


February 7, 2023

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: February 2023 Board Agenda

Enclosed please find materials in support of the February 14, 2023, 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.

- FSCJ Program Overview: Skilled Trades
- FSCJ Police Department

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 14, 2023 – 1 p.m.
Administrative Offices, Board Room 405

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COMMENTS BY THE PUBLIC

The District Board of Trustees welcomes comments before the Board relating to matters under the Board's consideration during today's meeting. Those who wish to address the Board are required to complete a Public Comment Request form* prior to the meeting. Requestors 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 OCTOBER 11, 2022, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 345-353)

MINUTES OF THE NOVEMBER 8, 2022, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 354-355)

MINUTES OF THE NOVEMBER 8, 2022, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 356-372)

MINUTES OF THE JANUARY 9, 2023, DISTRICT BOARD OF TRUSTEES SPECIAL MEETING – PROPERTY UTILIZATION (p. 373-374)

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

Trustees may remove item(s) from the Consent Agenda for individual consideration under Action Items.

1. Purchasing: Annual Contract Extensions (p. 375)
2. Purchasing: Property Insurance (p. 376)
3. Facilities: Certificate of Final Inspection for the Downtown Campus – CARES Act – Ventilation (Heating) (p. 377)
4. Facilities: Certificate of Final Inspection for the Nassau Center – CARES Act – Phase 2 – VAV Replacement and Control Upgrades (p. 378)
5. Facilities: Certificate of Final Inspection for the North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement (p. 379)
6. Facilities: Certificate of Final Inspection for the North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement (p. 380)
7. Facilities: Certificate of Final Inspection for the South Campus – CARES Act – Phase 2 – Building G AHU Replacements (p. 381)
8. Facilities: Certificate of Final Inspection for the South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement (p. 382)
9. Facilities: Certificate of Final Inspection for the South Campus – Building M1354 AHU-1 and AHU-5 Replacement (p. 383)

Subject: Regular Meeting
 February 14, 2023, Board Agenda
 (Continued)

ACTION ITEMS

1. Approval of Consent Agenda (p. 384)
- 1.A. Administration: FSCJ Property: Sell, Lease or Donation (p. 384-A)
2. Purchasing: Marketing and Advertising Services (p. 385-386)
3. Finance: Fees and Charges (p. 387)
4. Academic Affairs: Academic Calendar, 2023-2024 (p. 388-389)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 390-392)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 393)
- C. Finance: Investment Reports for Quarter Ended September 30, 2022 (p. 394-411)
- D. Finance: Travel Report (p. 412)
- E. Facilities: Change Orders – Administrative Offices – VAV Controls Replacement (p. 413)
- F. Facilities: Change Orders – Downtown Campus – CARES Act – Ventilation (Heating) (p. 414-415)
- G. Facilities: Change Orders – Nassau Center – VAV Replacement and Control Upgrades (p. 416-417)
- H. Facilities: Change Orders – North Campus – CARES Act – Phase 1 – Building C AHU-1 and Building E AHU-5 & 6 Replacement (p. 418-419)
- I. Facilities: Change Orders – North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement (p. 420-421)
- J. Facilities: Change Orders – North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement (p. 422-423)
- K. Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building G AHU Replacements (p. 424-425)
- L. Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement (p. 426-427)
- M. Facilities: Change Orders – South Campus – Building M1251 AHU-2 and AHU-3 Replacement (p. 428-430)
- N. Facilities: Change Orders – South Campus – Building M1354 AHU-1 and AHU-5 Replacement (p. 431-433)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE

(Written report provided by Kerry Roth)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Written report provided by Phillip Delacruz)

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

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Report provided by Breana White)

Subject: Regular Meeting
February 14, 2023, Board Agenda
(Continued)

NEXT MEETING

The next regular meeting of the Board is scheduled for Tuesday, April 11, 2023, at the College's Kent Campus, Room D-120, 1 p.m.

ADJOURNMENT

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the October 11, 2022, Deep Dive Workshop
South Campus – Wilson Center, Lakeside Room, Noon**

PRESENT:

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

ABSENT:

Laura M. DiBella, Vice Chair, Nassau County
Jennifer D. Brown
D. Hunt Hawkins

CALL TO ORDER:

Chair Michael Bell called the meeting to order at 12:04 p.m. and welcomed those in attendance. He acknowledged the presence of Trustees Roderick Odom and Andrew Shaw via remote attendance.

WELCOME/
INTRODUCTIONS:

President John Avendano, Ph.D. welcomed all those in attendance, noting that today's agenda was centered on three topics. He introduced Provost/ Vice President of Academic Affairs Dr. John Wall, and stated he and other staff members will present the Board with an overview of Special Programs at FSCJ. He introduced Director of Resource Development Dr. Jennifer Peterson, who will provide Trustees with information pertaining to Grants at FSCJ. He introduced Vice President of Student Services Dr. Linda Herlocker, who will share the final topic, "Veteran Grants at FSCJ."

INFORMATION/
DISCUSSION:A. Special Programs at FSCJ:

Provost/Vice President of Academic Affairs Dr. John Wall; Associate Provost, Baccalaureate, Career and Technical Education Dr. Sheri Litt; Associate Director of Programs – Year Up Jacksonville Toni Southerland; Executive Director of Compliance & Operations – Workforce Education Dr. Sabrina Mixson; Vice President of Student Services Dr. Linda Herlocker; and Program Manager Lynn Larson provided the Board with an overview of Special Programs at FSCJ.

Year Up Program:

Provost/Vice President of Academic Affairs Dr. John Wall; Associate Provost, Baccalaureate, Career and Technical Education Dr. Sheri Litt; Associate Director of Programs – Year Up Jacksonville Toni Southerland provided the Board with an overview of the Year Up Program at FSCJ. The overview included information pertaining to the following:

- Year Up Sites
- Year Up at FSCJ:
 - Started at FSCJ in December 2015
 - Graduated 581 Students since January 2016 Class
 - Largest Class was 73 Students, July 2020 (pre-pandemic)
 - Starting Wage – \$15.88 – Has Grown to – Current Wage \$23.96
 - July 2022 Class saw the Highest Salary for an Intern – \$82K for IT Student
- Year Up Jacksonville – January 2022 Outcomes:
 - 90.2% Any Placement
 - 90.2% Full Time Year Up Related Jobs
 - 100% Completion of Post-Secondary Education Plans
 - \$21.55 Per Hour Average Wage
- FSCJ as a Partner:
 - Current Class – July 2023 – 80 Students
 - Business, Client Services/Sales Support and IT Tracks
 - Enrolled in Nine FSCJ Classes
 - Programs of Study:
 - Associate of Arts; Information Security; and Computer Information/Technology
 - Persistence Over the Last Three Years – 67%
- The Year Up Program: Keys to L&D Success:
 - Coach; Coaching Group; Learning Community; Student Services; College Partners; and Community/Corporate Partners
- The Year Up Program: The Contract
- The Year Up Program: Academic Accountability Early Alert System:
 - Behavioral Concerns
 - Falling Behind Two or More Assignments
 - Failing First Exam
 - Students Entering Program on Satisfactory Academic Progress (SAP)
- The Year Up Program: Academic Accountability Mid Semester/ End of Term Check In:
 - Emailed Document
 - Used to Chart Students' Progress
 - Used to Match Students' Based to Skillset and Problem Solving

- Internship Partners:
 - Amazon
 - Bank of America
 - Chase
 - FIS
 - JEA
 - Johnson & Johnson
 - Wayfair
 - Web.com

Gear Up Program:

Provost/Vice President of Academic Affairs Dr. John Wall and Executive Director of Compliance & Operations – Workforce Education Dr. Sabrina Mixson provided the Board with an overview of the Gear Up Program at FSCJ. The overview included information pertaining to the following:

- Gaining Early Awareness and Readiness for Undergraduate Programs (Gear Up) History:
 - Federal Grant Program Administered by the U.S. Department of Education.
 - Established in Chapter 2 of the 1998 Amendments to the Higher Education Act of 1965, which Awarded Financial Assistance to Students/Colleges from the Federal Government.
 - Authored by Congressman Chaka Fattah, and Signed into Law by President Bill Clinton in October, 1998.
- Gear Up Grant:
 - Designed to Increase the Number of Low-Income Students who are Prepared to Enter and Succeed in Postsecondary Education.
 - Designed to Serve an Entire Cohort of Students Beginning No Later than the 7th Grade and Follow the Cohort through High School.
 - Provides Six-Year or Seven-Year Grants to States and Partnerships to Provide Services at High-Poverty Middle and High Schools.
 - Funds are also used to Provide College Scholarships to Low-Income Students.
- Gear Up Grant Awards:
 - Gear Up Awards State and Partnership Grants
- Duval County Public Schools Gear Up Grant:
 - In 2017, First Seven-Year Grant Awarded – \$12 Million
 - In 2021, Second Seven-Year Grant Awarded – \$14 Million

- The Mission is to Increase Student's Aspiration Toward High School and Beyond, and to Create Experiences that Give Students Access to Traditional/Non-Traditional Postsecondary Options.
- The Vision is to Ensure that Every Gear Up Student Has Access to, Attends and Graduates from a Postsecondary Institution Receiving a Certificate, Degree or Specialized Training and are Thriving Individuals in Their Respective Communities.
- FSCJ Partnership Grant:
 - Gear Up A:
 - Seven-Year Grant Awarded in 2017
 - Award Amount: \$138,750 Annually
 - Currently Serving 12th Grade Students
 - Serving Seven Schools
 - 1050 Students Served
 - Gear Up B:
 - Seven-Year Grant Awarded in 2021
 - Award Amount: \$133,363 Annually
 - Currently Serving 8th Grade Students
 - Serving 10 Schools
 - 1,040 Students Served
- Duval County Gear Up Partners:
 - Communities in School – Jacksonville
 - Duval County Public Schools
 - FSCJ
 - I Am A Star
 - University of North Florida (UNF)
- Partner Grant Deliverables:
 - Communities in Schools: Provides Targeted Case Management Services
 - I'm A Star Foundation: Selects Gear UP Students and Provides Mentors
 - UNF School Counseling (Soar) Program: Provides Support, Guidance, Instruction and Information to Students to Achieve Academic Success and Earn their High School Diploma
- FSCJ Grant Deliverables:
 - College Tours; College Enrichment Sessions; Workforce Education Sessions; Career Exploration Workshops; Cultural Enrichment Activities; Grant-wide Activities; and STREAM Summer Campus

- FSCJ Strategic Alignment:
 - Gear Up is One of the Many Pre-Collegiate Programs Offered at FSCJ that Aligns with the College Enrollment Strategic Priorities.

Veterans Program:

Vice President of Student Services Dr. Linda Herlocker; and Program Manager Lynn Larson provided the Board with an overview of the Veterans Program at FSCJ. The overview included information pertaining to the following:

- FSCJ:
 - #1 Military & Veteran Friendly School
 - 2022-23 Gold Status
 - Listed Under Veteran Friendly Colleges Guide via Veteran.com
- Military Friendly Designation Benefits:
 - FSCJ
 - Community
 - Campus Culture
 - Veterans, Service Members and their Dependents
- Key Objectives:
 - Double Enrollment
 - Increase Retention to 50% or Over:
 - Year 1/Year 2
 - Increase Graduation to 50% or Over
- Key Collegewide Objectives – Double Enrollment:
 - Partnership with Student Recruitment
 - Army Reserve Officers Training (AROTC)
 - Advertising/Digital Media
 - Workshops
 - Upward Bound Grant
 - Credit for Prior Military Learning & Experience
- Key Collegewide Objectives – ROTC Student Recruiting:
 - Works with the Student Recruitment Team
 - MOU Target – at least 40 Students
 - Specific Recruiting Efforts
- Key Collegewide Objectives – Dual Enrollment:
 - Military and Veteran Service
 - Refine Communications
 - Cut Processing Time

- FSCJ Military and Veteran Services Locations:
 - Kent Campus B-104; South Campus U-120; and Urban Resource Center U-130
- FSCJ Veteran Services Team
- Veterans Administration Onsite Staff
- Navy Campus/Navy College Program
- Naval Air Station Jacksonville/Naval Station Mayport Onsite Staff
- Key Collegewide Objectives: Increase Retention:
 - Data Mining Veteran Student Data
 - Survey Non-Completers
 - Camaraderie:
 - Student Veterans of America
 - Vet2Vet Mentoring
 - External Partnerships
 - Veterans Center
- Key Collegewide Objectives: Increase Graduation:
 - myGradPlan
 - Vet to Vet Outreach
 - Internal Partnership with Career Service Center
- Key External Objectives:
 - Community Awareness
 - Support State Joint Service Transcript Review
 - Strategic Partnerships

