 generating an increase on Line #1 (FSCJ Project 550109) by \$12,469.25 from \$282,019.65 to \$294,488.91 and reducing Line 2 (FSCJ Project 500373) in the amount of \$12,469.25 from \$20,751.24 to \$8,281.99 (FSCJ Project 500373). The PO total remains at \$302,770.89.</li> </ul>	CO #6	\$0.00
Warden Construction Final Contract Amount: \$302,770.89		

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

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

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