B. Grants at FSCJ:

Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel and Director of Resource Development Dr. Jennifer Peterson provide the Board with information pertaining to Grants at FSCJ. The information included the following:

- 2021-2022 Grant Award Total, \$15,963,638
- Total FSCJ Grant Funding by Fiscal Year:
 - Provided Information for Years, FY 2017-18 – 2021-22
 - Five-Year Average: \$11,697,365
- Total Number of Awarded Grants by Fiscal Year:
 - Provided Information for Years, FY 2017-18 – FY 2021-22
 - Five-Year Average: 33
- 2021-2022 FSCJ Grant Award Amounts by Funding Source, to include:
 - Federal, \$4,397,833.00

- Foundation, \$1,917,571.66
- Partner Institutions, \$159,750.00
- State, \$9,488,482.99
- What Do Grants Fund at FSCJ?
 - Scholarships; Student Internships; Equipment; Educational Supplies; Project Personnel; Wraparound Support Services for Students; Curriculum Development; and Professional Development/Travel
- Pre-College Outreach:
 - U.S. Department of Education:
 - TRiO Talent Search Jacksonville South: Annually – \$277,375; Serves 500 Middle and High School Students
 - TRiO Talent Search Jacksonville Urban: Annually – \$277,375; Serves 500 High School Students
 - TRiO Educational Opportunity Center: Annually – \$232,040; Serves 850 Adults
- STEM:
 - National Science Foundation:
 - STEM Success through Scholarships, Support & Services – \$1,414,276 and 180 Scholarships
 - Improving Technician Training in Battery Technology – \$378,987
 - Creating New Aerospace Technician Pathways Using Space Materials Design & Fabrication Skills Training – \$492,747
- Aviation:
 - Federal Aviation Administration:
 - Aviation Center Education for Students (ACES) – \$498,000
- Truck Driving Program Expansion:
 - Florida Department of Economic Opportunity:
 - Nassau County Transportation Education Institute – \$3,181,792

C. Veteran Grants at FSCJ:

Vice President of Student Services Dr. Linda Herlocker and Program Manager Lynn Larson provided the Board with an overview of Veteran Grants at FSCJ. The overview included information pertaining to the following:

- Fund for the Improvement of Postsecondary Education (FIPSE) Grant Center of Excellence for Veteran Student Success:
 - Outcomes:
 - Sustain/Institutionalize Student Services

- Increase Enrollment 5% Each Year
 - Obtain 55% Persistence Rate
 - Achieve Completion/Graduation Rate 44%
 - Generate 8% Transfer or Continuation Rate
 - Dedicated Veterans Center
- Veteran Upward Bound (VUB) Grant:
 - Goal: Prepare, motivate and assist military veterans in the development of academic and other skills necessary for acceptance into and success in a program of postsecondary education.
 - Objectives:
 - Recruitment
 - Academic Improvement on Standardized Test
 - Education Program Retention/Completion
 - Postsecondary Enrollment
 - Postsecondary Completion
- VUB Anticipated Participants Served Annually:
 - Duval County, Total – 85
 - Nassau County, Total – 40
 - Grand Total for Both Counties – 125

There was discussion by Trustees regarding educating the next generation, training of the next workforce, opportunities for students, program availability, FSCJ Distance Learning and the number of Veteran students.

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

TOUR OF FSCJ SOUTH CAMPUS:

Chair Bell announced that following today's meeting Trustees would be provided with a guided tour of the College's South Campus, to include the Veteran Center and H.O.P.E. Food Pantry. He asked Trustees to remain if they were available to attend the tour.

ADJOURNMENT:

There being no further business, Chair Bell declared the meeting adjourned at 1:50 p.m.

TOUR OF FSCJ SOUTH CAMPUS:

Vice President of Student Services Dr. Linda Herlocker, South Campus Dean Andrew Pierce, Associate Director of Student Success, Student Life & Leadership Kerry Roth, Student Activities Program Coordinator Ashlie Barker-Empleo led the tour of the H.O.P.E. Food Pantry at

South Campus, and in addition Veteran Services Academic and Career Advisor Valerie Smith assisted with leading the tour of the Veteran Center. President Avendano, Chair Bell and Trustee Young were in attendance. There were no decisions made while the tour was conducted. The tour convened from 1:55 – 3:04 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

Florida State College at Jacksonville
District Board of Trustees
Finance & Audit Committee
Minutes of November 8, 2022, Quarterly Meeting
North Campus, Room A-234, 10:45 a.m.

PRESENT:

D. Hunt Hawkins, Committee Chair
Michael M. Bell, DBOT Chair
Roderick D. Odom
John Avendano
Wanda Ford
Stephen Stanford
Cleve Warren
Richard Pengelly, PFM Asset Management LLC
Khalid Yasin, PFM Asset Management LLC

ABSENT:

O. Wayne Young

CALL TO ORDER:

College President John Avendano, Ph.D. and Committee Chair Hunt Hawkins called the Finance and Audit Committee meeting to order at 10:48 a.m. and welcomed those in attendance.

INFORMATION /
DISCUSSION:

A. Discussion of
Interim Financial
Statement:

Vice President of Finance & Administration Dr. Wanda Ford provided an overview of the Interim Financial Statement to the Committee. Revenues are trending down due to the 5.7% decrease in enrollment for the Fall semester. Currently, Spring semester enrollment is trending upward and if realized, will have a positive impact on the budget. State Appropriations and other sources of revenues, which include contracts, grants and auxiliaries are trending as anticipated. The remaining HEERF funds are being used to cover tuition and fee revenue loss through FY 2022-23. Expenditures are also trending as anticipated. However, the projection for salary expenditures has been reduced to adjust for the current number of job vacancies. The cost savings will help offset the increased cost of utilities. President Avendano informed the Committee of the College's Six Sigma projects relating to improvements in the application process, student registrations, and student payment processes. The College is employing various strategies to address all aspects of enrollment, registration and persistence. The College is also reviewing processes that can be automated. There are currently a total of 110 vacant positions, which fluctuate from time to time. Trustee Odom stated that employment challenges are being faced across the country.

B. Review of
Delinquent
Accounts:

Associate Vice President of Administrative Services Steve Stanford provided a review of the threshold for student financial holds. Currently, if a student owes more than \$25.00, a financial hold is placed on the account prohibiting the student from registering for classes. As of November 1, 2022, there were 841 students with debt less than \$250.00. A major reason for the debt includes the dropping of classes, which could result in a reduction in financial aid. In these cases, students may have a book voucher for the classes dropped and not returned the book, thus creating additional debt. The College is determining the feasibility of raising the delinquency debt threshold from \$25.00 to \$250.00. Raising the threshold will help students continue to matriculate which will have a positive impact on persistence, retention and completion.

C. Discussion of
Investment
Statement &
Portfolio:

Executive Director of the FSCJ Foundation/Chief Investment Officer Cleve Warren in collaboration with representatives of PFM Asset Management LLC provided an overview of the Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending September 30, 2022. A current financial snapshot along with a market update were also provided. The account balance under the management of PFM for the Quasi Endowment Fund as of November 4, 2022 was \$5.9 million and the balance for the College surplus funds was \$33.9 million. Existing holdings have suffered losses due to yields and prevailing market yields. For the quarter ending September 2022, the current investments beat the benchmarks, but losses were suffered due to inflation levels.

NEXT MEETING:

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, February 14, 2023, at FSCJ's Administrative Offices. The Committee will meet at 10:45 a.m. in Room 406.

ADJOURNMENT:

There being no further business, President Avendano and Committee Chair Hawkins declared the meeting adjourned at 11:40 a.m.

APPROVAL OF
MINUTES:

Committee Chair, Finance and Audit Committee

Vice President of Finance and Administration

Submitted by: Shannon Oliver, Administration Support Manager

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the November 8, 2022, Regular Meeting
North Campus, Room A-236, 1 p.m.**

PRESENT:

Michael M. Bell, Chair
 Laura M. DiBella, Vice Chair, Nassau County (via remote attendance)
 Jennifer D. Brown
 D. Hunt Hawkins
 Aaron A. Miri (via remote attendance)
 Roderick D. Odom
 Andrew B. Shaw

ABSENT:

O. Wayne Young, Vice Chair, Duval County
 Thomas R. McGehee, Jr.

CALL TO ORDER:

Chair Michael Bell called the meeting to order at 1 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Laura DiBella and newly appointed Trustee Aaron Miri via remote attendance.

Chair Bell shared information relating to the Board's newest member, Mr. Aaron Miri, stating he succeeds Shantel Davis and his appointment is subject to confirmation by the Florida Senate.

Additionally, Trustee Miri shared a brief bio of himself, noting he was thankful to have the opportunity to serve the community and College. The Board welcomed Trustee Miri.

PLEDGE:

Chair Bell led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair Bell 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 Bell 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 8, 2022; Pages 202300232 – 256)

Chair Bell asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the September 13, 2022, Finance & Audit Committee Quarterly Meeting, on agenda pages 232 – 234; September 13, 2022, Board Workshop, on agenda pages 235 – 239; and September 13, 2022, Regular Meeting, on agenda pages 240 – 256, and there were none.

MOTION: (Brown – Shaw) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the September 13, 2022, Finance & Audit Committee Quarterly Meeting; September 13, 2022, Board Workshop; and September 13, 2022, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE

PRESIDENT:

Hurricane Ian Relief Efforts:

College President John Avendano, Ph.D. shared with the Board information relating to Hurricane Ian Relief Efforts:

- FSCJ, in conjunction with the Association of Florida Colleges, collected food, water and personal hygiene items to assist students, faculty and staff from sister institutions, who were affected by Hurricane Ian. The College also donated more than 130 laptops and other critical IT equipment to help their students.
- The FSCJ Foundation donated \$2,500 to each of the three state colleges impacted by Hurricane Ian: South Florida State College in Avon Park, Florida Southwestern State College in Fort Myers, and State College of Florida in Bradenton.
- Additional monetary donations can be made directly to their foundations.
- He greatly appreciated everyone who stepped up to assist FSCJ's sister colleges, noting it is great to know the College has such a caring and responsive community.

Power of Possible Recap:

President Avendano provided the Board with a recap of the Power of Possible event:

- He thanked everyone who attended the Power of Possible event on Thursday, October 20 at Cummer Museum of Art and Gardens.
- The event was presented by Florida Blue and featured Best-Selling Author and Motivational Speaker Jon Gordon, both of whom made additional contributions to the success of the event.
- FSCJ was also pleased to welcome two student speakers, April Peterson and Marjan Ahmadzada, who shared their inspirational stories and appreciation for our donors.
- Funds raised will go towards the Power of Possible Scholarship Fund.

Northeast Florida Jobs Initiative:

President Avendano shared with the Board information relating to the Northeast Florida Jobs Initiative:

- Several months ago, he had a conversation with Bank of America (BOA) Market President Mark Bennett on how to get some of the Business leaders integrated into FSCJ's programs through the Northeast Florida Jobs Initiative.

On October 18, the College held the first Industry Connections event focused on the Information Technology (IT), Healthcare and FinTech fields. FSCJ and BOA partnered with the College's FinTech initiative on campus and employers from all three industries participated.

- Hiring managers, employers and industry experts went to breakout sessions with students to engage in conversations ranging from the latest industry advances to advice on balancing career and stress.
- The healthcare breakout session had employers from Baptist Health, UF Health Jacksonville and Mayo Clinic. The IT/FinTech employers included First Florida Credit Union, Duval County Public Schools, CSI Companies and FSCJ. Both sessions were moderated by FSCJ faculty and questions were all provided and generated from the 20 students in attendance.
- The College was also pleased to have additional FSCJ IT faculty as well as DBOT Board Chair Michael Bell, in attendance.
- Keynote Speaker Melissa Fulmore-Hardwick, who is the Chief Information Officer at CSI Companies, provided a wonderful motivational speech during lunch.

Master Planning Business Leader Meetings:

President Avendano shared with the Board information relating to the Master Planning Business Leader Meetings:

- FSCJ recently hosted a forum for business and community leaders in Duval County to gather input from industry leaders to help shape the FSCJ Master Plan.
- FSCJ is planning to host a smaller forum in Nassau in the coming months in order to gain input from our valued partners in Nassau County as well.

Capital Campaign Preparation:

President Avendano shared with the Board information relating to the Capital Campaign Preparation:

- The FSCJ Foundation is working with a consultant company, Gonser Gerber, on information gathering as FSCJ prepares to launch a College and Community wide

Capital Campaign to help raise money for programs, facilities and other areas at the institution. FSCJ is currently meeting with internal and external stakeholders to determine areas of focus for the campaign.

The early recommendation is to pause the initial phase in order to make sure our institutional Foundation structure is in the best position to conduct a successful campaign. The next phase will be the feasibility study.

- There will be more to come on this topic, and a significant part of the January 2023 DBOT Deep Dive Workshop/ Planning Meeting.

New Website Launch:

President Avendano shared with the Board information relating to the new Website Launch:

- The all-new FSCJ.edu is on target to launch in the coming weeks.
- The process began with a Six Sigma review, looking at best practices, data, analytics and stakeholder feedback to work toward improving the current and potential student experience.
- The new site was designed to offer a more dynamic, but streamlined, experience for visitors so they can find what they are looking for quickly and easily, and the College can ensure information is presented consistently.

Pizza with the President:

President Avendano shared with the Board information relating to the Pizza with the President lunch meetings:

- Over the past six weeks or so, he has enjoyed the opportunity to meet with students at the College's different locations for "Pizza with the President."
- There will be one more lunch meeting scheduled at the Nassau Center.
- These open conversations allow the President to hear candid student feedback on their experiences with registration, orientation, facilities and more. All input is compiled for consideration during future decision making.

Elected Official Meetings:

President Avendano shared with the Board information relating to the Elected Official Meetings:

- He has been working with the College's lobbyist team at Southern Group to meet with some of our local and regional elected officials.

- He recently met with House Speaker-designate Paul Renner and shared some of FSCJ's top priorities for the year, including:
 - Veterans Center.
 - Expansion of our Health Career Programs.
 - Career and Job Placement Center Expansion.
 - FSCJ Manufacturing and Advanced Technology Center.

Data Dashboard:

President Avendano shared with the Board information relating to the November 2022 Data Dashboard/high-level view of the institutional data sets:

- Fall Term College Credit Enrollment:
 - Down -5.6% credit hours compared to fall 2021.
 - Represents 96.2% of overall enrollment for fall 2021.
 - When compared to fall 2020, college credit enrollment is down -24,665 credit hours.
- Spring Term College Credit Enrollment:
 - When the Data Dashboard was provided to the Board – enrollment was down -9.3% credit hours compared to same day in the enrollment cycle for spring 2022.
 - Since the Data Dashboard submission ten days ago, enrollment has climbed a bit. As of yesterday, enrollment status is up by 2% as the College goes into the Spring Term, which has a significant impact on how the College formulates the budget for next year.
 - The College has a lot of effort going into immediate strategies to impact enrollment for the Spring Term, even now. FSCJ is also layering in longer term strategies, such as application, registration, persistence, retention and student success. The College is moving forward with these strategies to ensure everything is being done to help with enrollment goals going forward for the institution.
- Foundation Performance Summary Report:
 - For the fiscal year ending August 30, 2022, non-endowed giving was more than \$1.7 million and total revenue for the FSCJ Artist Series was more than \$17.6 million.
 - There is a comparison of available funds to usage as well.

- Spotlight on Skilled Trades Programs, which are areas of opportunity for the College:
 - Electricity Career Certificate.
 - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) Career Certificate.
 - Welding Technology Career Certificate.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending September 30, 2022 and September 30, 2021
 - Unrestricted Fund Revenues were down approximately \$1.2 million, primarily related to a decline in enrollment.
 - Expenditures were up approximately \$800,000, mostly due to an increase in insurance, utilities, data software and subscriptions. These three areas of expenses are additional areas for opportunities to reduce costs. As an institution, the College will be reviewing all areas to save where possible.
 - The Restricted Fund Revenues and Expenditures reflect both student and grant activities, so the federal stimulus funds also account for the significant increase. Most of the funds have been expended, which reduces the available amount in the 2023 fiscal year.
- Grants Report:
 - For the 2021-22 award year, FSCJ received close to \$16 million in grants.
 - So far in the 2022-23 award year, FSCJ has received more than \$11 million.

CONSENT AGENDA:
 (Ref. Board Agenda for
 November 8, 2022; Items 1
 through 5, Pages 202300257 –
 263)

Chair Bell 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 8, 2022; Items 1
through 5, Pages 202300264 –
278)

MOTION: (Hawkins – Shaw) The motion was made to approve the Consent Agenda, as recommended. (Appendix A)

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 6 – Business Services, on agenda pages 265 – 266.

MOTION: (Brown – Odom) The motion was made to approve revised Board Rule 6Hx7-6.1 – College Facilities under Section 6 – Business Services.

Chair Bell 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.A., Human Resources: Collective Bargaining Agreement (Full-time Faculty), on agenda pages 266-A – 266-G.

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

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

Motion carried unanimously.

Prior to moving forward, President Avendano shared his deep appreciation to the Faculty Union and College Administration teams for their countless hours on the two CBA Articles as well as their contribution and commitment to the process.

Additionally, the United Faculty of Florida (UFF) – FSCJ Chapter President Dr. Jason Gibson forwarded a message to the President asking him to share with the Board the faculty's appreciation for their continued support.

President Avendano presented the administration's recommendation on Action Item 3, Finance: FSCJ ACCESS Program, on agenda page 267.

MOTION: (Brown – Hawkins) The motion was made to approve the FSCJ ACCESS Program, as recommended.

Chair Bell 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: Fiscal Year 2022-23 Operating Budget Amendment No. 2, on agenda pages 268 – 269.

MOTION: (Hawkins – Shaw) The motion was made to approve the Fiscal Year 2022-23 Operating Budget Amendment No. 2, as recommended.

Chair Bell 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, Facilities: Deerwood Center Spot Survey 2 Version 3 dated September 20, 2022, and Amended Project Priority List dated November 8, 2022, on agenda pages 270 – 278.

MOTION: (Odom – Brown) The motion was made to approve the Deerwood Center Spot Survey 2 Version 3 dated September 20, 2022, and Amended Project Priority List dated November 8, 2022, as recommended.

Chair Bell 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 8, 2022; Items A – E, Pages 202300279 – 341)

Chair Bell asked the Board if there were any questions or comments related to Information Items A – E, on agenda pages 279 – 341, and there were none.

REPORT OF THE BOARD

CHAIR:

Chair Bell reported he recently had the opportunity to attend the Power of Possible scholarship event held on October 20, 2022, at the Cummer Museum of Art and Gardens. He was pleased to see students at the table this year, noting it made a huge difference. Chair Bell thanked President Avendano and the FSCJ Foundation for hosting such an inspirational event.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD
 FINANCE & AUDIT
 COMMITTEE CHAIR:

The FSCJ Finance & Audit Committee Chair Hunt Hawkins provided the Board with an overview of the written report relating to the November 2022 quarterly meeting. (Appendix B)

The next meeting of the FSCJ Finance & Audit Committee is scheduled for Tuesday, February 14, 2023, at the College' Administrative Offices, Room 406. The Committee will meet at 10:45 a.m.

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Kerry Roth provided the Board with a written report relating to current APC initiatives and activities. (Appendix C)

REPORT OF THE CAREER
 EMPLOYEES COUNCIL
 (CEC):

Career Employees Council Chair Matt Wetzel provided the Board with a written report relating to current CEC initiatives and activities. (Appendix D)

REPORT OF THE FACULTY
 SENATE (Senate):

Faculty Senate President Dr. John Woodward addressed the Board and presented an overview of the written report relating to current Senate initiatives and activities. (Appendix E)

REPORT OF THE STUDENT
 GOVERNMENT
 ASSOCIATION (SGA):

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

NEXT MEETING:

Chair Bell announced the Board will meet on Friday, January 27, 2023, for a Deep Dive Workshop/Planning Meeting beginning at 9 a.m.

The next regular meeting of the Board is scheduled for Tuesday, February 14, 2023, at the College's Administrative Offices, Board Room 405, 1 p.m.

TOUR OF FSCJ NORTH
 CAMPUS:

Chair Bell announced that following today's meeting Trustees would be provided with a guided tour of the College's North Campus, to include the Dental and selected Health Care areas. He asked Trustees to remain if they were available to attend the tour.

President Avendano acknowledge Taylor Mejia, from the Southern Group, noting his appreciation for her attendance at today's meeting.

ADJOURNMENT:

There being no further business, Chair Bell declared the meeting adjourned at 1:38 p.m.

TOUR OF FSCJ NORTH
CAMPUS:

FSCJ Dental Programs Instructional Program Manager Dr. Jeff Smith led the tour of FSCJ's Dental Hygiene Clinic at North Campus, and Health Care Programs Simulation Lab Coordinators Tricia Martin and Tiffany Williams led the tours of the selected Health Care areas. President Avendano, Chair Bell and Trustees Brown, Hawkins and Odom were in attendance. There were no decisions made while the tour was conducted. The tour convened from 1:42 – 2:53 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

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

AGENDA ITEM NO. CA – 4.

Subject:	Purchasing: North Campus Paving & Stripping Parking Lots 1-4 & 6 Plus Service Roads and new JTA Bus Route
Meeting Date:	November 8, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to enter into a satisfactory construction contract in the amount not to exceed ~~\$ TBD~~ \$1,367,804.00 with ~~TBD~~ Pars Construction Services, LLC as the responsive low bidder meeting the construction documents for the North Campus Re-Pave & Stripping Parking Lots 1-4 & 6 Plus Service Roads and JTA Bus Stop.

~~**Due to an October 27, 2022 bid closing date, this bid is in the process of being evaluated and will not be completed until November 4, 2022.**~~

BACKGROUND: The asphalt paving at the North Campus parking lots and drives are original to the campus. The paving is at end of useful life and must be re-milled and re-paved. At select locations roots from large canopy trees have caused cracking to the pavement. In addition, the pavement profile to the bus stop on campus was never designed for buses. This has resulted in the deterioration of the compacted subgrade, base and pavement along the drive to Lot 6. Another challenge we are faced with is that the bus stop at Lot 6 discharges exhaust fumes into the fresh air intake at Building D.

Historically, FSCJ has found that ridership on the JTA bus system is largely local residences and not our students, faculty and staff. Based on this understanding, we have worked with JTA to relocate our campus bus stops to outlying parking lots to better serve the community. This has improved security on campus.

Faced with the challenges described above the College selected CPH Consulting LLC (Formerly known as CPH, Inc.) as the Engineer of Record for this project based on their extensive experience in civil engineering projects. CPH presented a final design that relocated the JTA bus stop to Parking Lot 4 and re-paved existing parking lots 1 – 4 and 6. The St Johns River Water Management District (SJRWMD) approved the engineer’s design on 9/12/22 and issued storm water permit #76116-2.

A formal Invitation to Bid solicitation was issued to 47 licensed general and paving contracting firms. As required by the State Requirements for Educational Facilities Section 4.1, the solicitation was also posted on the Florida’s My Florida Market Place Bidding System and published in the Florida Times Union. ~~TBD~~ Two firms submitted cost bids and three firms submitted No Bids on October 27, 2022. ~~TBD~~ Pars Construction Services, LLC is being recommended as the successful low bidder meeting the qualifications and contracting experience.

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

FISCAL NOTES: The required funding will come from State Deferred Maintenance PECO funds and Capital Improvement Fee/Local funds as approved in the Capital Outlay Budget.

REPORT OF THE FINANCE & AUDIT COMMITTEE
COMMITTEE CHAIR, TRUSTEE HUNT HAWKINS
NOVEMBER 8, 2022

Dr. Ford discussed the Summary of Net Position, Revenues, and Expenditures as of September 30, 2022. The Liabilities, Deferred Inflows & Net Position net \$49 million. Revenues are trending down due to the 5.7% decrease in enrollment for the Fall semester. Currently, Spring semester enrollment is trending upward and if realized, will have a positive impact on the budget. State Appropriations and other sources of revenues which include contracts and grants and auxiliaries are trending as anticipated. The remaining HEERF funds are being used to cover tuition and fee revenue loss through FY 2022-23. Expenditures are also trending as anticipated. However, the projection for salary expenditures has been reduced to adjust for the current number of job vacancies.

Mr. Steve Stanford provided a review of the threshold for student financial holds. Currently, if a student owes more than \$25.00, a financial hold is placed on the account prohibiting the student from registering for classes. As of November 1, 2022, there were 841 students with debt less than \$250.00. A major reason for the debt includes the dropping of classes which could result in a reduction in financial aid. In these cases, students may have had a book voucher for the classes dropped and not returned the book thus creating additional debt. The College is determining the feasibility of raising the delinquency debt threshold from \$25.00 to \$250.00. Raising the threshold will help students continue to matriculate which will have a positive impact on persistence, retention, and completion.

Mr. Cleve Warren in collaboration with representatives of PFM Asset Management, LLC provided an overview of the Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending September 30, 2022. A current financial snapshot along with a market update were also provided. The account balance under the management of PFM for the Quasi Endowment Fund as of November 4, 2022 was \$5.9 million and the balance for the College surplus funds was \$33.9 million.

This concludes my report.



Date: November 8, 2022
To: Florida State College at Jacksonville District Board of Trustees
From: Kerry Roth, Chair of the Administrative and Professional Collaborative, 2022-2023
Re: November 2022 Administrative and Professional Collaborative Report

Chair Bell and Trustees:

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

On Thursday, October 27, the APC hosted the October Brown Bag Lunch: Guided Pathways and DEIB. Dr. Deb Fontaine, AVP of Strategic Priorities, and Lisa Moore, Chief Diversity, Equity and Inclusion Officer/Executive Director of Employee Relations were the featured speakers and provided an overview of the recent updates to the Guided Pathways to include our DEIB efforts and initiatives in creating a Culture of Success and Inclusion. Julie Hindall of JAXUSA has been invited to serve as the next guest speaker for the APC Brown Bag Series in January 2023.

Dr. Avendano has gathered a group of Administrative and Professional Collaborative, Career Employee Council, and Executive Leadership Team members to serve on an Interest Based Problem Solving (IBPS) committee to address the issues and interests regarding the CARE Project. Using IBPS, the committee is currently identifying issues, causes and effects, interests, and data/resources needed related to the CARE Project.

The APC Bylaws and Outreach Committee has identified potential areas of the APC Bylaws that can be revised. APC members will review the suggested changes and vote electronically to accept or deny the changes.

The October 2022 APC Spotlight employee was Michael Litchfield, Associate Director of Student Support Services and the November 2022 APC Spotlight employee is Aaron Hanlin, Honors Program Director.

Finally, the APC is working with the FSCJ Chapter of the Association of Florida Colleges (AFC) and Career Employee Council (CEC) to host a Winter Gala that will occur on Friday, December 2, 2022, from 6:30-9 p.m. at the FSCJ Deerwood Center and will include hors d'oeuvres, a cash bar (beer, wine, soda), door prizes, a performance by the FSCJ Jazz Band and music by DJ Steven McCrary. Tickets will be \$27.50. Wear your festive holiday attire and come celebrate the season with colleagues and friends.

Finally, we will continue to invite College President Dr. John Avendano to our monthly meetings to provide us with updates and take time to address higher-level issues.

Respectfully,
Kerry Roth
Associate Director of Student Success
Administrative and Professional Collaborative Chair, 2022-2023



Date: November 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

From: Matt Wetzel, Career Employees' Council Chair, 2022-2023

Re: November 2022 Career Employees' Council Report

Chair Bell and Trustees:

This will be my last report as the Career Employees' Council Chair. I had to step down as chair since I accepted a new position at the College as the Associate Director of Dual Enrollment. The new chair of the Council will be Phillip Delacruz. I have great confidence that he will do an excellent job in supporting the career employees. He works as a Faculty Development Specialist in the Office of Training and Organizational Development. He is a current member of the CARE Project Interest Based Problem Solving Committee and serves on many other collegewide committees. The Council continues to meet monthly to address items of concern and ways to improve the employee experience at the College. The Council has received feedback from career employees that a hybrid meeting option would allow for more employee engagement.

On September 10, members of the Council participated in the Heart Walk to support the American Heart Association. We created a team with the Association of Florida College's (AFC) FSCJ Chapter, and the Administrative and Professional Collaborative (APC) called "United We Walk". Our team raised over \$1,600 for the American Heart Association. We want to thank everyone who participated and contributed to this wonderful cause.

The Council met on September 15 and October 20 for our monthly meetings. Our September meeting took place at the Nassau Center for our Annual Planning Retreat. At the retreat we utilized the Outdoor Center for a few team-building exercises; then met to discuss ideas and plan for the upcoming year. The Council would like to thank Provost/Vice President of Academic Affairs Dr. Wall for providing funds for a continental breakfast and lunch for the retreat. Our October meeting took place at the Advanced Technology Center during this meeting we discussed our annual poinsettia sale, provided an update on the CARE Project and I submitted my letter of resignation to the Council. We will be sending out poinsettia sale information in the upcoming weeks, so be on the lookout. Lastly, the Council has partnered with the AFC and APC for an upcoming Winter Gala to be held on December 2 at 6:30 p.m. We are working to get information out regarding the event and ticket prices shortly.

The CARE Project continues to be a topic of discussion at our monthly meetings, and we have asked members to send in their interests and data collection items to the Council. These items will be used during the CARE Project Interest Based Problem Solving Committee discussions as the Council has representation serving on the committee. We are hopeful that we can come to a resolution that will benefit both the career employees and the College.

The Book Scholarship application for the fall was sent out to our career employees. We awarded (3) \$150 scholarships for the fall term. The recipients of the fall book scholarship were Melissa Bradley, Jenni Reid, and Alec Spicer.

The Council is committed to the Mission, Vision, and Values of FSCJ. Additionally, we are committed to ensuring that students have a positive and successful student experience. Lastly, we look forward to continued collaboration as we continue to make FSCJ a great place for our students to achieve their educational goals and for our current and future employees to achieve their career and professional goals.

On behalf of the career employees, we express our appreciation to the District Board of Trustees for your time, effort, and support that you bring to the College community, staff, and our students.

Respectfully,
Matt Wetzel
Career Employees' Council Chair, 2022-2023
Florida State College at Jacksonville
904-381-3707 / matt.wetzel@fscj.edu



November 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: November 2022 Faculty Senate Report

Chair Bell and Fellow Trustees:

We have passed the midway mark of the semester and our schedules, due dates, assignments, grading are all piling up. It is a hectic time of year. Senate will meet for the third time on November 3, and we are focused on continuing the faculty-student engagement work. We will also debate the merits of recommending a move to a 'plus-minus' grading scale for the final grade. We will approach other issues related to our online practices, scheduling, online proctoring, and creating a Senate repository of good practices in pedagogy, academics, and engagement in due time – though this year might be too far gone for some of that work.

Faculty-Student Engagement has been a main theme in many of my recent letters. It is one of the main themes in Senate meetings as well. Our engagement efforts seem to be bearing fruit, but we will not know for certain until we go through the next CCSSE evaluation in the Spring. Our most recent push was to ask faculty to update their profiles in Canvas. The information from these profiles is being used in our directory on the website, further allowing students to “see” the faculty member they have classes with and to be able to understand something about that faculty member before they even get into the class. I think this will help erode the distance that has seemingly grown between the faculty and students.

We are also continuing to promote the use of clubs and student-oriented events. Kerry Roth has long been a strong promoter of developing our student life and making things easier for faculty who want to increase their engagement. He and I have met on several occasions and thanks to his excellent work I have begun a communication plan to the faculty to promote engagement, club activities, and student-oriented events. This too, I think, is bearing fruit and more and more faculty are coming to realize we have various clubs on different campuses and are advertising those clubs to their students. This work will help create a more collegial atmosphere on campus. And events such as “Real Talks” where open and civil conversation on complicated topics is front and center are the best examples of what it means to have a lively and civil atmosphere at an institution of higher education. I think most of us with degrees remember the events, discussions, interactions we had with faculty and fellow students outside of the classroom as much as, if not more than, what we learned inside the classroom. That is what we are working to provide our students as well. And I feel this is crucial to meeting our equity goals. Students from our community deserve those experiences and deserve to be respected for their ideas and opinions as much as any other citizen. We can provide the space for that to happen.

Enrollment, however, is something faculty do not control, and over which faculty have little direct influence. The faculty are encouraging students to sign up for the Spring semester. But the steady decline in enrollment concerns me and my colleagues because of our moral responsibility to our community. We hear our students' anecdotes in class and they suggest that those who are most affected are those who come from disadvantaged communities. We must work on improving and

November 2022 Faculty Senate Report

November 8, 2022

Page 2

streamlining these processes to work towards the ATD goals we have set for ourselves, if not only out of a sense of responsibility to the community. I know that streamlining our processes – as other institutions around the state have managed – is high on the list of priorities for Dr. Avendano and I want to thank him profoundly for that. Faculty cannot fulfill our mission if we have no students. Better processes and better, more convenient and complete scheduling of our classes will also inevitably improve our academics. To wit, I have heard from students that our new app, myGradPlan, is proving to be very helpful for those students in making their course selections. Our offerings need improvement (so I was told by a student just yesterday in class), but we are definitely making progress in that vein.

Of course, part of the enrollment issues could be related to more students choosing more convenient educational opportunities, and our work in bettering our online pedagogy, while also retaining the rigorous nature we expect in higher education, is making a real difference there. We want to continue to produce high quality graduates for the work force and for their choices in continuing education, especially since that should create a positive feedback loop and help us to grow enrollment. That work is never ending, for sure, but we are confident that with the work of the Faculty Academy and the brilliant Audrey Antee (who steps into the role of the equally brilliant Susan Slavicz) we are positioning ourselves to dramatically improve our online pedagogy and course design. The pandemic had the effect of moving most all of our faculty online, and our professional development opportunities are in place to provide continual improvement for our faculty and our students. The betterment of those outcomes especially with the work of the QEP will be the result.

Finally, we still have many processes to work on to better the experiences of our students and to better the experiences of our faculty. I am confident these are priorities for the administration. And I have seen in my tenure as Faculty Senate president great and positive change over the last few years. We have many hills still to climb and bridges still to cross, not the least of which is developing a culture of helping at the College. Two core principles should drive all of our activities: help students and help faculty. With those principles, I think an institution of higher education can achieve anything. And I know our students can.

That concludes my report to the Board.

Respectfully,



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



Date: November 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

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

Re: November 2022 Student Government Association Report

Chair Bell 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 September 2022 and November 2022.

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

- Members of the SGA help promote the Student Climate Survey Kickoff on September 22. The survey will help measure campus experiences and services and help us to provide a safer, more equitable, and inclusive learning environment for everyone.
- During the month of October, the FSCJ H.O.P.E. Food Pantry hosted Drive-Thru Marketplace events at the Nassau Center, Cecil Center, and 20 West Housing.
- The SGA and Campus Student Programming Boards hosted a variety of Fall Fests, Hispanic Heritage Month Celebrations, and Halloween-themed social events throughout the month of October.
- On October 17, the Center for Cultures, Languages and Societies hosted a Myths and Legends event after previously hosting a Night in Mexico event on September 15.
- During the week of October 18, the SGA and Student Conduct collaborated for tabling related to National Collegiate Alcohol Awareness Week. Information and activities were provided to help students understand how alcohol affects them and as well as strategies students can utilize for effective bystander intervention to help others.
- On October 21, 13 students completed the FSCJ Leadership Certificate Program.
- On October 23, six members of the FSCJ eSports Club traveled to the Homestead-Miami Speedway to participate in Rocket League Tournament that was occurring during the NASCAR race.
- From October 29 until Nov 1, eight students in the Legal Study Association traveled to Washington, D.C. for professional and personal development.
- On October 30, the Men's and Women's Cross-Country Teams participated in FCSAA/NJCAA Region 8 Cross-Country Championships where 10 personal records by FSCJ students resulting in the fastest average time in BlueWave history.
- On November 4-5, the SGA Presidents and Vice Presidents will attend the Florida College System Student Government Association (FCSSGA) November State Leadership Conference at Polk State College. They will attend personal and professional development education sessions as well as network with students from across the state.
- The students involved in the FSCJ Experience Literary Magazine have completed editing the 2022 edition of the magazine and it will print shortly. In addition, the Experience is also hosting 63rd Annual Florida College System Publications Association Conference and Awards Banquet at the Kent Campus on February 9-11.
- The FSCJ Forensic Team will host the 21st Annual Star Invitational Forensics Tournament at the Kent Campus between November 10-12.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and FSCJ 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,
Breana White
FSCJ Collegewide Student Government Association President

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the January 9, 2023
Special Meeting – Property Utilization
Administrative Offices, Room 408, 10 a.m.**

PRESENT: John Avendano, Ph.D., College President, Florida State College at Jacksonville (FSCJ)
Morteza Hosseini, Chair, University of Florida (UF) Board of Trustees
Thomas McGehee, Jr., Trustee, FSCJ District Board of Trustees
Rahul Patel, Trustee, UF Board of Trustees
Wayne Young, Vice Chair for Duval County, FSCJ District Board of Trustees

CALL TO ORDER: FSCJ College President John Avendano, Ph.D. called the Special Meeting to order at 10:02 a.m. and welcomed those in attendance.

STATEMENT OF THE PRESIDENT: President Avendano stated the meeting had been called for the purpose of discussing the utilization of property as well as partnerships and articulation agreements.

INFORMATION /
DISCUSSION ITEMS:

A. Utilization of Property: President Avendano presented Item A – Utilization of Property, and opened the conversation for discussion.

The conversation began with self-introductions, brief histories of their roles, businesses and past projects.

B. Partnerships and Articulation Agreements: President Avendano presented Item B – Partnerships and Articulation Agreements, and opened the conversation for discussion.

The conversation moved to vision and future plans for FSCJ and UF, and the possibilities of stronger articulation ties.

UF Board of Trustees Chair Morteza Hosseini shared the future goals for UF, one of which was to have a greater presence across the state – thus Jacksonville. He discussed his support and his personal championing through his wife in support of the state college system. In addition, Chair Hosseini noted his support for state colleges offering 4-year degrees in particular areas or programs. He mentioned UF’s goals of maintaining the “New Undergraduate” enrollment level and not growing beyond the 6,400 new students.

Chair Hosseini noted he believes growth should be at the state colleges for undergraduates; then transfer to the universities. This allows all institutions to become stronger to produce more talent (graduates), and therefore, attract more businesses to Florida.

UF's interest in coming to Jacksonville is to expand their presence in the spaces of FinTech and Medical Tech Research at the graduate and postgraduate levels.

FSCJ Trustee Thomas McGehee, Jr. mentioned some upcoming opportunities in the area of Medical Tech Research with a new company potentially coming to Jacksonville.

Additional discussions centered on articulation agreements in the areas of STEM, i.e., Engineering, FinTech and MedTech.

All attendees discussed possible partnerships in the areas of programs, articulations and space/property utilization.

President Avendano stated FSCJ welcomes UF to Jacksonville should opportunities advance, and he looks forward to agreements similar to those with Palm Beach and Daytona State colleges. In addition, should the opportunity exist for a closer partnership with land and space, President Avendano welcomes that as well.

TOUR OF FSCJ
 DOWNTOWN CAMPUS:

President Avendano shared that following today's meeting attendees were to be provided with a guided tour of the College's Downtown Campus, if time permitted. Unfortunately, there was not enough time for the campus tour.

ADJOURNMENT:

There being no further business, President Avendano declared the meeting adjourned at 11:45 a.m.

APPROVAL OF MINUTES:

 Vice Chair for Duval County, District Board of Trustees

 Executive Secretary, District Board of Trustees

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

AGENDA ITEM NO. CA – 1.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	February 14, 2023

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-06B	Roof Repair & Replacement Delivery Order/Job Order Contracting Services	BBG Contracting Group, Inc.	02/15/23	02/29/24	1 of 5	\$2,000,000	0%
2	2022C-06R		Register Roofing & Sheet Metal, Inc.	02/15/23	02/29/24	1 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. CA – 2.

Subject:	Purchasing: Property Insurance
Meeting Date:	February 14, 2023

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 \$1,300,000 for the period of April 1, 2023 through April 1, 2024 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, 2024. As a result of multiple years of unprecedented catastrophic claims from hurricanes, wild fires, tornadoes, floods, etc., the market rate for property insurance has skyrocketed and many insurers have left the market. As a result, options are fewer with the cost of coverage increasing from \$611,000 last year to \$1,300,000. 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 \$1,300,000, which is comprehended in the College's operating or capital budgets.

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

AGENDA ITEM NO. CA – 3.

Subject:	Facilities: Certificate of Final Inspection for the Downtown Campus – CARES Act – Ventilation (Heating)
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Downtown Campus – CARES Act – Ventilation Heating Project to Warden Construction Corporation.

BACKGROUND: The Board of Trustees awarded Contracting Services to Warden Construction Corporation to replace Downtown Campus – CARES Act – Ventilation (Heating) in accordance with plans and specifications. The College issued a contract to Warden Construction Corporation with notice on award on September 28, 2021.

A Certificate of Final Inspection (CFI) for the project was executed on 10/20/2022 by the College’s Facilities Management and Construction Building Code Official and the Engineer of Record, Affiliated Engineers, Inc. It certifies that the Downtown Campus – CARES Act – Ventilation (Heating) Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the Nassau Center – CARES Act – Phase 2 – VAV Replacement and Control Upgrades
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Nassau Center – CARES Act – Phase 2 – VAV Replacement and Control Upgrades to Warden Construction Corporation.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$756,745.60 to Warden Construction Corporation for VAV Replacement and Control Upgrades at Nassau Center. The air handlers were replaced in accordance with plans and specifications developed by McKim & Creed, Inc. The College issued a contract to Warden Construction Corporation on April 25, 2022.

A Certificate of Final Inspection (CFI) for the project was executed on 12/14/2022 by the College’s Facilities Management and Construction Building Code Official and the Engineer of Record, AEI Associates. It certifies that the Nassau Center – CARES Act – Phase 2 – VAV Replacement and Control Upgrades has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 5.

Subject:	Facilities: Certificate of Final Inspection for the North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement to Warden Construction Corporation.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$579,936.78 to Warden Construction for replacement of air handlers 6 of Tower 2 and 1 of Tower 4 at North Campus. The air handlers were replaced in accordance with plans and specifications developed by AEI Associates. The College issued a contract to Warden Construction Corporation on November 5, 2021.

A Certificate of Final Inspection (CFI) for the project was executed on 1/9/2023 by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, AEI Associates. It certifies that the North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 replacement has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 6.

Subject:	Facilities: Certificate of Final Inspection for the North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement to Warden Construction Corporation.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$826,734.69 to Warden Construction Corporation for replacement of air handlers 2 of Tower 6 and 3C of Tower 1 and 4C of Tower 3 at North Campus. The air handlers were replaced in accordance with plans and specifications developed by AEI Associates. The College issued a contract to Warden Construction Corporation on November 18, 2021.

A Certificate of Final Inspection (CFI) for the project was executed on 1/5/2023 by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, AEI Associates. It certifies that the North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 7.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – CARES Act – Phase 2 – Building G AHU Replacements
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – CARES Act – Phase 2 – Building G AHU Replacements to Warden Construction Corporation.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$918,045.31 to Warden Construction Corporation for replacement of air handlers 4, 5, 6, and 7 South Campus Building G. The air handlers were replaced in accordance with plans and specifications developed by OCI Associates. The College issued a contract to Warden Construction Corporation on December 14, 2021.

A Certificate of Final Inspection (CFI) for the project was executed on 10/11/2022 by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, OCI Associates. It certifies that the South Campus – CARES Act – Phase 2 – Building G AHU Replacements (AHU 4 – 7) has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 8.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement Project to E. Vaughan Rivers, Inc.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$617,896.78 to E. Vaughan Rivers, Inc. for replacement of air handlers 1 – 6 South Campus Building T. The coils air handlers were replaced in accordance with plans and specifications developed by OCI Associates. The College issued a contract to E. Vaughan Rivers, Inc. on January 18, 2022.

A Certificate of Final Inspection (CFI) for the project was executed on 1/9/2023 by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, OCI Associates. It certifies that the South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement Project (AHU 1 – 6) has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 9.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – Building M1354 AHU-1 and AHU-5 Replacement
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – Building M1354 AHU-1 and AHU-5 Replacement Project to W.W. Gay Mechanical Contractor, Inc.

BACKGROUND: The Board of Trustees awarded a construction contract in the amount not to exceed \$359,408 to W.W. Gay Mechanical Contractor, Inc. for replacement of air handlers 1 and 5 in South Campus Building M1354. The air handlers were replaced in accordance with plans and specifications developed by OCI Associates. The College issued a contract to W.W. Gay Mechanical Contractor, Inc. with notice of award on September 21, 2022.

A Certificate of Final Inspection (CFI) for the project was executed on 9/20/2022 by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, OCI Associates. It certifies that the South Campus – Building M1354 AHU-1 and AHU-5 Replacement Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. A – 1.

A. 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) _____

which have been removed from the Consent Agenda for individual consideration.

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

AGENDA ITEM NO. A – 1.A.

Subject:	Administration: FSCJ Property: Sell, Lease or Donation
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the authorization for the President of Florida State College at Jacksonville (FSCJ) to enter into a collaborative agreement with the University of Florida (UF) regarding UF’s plan to bring graduate and postgraduate programs to Jacksonville.

In addition, the FSCJ President may negotiate the location of the proposed plans by UF, if any, on FSCJ property, along with detailed terms of mutually agreed upon proposals and programs. Final agreed upon terms will be submitted to the District Board of Trustees in writing.

BACKGROUND: The University of Florida announced the expansion of their graduate programs for FinTech, MedTech, Medical Research and Artificial Intelligence (AI) into the Downtown area of Jacksonville. The potential for FSCJ property may be part of the opportunity for UF’s presence at the Downtown Campus or properties owned by FSCJ.

RATIONALE: The recommendation to negotiate a land use, sale or donation with the University of Florida will provide the College an opportunity to build stronger articulation agreements for students, professional development for faculty and staff and increase enrollment through career pathways.

FISCAL NOTES: The fiscal impact to the College will be determined based on the mutually agreed upon arrangement to be approved by the District Board of Trustees.

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

AGENDA ITEM NO. A – 2.

Subject:	Purchasing: Marketing and Advertising Services
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees (DBOT) authorize College administration to negotiate and enter into an initial two (2) year contract for marketing and advertising services, with Furman Roth Advertising (Furman Roth) as the top-ranked proposer of Request for Proposal (RFP) 2023-12. This initial term of the contract shall be April 1, 2023 through March 31, 2025 not-to exceed \$240,000 with the option for indefinite two (2) additional two-year terms. Renewal of contract would be based on continued need, satisfactory performance and mutually agreed to rates, terms and conditions and DBOT approval of extension.

It is further recommended College administration be authorized to formally terminate negotiations with the top-ranked proposer if a satisfactory contract cannot be negotiated and to begin negotiations with the next-ranked proposer until a satisfactory contract can be negotiated and entered into.

BACKGROUND: In October 2017, the College entered into a Master Media Buying Agreement with Carnegie Dartlett LLC (Carnegie) cooperatively utilizing multiple institutes of higher education’s solicited and awarded contracts to engage Carnegie. The initial term of that agreement was until October 31, 2021. The College issued a RFP for Marketing and Advertising Services on September 15, 2022, and due to limited participation and vendor feedback the RFP was submitted and approved by the DBOT in August 2022 as a “Reject all Bids” and to resolicit. In the meantime, to ensure no gaps in service, the College exercised its reserved right to extend the Carnegie contract through June 30, 2023, while a rebid RFP was developed, solicited and evaluated.

A Collegewide committee developed and publicly advertised a revised RFP for a full-service Marketing and Advertising Agency to partner with Florida State College at Jacksonville (FSCJ) to implement marketing priorities designed to target new student recruitment and retention of current FSCJ students.

The Marketing and Advertising Services will include, but are not limited to:

- Advertising campaign development and management
- Traditional and Digital media buys
- Integrated marketing recommendations
- Market research and analysis
- Assistance in creative services, content production, advertising and collateral copywriting
- Consulting for Google Analytics
- Comprehensive reporting including a digital dashboard for real time analytics
- Other services related to the development and execution of successful advertising campaigns for FSCJ

Twelve (12) firms submitted proposals. Of the 12 proposers, four (4) were determined to be non-responsive for failure to comply with the RFP minimum specifications. Eight (8) proposals were publicly evaluated on November 1, 2022, with three (3) firms being shortlisted by the Evaluation Committee as finalists. The College Evaluation Committee invited all three (3) finalists to conduct interviews and demonstrations to further consider their proposed services and capabilities as finalists.

On December 8, 2022, the evaluation Committee reconvened publicly to provide Phase II scoring as it applies to the interviews and demonstrations and the reference surveys. After completing the final proposal evaluations, the committee recommended negotiation with Furman Roth as the top-ranked proposer.

RATIONALE: The recommendation to negotiate and enter into a satisfactory contract with Furman Roth who will provide the College a qualified marketing and advertising management services to target increased enrollment and student retention at FSCJ.

FISCAL NOTES: The projected two-year cost of \$240,000 is comprehended in the College's operating budget.

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

AGENDA ITEM NO. A – 3.

Subject:	Finance: Fees and Charges
Meeting Date:	February 14, 2023

RECOMMENDATION: It is recommended that the District Board of Trustees approve the fee change for the following course to be effective Summer Term 2023, 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.

Course Number	Course	Current Fee	Recommended Fee
EMS 1421C	EMT Clinical Experience	\$0	\$20.00

Students enrolled in the EMT Clinical Experience course are required to enter clinical facilities. The facilities use a digital portal, My Clinical Exchange, to securely manage information and paperwork students must provide to confirm their eligibility for each clinical site. The fee above is to cover the cost of making the service available to students.

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 – 4.

Subject:	Academic Affairs: Academic Calendar, 2023-2024
Meeting Date:	February 14, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Academic Calendar for 2023-2024 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 2023–2024 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.

RATIONALE: 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
2023–2024 ACADEMIC CALENDAR

FALL (15 Weeks)

2023

August 24	(Th)	College Convocation
August 28	(M)	Classes begin
September 4	(M)	Labor Day Holiday (College Closed)
November 10	(F)	Veterans' Day Holiday (Observed) (College Closed)
November 22	(W)	College designated holiday (College Closed)
November 23-26	(Th-Su)	Thanksgiving Holiday and Break (College Closed)
December 11-12	(M-Tu)	Finals for A15 classes
December 25-31	(M-Su)	Winter Break (College Closed)

SPRING (15 Weeks)

2024

January 1	(M)	New Year's Day Holiday (College Closed)
January 2	(Tu)	College reopens
January 8	(M)	Classes begin
January 15	(M)	Martin Luther King, Jr. Holiday (College Closed)
February 19	(M)	Presidents' Day Holiday (College Closed)
March 18-24	(M-Su)	Spring Break (College Closed)
April 29-30	(M-Tu)	Finals for A15 classes
May 9	(Th)	Commencement

SUMMER (15 Weeks)

2024

May 6	(M)	Classes begin
May 27	(M)	Memorial Day Holiday (College Closed)
June 6	(Th)	Adult High School Graduation
July 4	(Th)	Independence Day Holiday (College Closed)
August 19-20	(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 14, 2023

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 14, 2023**

Faculty Full-Time Appointments

Brown	Schane
Cason	Lea
Dando	William
Malone	Linda
Ntui	Emmanuel

Job Title

Professor of Cosmetology
Librarian Level 2
Professor of Aviation
Professor of Nursing (Pediatrics/Maternity)
Professor of Business - Finance

A&P Full-Time Appointments

Al Zaidy	Ahmed
Chester	Jennifer
Colee	Matthew
Deleston	Alisha
Dunn	Beatrix
Fail	Christianna
Giarrusso	Denise
Guine	Naita
Harris	Nichole
Herndon	Kelly
Holland	Aaron
Lancto	Juliene
Mejia	Taylor
Miller	Amanda
Mythen	Susan
Nickell	Stephen
Patrick	Peggi
Swint	Jessica
Tynan	James
Ward-Cangelosi	Kristie
Westberry	Elisa
Young	Shelly

Job Title

Associate Dean of Information Technology
Associate Controller
Instructional Program Manager
Associate Director of Budget and Auxiliary Service
Director of Campus/Center Enrollment and Student Services
Project Account Officer
Associate Director of Student Success
Director of Program Development
Assoc Director Student Recruit
Director of Program Development
Director of Admissions and Enrollment
Interim Associate Director of Academy Advising Services
Director of Government and Community Relations
Instructional Program Manager
Dean of Library and Tutoring Services
Certification - Assessment Center Manager
Interim Library and Learning Commons Manager
Student Housing Residential Coordinator
Functional Analyst - Student Financial Systems
Department Chair
Interim Certification - Assessment Center Manager
Project Account Officer

A&P Reorganizations

Lanaghan	Darci
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Director of Benefits and Human Resources Information Systems
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Career Full-Time Appointments

Acevedo	Thomas
Adams	Emma
Adams	Tanika
Alford	Tonya
Allah	Ahkiah
Bennett	Tara
Bent	Dennis
Carroll	David
Covington	Jocelyn
Craig	Marilyn
Cuartas	Yankela
Dailey	Jakhya
Demeritt	Eleana
DiLorenzo	Christina
Drake	Virginia
Edney	Allison
Ejankowski	Sierra
Figueroa	Madeline
Garcia Vazquez	Nattyaris
Guibbert	Catherine
Hackett	Alex
Hall	Jeffrey
Hamilton	Stephanie
Jackson	Shakura
Jenkins	Jessica
Johnson	Lasabra
Johnson	Lucretia
Jones	Haley
King	Leola
Kois	Syvannah
Lasher	Beth
Lee	Gerald
Leon	Maiah
Lowe Kelsey	Vicki
Luna	Irene

Job Title

Student Records Specialist
Student Services Coordinator
Project Coordinator
Administrative Assistant I
Retention Specialist
Duplicating and Mailroom Coordinator
Senior Plant Service Worker
Interim Department Coordinator
Business Office Specialist II
Financial Aid Advisor II
Academic Department Coordinator
Administrative Assistant I
Administration Support Manager
Program Coordinator
Interim Case Manager/Career Specialist
Vision Rehabilitation Case Manager - Career Specialist
Project Coordinator
Student Accounting Compliance Coordinator
Human Resources Coordinator
Student Success Advisor I
Distance Learning Assessment Specialist
Student Success Advisor I
Retention Specialist
Student Recruiter
Administrative Specialist - Student Success
Project Coordinator
Security Officer I
Administrative Assistant III
Administrative Assistant II
Student Success Advisor I
Library Assistant I
Security Officer I
Financial Aid Advisor I
Administration Support Manager
Academic and Career Advisor

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of February 14, 2023**

Career Full-Time Appointments (cont.)

Martinez	Andrea
Martinez	Darling
Mette	Ravyn
Moser	Kevin
Orr	Neil
Nguyen	Kenny
Palacios	Giselle
Parnell	Kifimbo
Phaff	Samantha
Pauling	Gregory
Peters	Heather
Pope	Christine
Potts	Megan
Pugh	Jessica
Reid	Jennifer
Rischmaui	Nur
Rodgers	Shakera
Rosa	Alexa
Runnestrand	Allie
Sanchez	Jennifer
Sanders	Alexa
Shines	Sandra
Speegle	Donna
Speight	Andre
Sykes	Jennifer
Thompson	Amelia
Thompson	Danielle
Trescot	Raymond
Uresti	Maria
Velezon	Julia
Vinson-Anderson	Valerie
Williams	Mary
Wolffis	Randall
Wood-Kois	Syannah

Job Title

Case Manager/Career Specialist
Duplicating and Mailroom Coordinator
Student Success Advisor I
Academic Department Coordinator
Student Services Coordinator
Student Engagement Advisor I
Student Engagement Advisor II
Academic and Career Advisor
Accounts Payable Specialist II
Security Officer I
Senior Specialist
Administrative Assistant II
Case Manager/Career Specialist
Student Success Advisor I
Call Center Representative II
Financial Aid Advisor II
Case Manager/Career Specialist
Student Services Coordinator
Student Success Advisor I
Project Coordinator
Library Manager
Academic Tutor
Academic Department Coordinator
Central Services Clerk
Administrative Assistant III
Administrative Specialist
Student Services Coordinator
Campus HVAC Facilities Manager
Veteran Affairs Enrollment Services Processor
Academic Department Coordinator
Case Manager/Career Specialist
Retention Specialist
Security Officer I
Student Success Advisor I

Career Part-Time Appointments

Castillo	Megan
Jefferson	Vanessa
Logan	Rebecca
Oate	Olivia
Ross	Kathleen
Sherer	Moriah
Sandlin	Desiree
Summers	Brett
Turner	Payton
Young	Alyssa

Job Title

Group Sales Specialist
Program Facilitator III
Test Proctor
Academic Tutor
Patron Services Agent
Patron Services Agent
Case Manager/Career Specialist
Patron Services Specialist
Test Proctor
Test Proctor

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	February 14, 2023

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
PO00014478	\$291,150	SHI International Corp.	Annual Microsoft Campus Agreement Licenses and Support	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.

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

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

FISCAL NOTES: This purchase order utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$291,150.

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

INFORMATION ITEM I – C.

Subject:	Finance: Investment Reports for Quarter Ended September 30, 2022
Meeting Date:	February 14, 2023

INFORMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending September 30, 2022 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 -1.30% matched the benchmark performance of -1.55%. Over the past year, the Portfolio's total return was -4.61%, compared to -4.93% 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, 2022, the College had surplus funds of approximately \$34.3 million under management with PFM.

Quasi Endowment Funds are derived largely from auxiliary activities. These funds are also managed by PFM and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of September 30, 2022 was \$5.9 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned -6.22% (net of mutual fund fees) over the 3rd Quarter of 2022, underperforming its policy benchmark return of -5.91% by -0.31%. Over the past year, the portfolio returned -19.23%, underperforming its -18.71% benchmark return. Since the inception date of July 1, 2016, the portfolio returned 6.79% annually compared to its 6.19% benchmark. In dollar terms, the portfolio lost \$389,290 in return on investment over the quarter and \$1,396,641 over the past 12 months.

The Investment Performance Review for the quarter ending September 30, 2022 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 programs while meeting the requirements of safety and liquidity.

FISCAL NOTES: As of September 30, 2022, the College had investment balances totaling \$40.1 million, which compares to \$43.2 million as of September 30, 2021.



Florida State College at Jacksonville

Investment Updated

November 8, 2022

407.865.4724 | pfmam.com

PFM Asset Management LLC

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

Agenda

- ▶ Operating Reserve Fund
- ▶ Quasi-Endowment Fund
- ▶ Market Update

Operating Reserve Fund



2023-00397

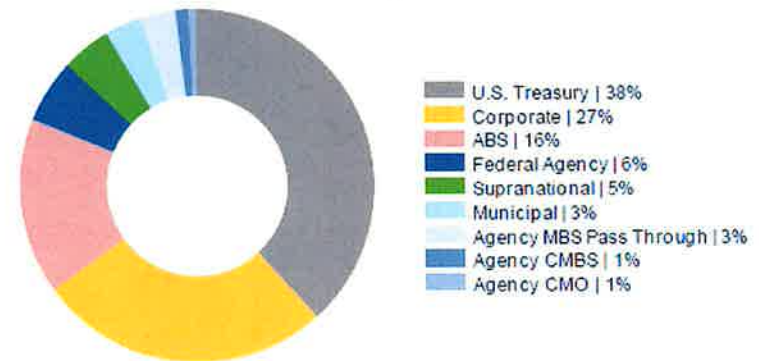


Operating Reserve Portfolio Snapshot¹ As of 09/30/2022

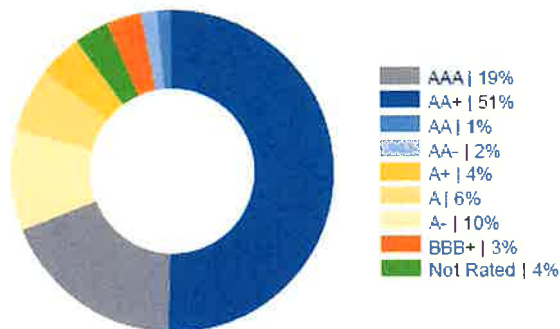
Portfolio Statistics

Total Market Value	\$34,280,854.04
<i>Securities Sub-Total</i>	\$33,835,046.01
<i>Accrued Interest</i>	\$113,397.36
<i>Cash</i>	\$332,410.67
Portfolio Effective Duration	1.74 years
Benchmark Effective Duration	1.78 years
Yield At Cost	1.48%
Yield At Market	4.09%
Portfolio Credit Quality	AA

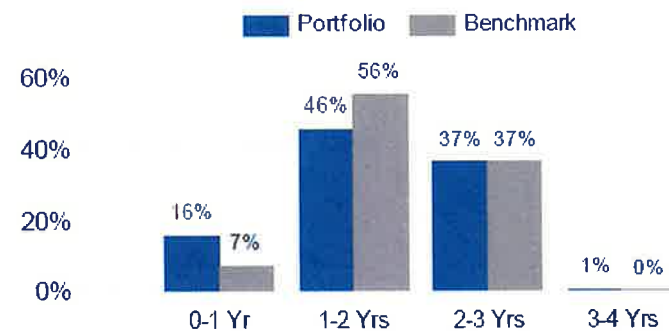
Sector Allocation



Credit Quality - S&P



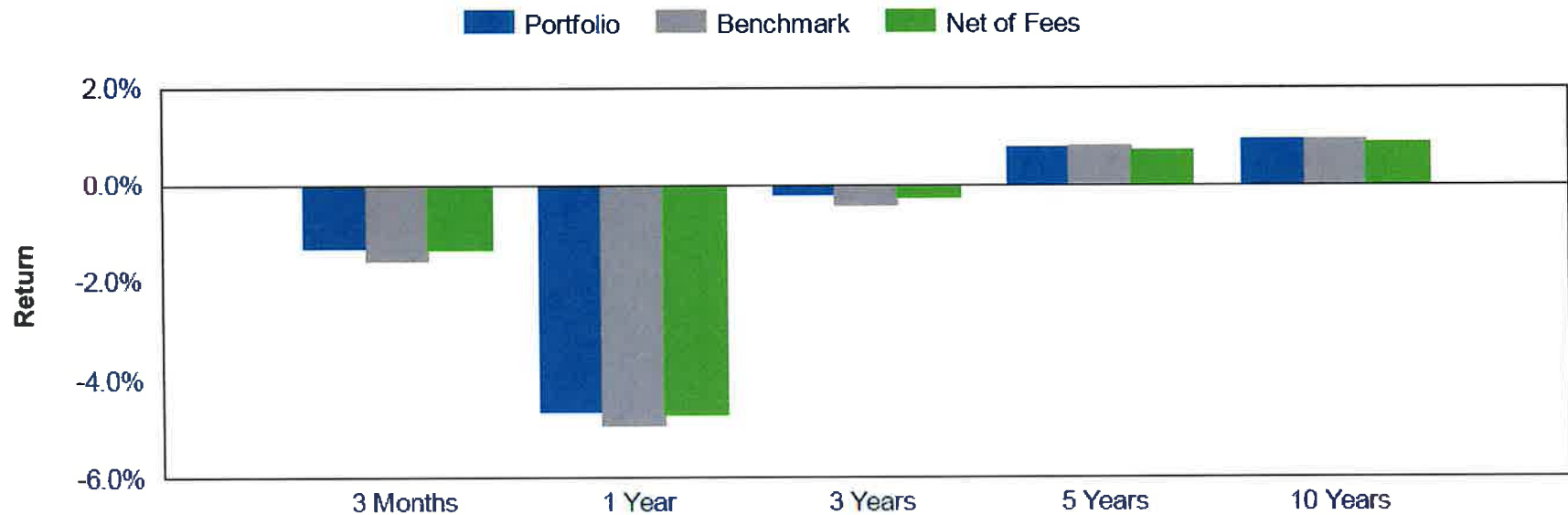
Duration Distribution



¹Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is currently the ICE BofAML 1-3 Year U.S. Government/Corp A Rated and Above Index. Prior to 9/30/19 it was the ICE BofAML 1-5 Year Government/Corp A-AAA Index. Source: Bloomberg. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Operating Reserve Portfolio Performance As of 09/30/2022

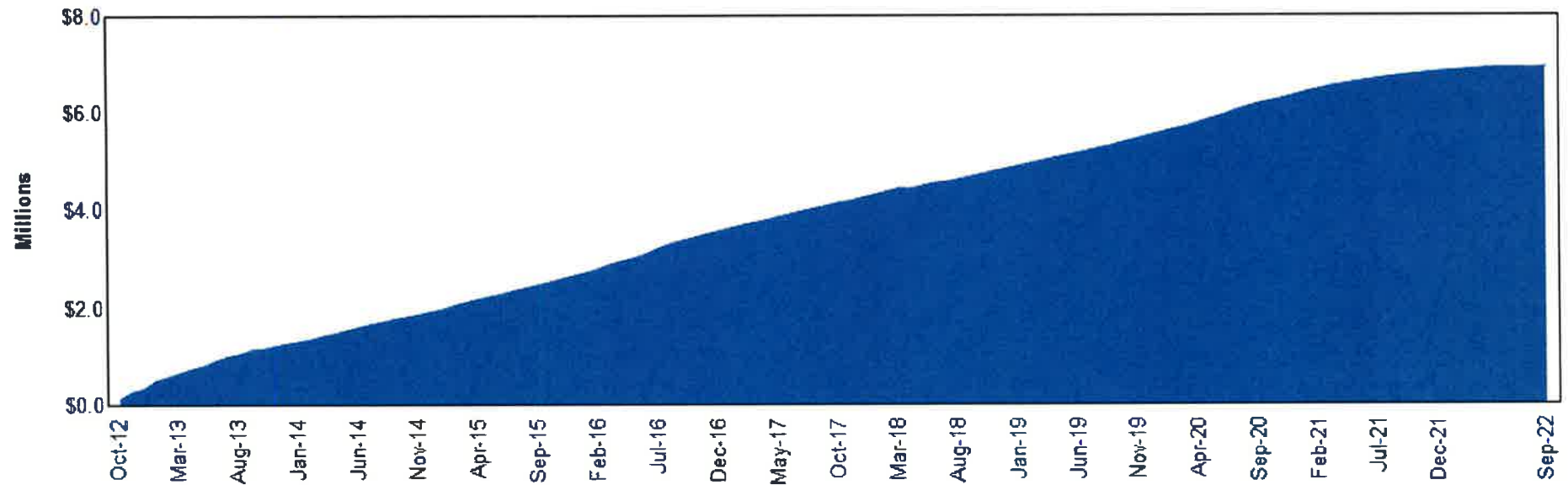
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years
Interest Earned ²	\$122,481	\$380,254	\$1,522,347	\$3,142,413	\$7,371,108
Change in Market Value	(\$573,586)	(\$2,037,631)	(\$1,674,797)	(\$1,809,665)	(\$3,185,042)
Total Dollar Return	(\$451,105)	(\$1,657,377)	(\$152,450)	\$1,332,748	\$4,186,066
Total Return³					
Portfolio	-1.30%	-4.61%	-0.15%	0.79%	0.95%
Benchmark ⁴	-1.55%	-4.93%	-0.42%	0.80%	0.94%
Basis Point Fee	0.02%	0.09%	0.09%	0.09%	0.08%
Net of Fee Return	-1.32%	-4.71%	-0.25%	0.70%	0.87%

1. The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date 1, is June 30, 2006.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity. 3. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis. 4. The portfolio's benchmark is currently the ICE BofAML 1-3 Year U.S. Government/Corp A Rated and Above Index. Prior to 9/30/19 it was the ICE BofAML 1-5 Year Government/Corp A-AAA Index. Source: Bloomberg.

Operating Reserve Portfolio Accrual Basis Earnings as of 09/30/2022

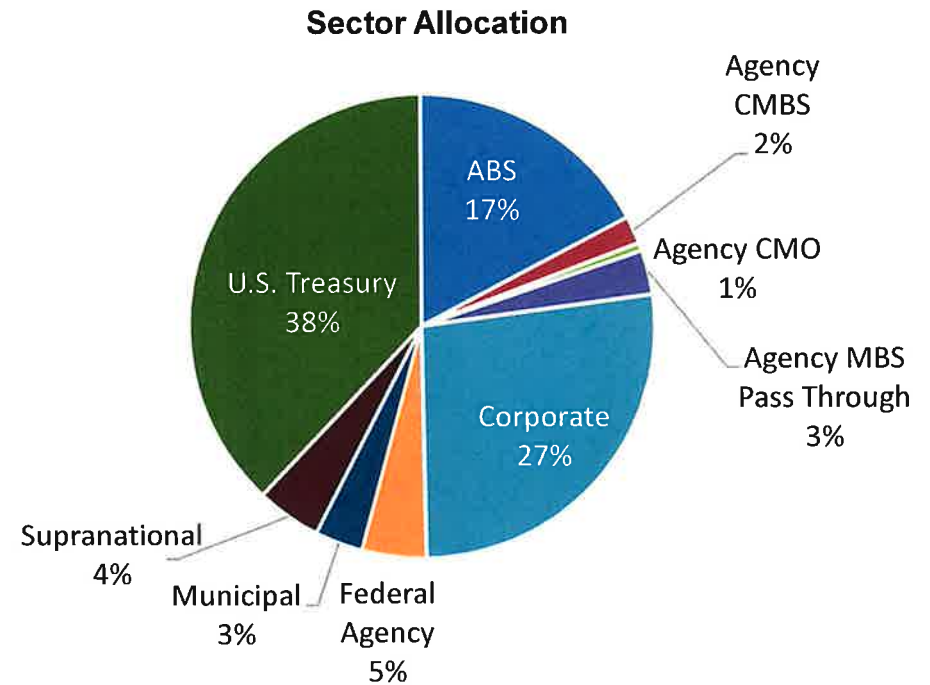


Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	10 Year ¹
Interest Earned ²	\$122,481	\$380,254	\$1,522,347	\$3,142,413	\$7,371,108
Realized Gains / (Losses) ³	(\$92,192)	(\$149,572)	\$310,597	\$176,481	\$1,015,256
Change in Amortized Cost	(\$8,530)	(\$53,390)	(\$229,102)	(\$469,849)	(\$1,437,958)
Total Earnings	\$21,760	\$177,292	\$1,603,842	\$2,849,044	\$6,948,405

1. The lesser of 10 years or since inception is shown. Performance inception date 1, is June 30, 2006.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Realized gains / (losses) are shown on an amortized cost basis.

Operating Reserve – More Recently (as of 11/04/2022)

Sector	Market Value
ABS	5,873,083.46
Agency CMBS	649,145.11
Agency CMO	190,398.23
Agency MBS Pass Through	1,047,843.64
Corporate	9,145,704.97
Federal Agency	1,534,530.82
Municipal	1,136,450.30
Supranational	1,526,432.00
U.S. Treasury	12,882,781.17
Grand Total	\$33,986,369.70



Source: Bloomberg. Sector allocation includes market values and accrued interest.

Quasi- Endowment Fund



202300409



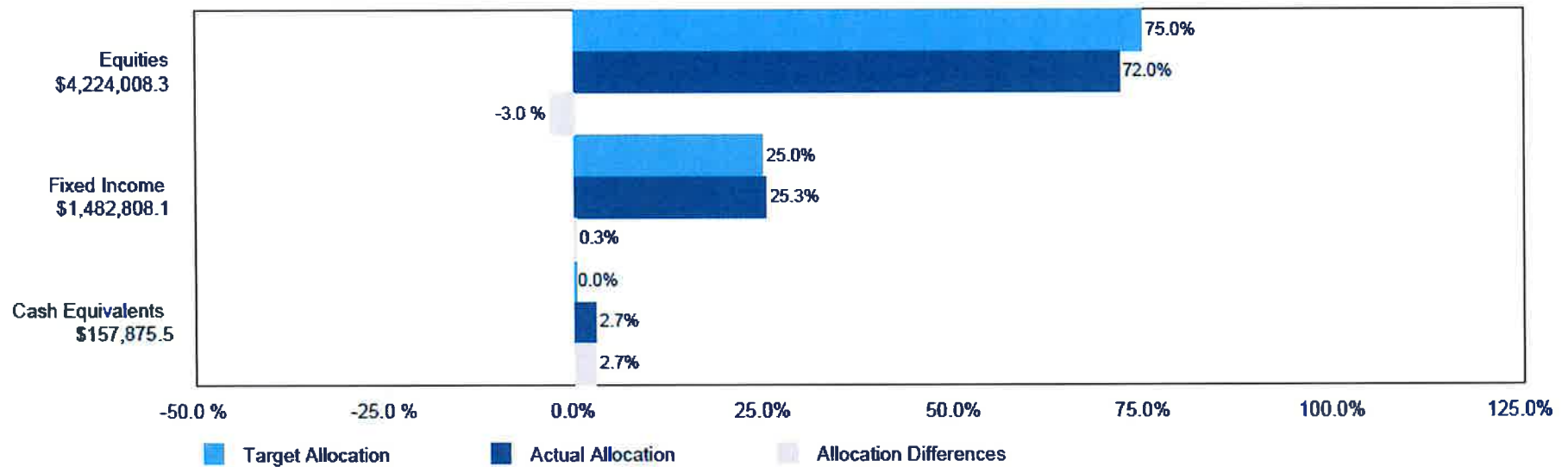
Quasi-Endowment Trailing Returns As of 09/30/2022

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	5,864,692	100.00	-6.22	-23.45	-19.23	4.22	5.14	6.79	07/01/2016
<i>Blended Benchmark</i>			<i>-5.91</i>	<i>-22.59</i>	<i>-18.71</i>	<i>2.80</i>	<i>4.16</i>	<i>6.19</i>	<i>07/01/2016</i>
Domestic Equity	3,013,555	51.38							
PFM Multi-Manager Domestic Equity Fund	2,770,262	47.24	-5.10	-24.71	-17.97	7.38	N/A	4.48	10/01/2020
<i>Russell 3000 Index</i>			<i>-4.46</i>	<i>-24.62</i>	<i>-17.63</i>	<i>7.70</i>	<i>8.62</i>	<i>4.23</i>	<i>10/01/2020</i>
International Equity	1,210,453	20.64							
PFM Multi-Manager International Equity Fund	1,210,453	20.64	-10.23	-30.49	-28.60	-2.15	N/A	-5.58	10/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-9.91</i>	<i>-26.50</i>	<i>-25.17</i>	<i>-1.52</i>	<i>-0.81</i>	<i>-3.70</i>	<i>10/01/2020</i>
Fixed Income	1,482,808	25.28							
PFM Multi-Manager Fixed-Income Fund	1,262,634	21.53	-3.70	-14.41	-14.52	-2.78	N/A	-6.98	10/01/2020
<i>Blmbg. U.S. Aggregate</i>			<i>-4.75</i>	<i>-14.61</i>	<i>-14.60</i>	<i>-3.26</i>	<i>-0.27</i>	<i>-8.00</i>	<i>10/01/2020</i>
Cash Equivalents	157,875	2.69							
Goldman Sachs FS Government Fund	157,875	2.69	0.47	0.61	0.61	0.44	0.94	0.80	12/01/2018

Blended Benchmark: 49% Russell 3000, 26% MSCI ACWI ex USA, and 25% Bloomberg U.S. Aggregate Index.

Quasi-Endowment Allocation vs. IPS As of 09/30/2022

	Asset Allocation (%)	Target Allocation (%)	Minimum Allocation (%)	Maximum Allocation (%)	Differences (%)
Total Fund	100.0	100.0	N/A	N/A	0.0
Equities	72.0	75.0	70.0	80.0	-3.0
Fixed Income	25.3	25.0	20.0	30.0	0.3
Cash Equivalents	2.7	0.0	0.0	10.0	2.7



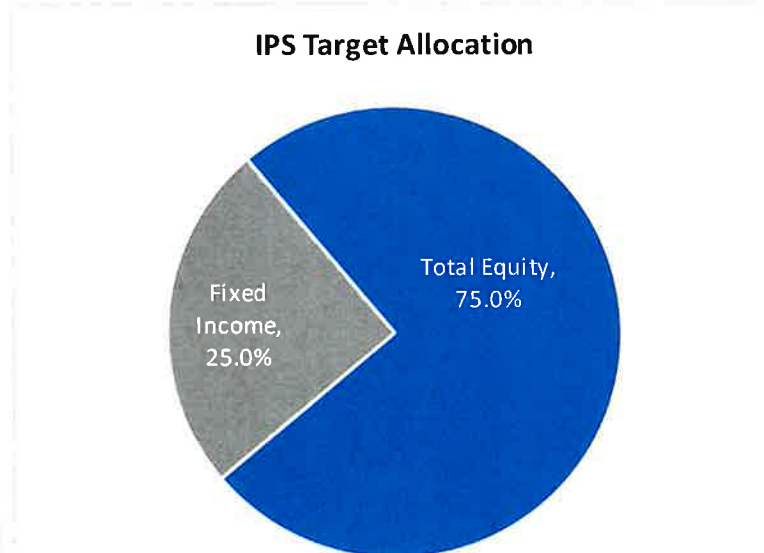
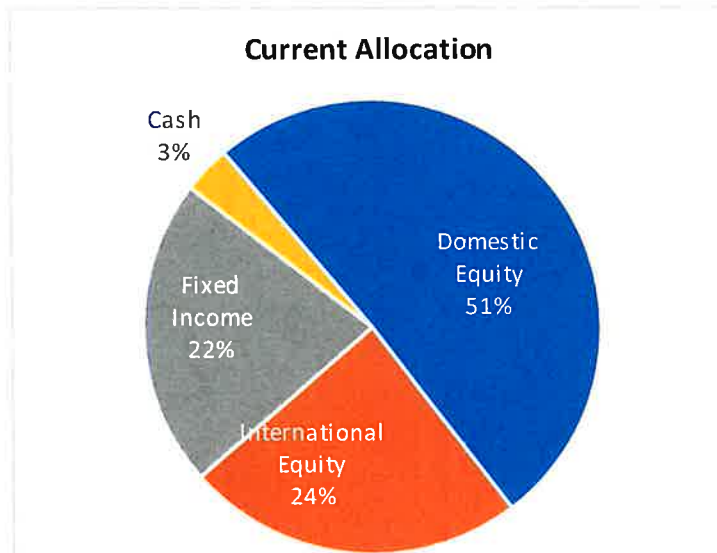
Quasi-Endowment – More Recently (as of 11/04/2022)

Current Allocation

Asset Class	Market Value	Percent
Domestic Equity	3,021,891	50.8%
International Equity	1,426,760	24.0%
Fixed Income	1,303,108	21.9%
Cash	201,771	3.4%
Total	5,953,531	100.0%

IPS Target Allocation

Asset Class	Min-Max	Target
Total Equity	70% to 80%	75.0%
Fixed Income	20% to 30%	25.0%
Cash	0% to 10%	0.0%
Total		100.0%



Source: PFMAM Online Client Portal Holdings as of 11/04/2022.

Market Update



Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ Persistent high inflation
 - ▶ A deteriorating housing market
 - ▶ Continued personal consumption that is impacting household savings and balance sheets
 - ▶ Worsening economic outlook that is propped up by a strong labor market



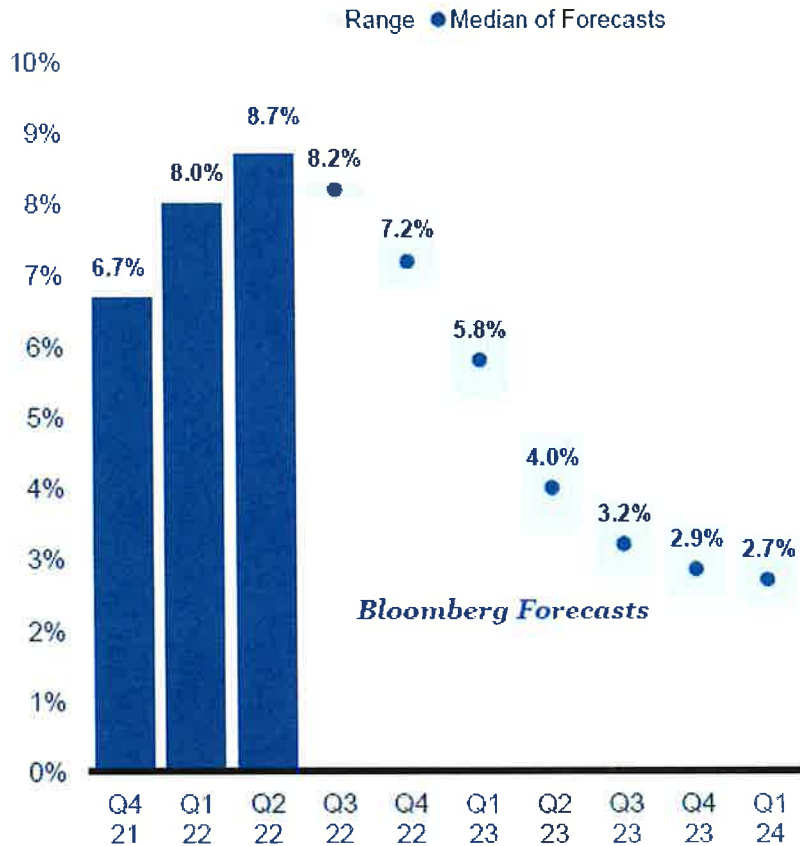
- ▶ The Federal Reserve has committed to a heavy-handed policy
 - ▶ Expectations have shifted from a soft landing to a moderate/hard landing, with increased recession risks
 - ▶ Short-term fed funds rate projected to reach 4.25% to 4.50% by year end
 - ▶ Increased pace of quantitative tightening



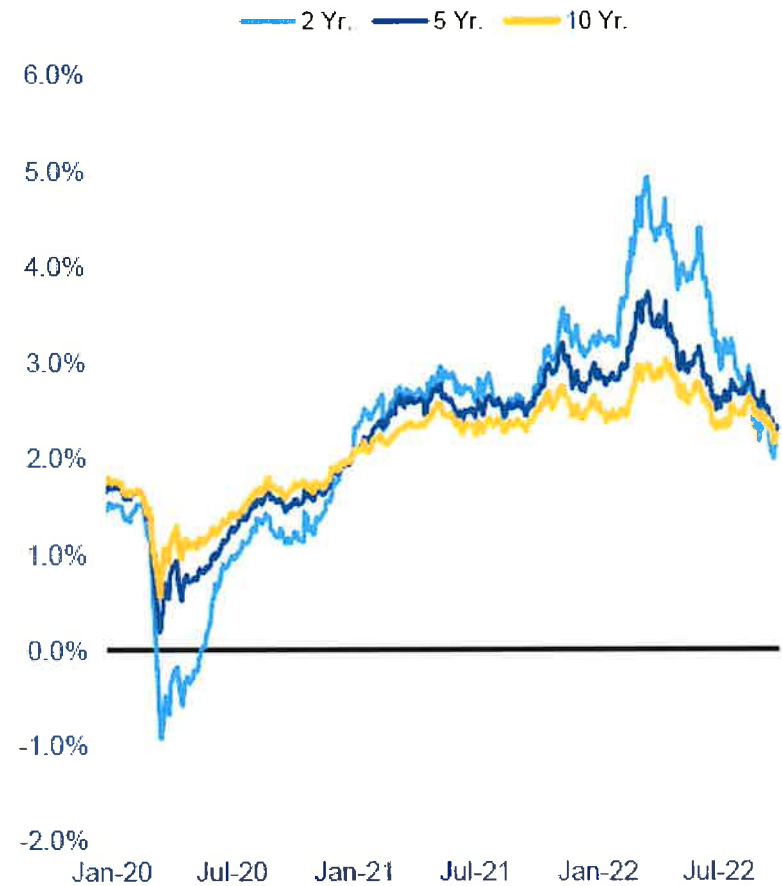
- ▶ Rapidly rising rates negatively impacting valuations and inducing market volatility
 - ▶ Yields across curve reached their highest levels in 14 years
 - ▶ Treasury yield curve remains inverted
 - ▶ Elevated volatility across all major asset classes

Economist and Market Expectations Point to Slowly Moderating Inflation

U.S. Inflation Forecasts Annualized Rate



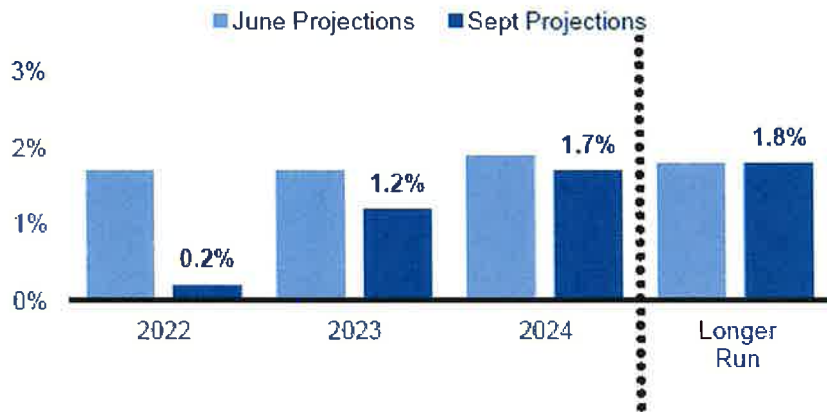
Breakeven Inflation Rates



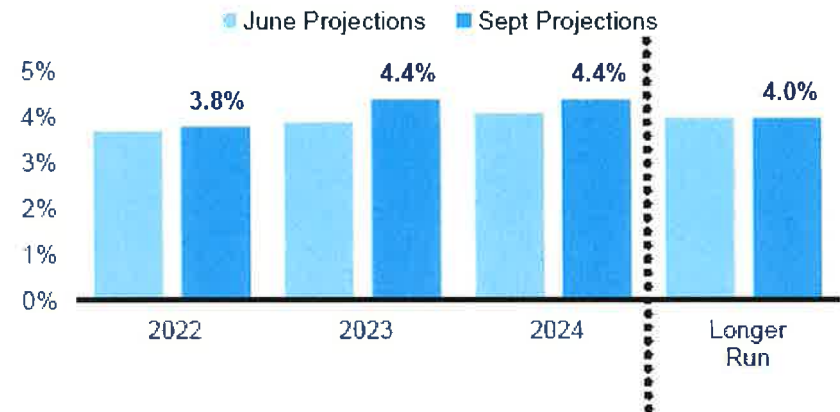
Source: Bloomberg.

Fed's Projections Reflect Weaker Economic Growth and Extended Timeline for Tighter Policy

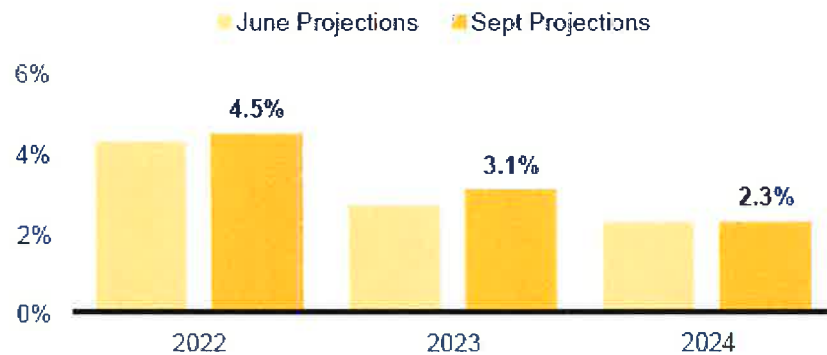
Change in Real GDP



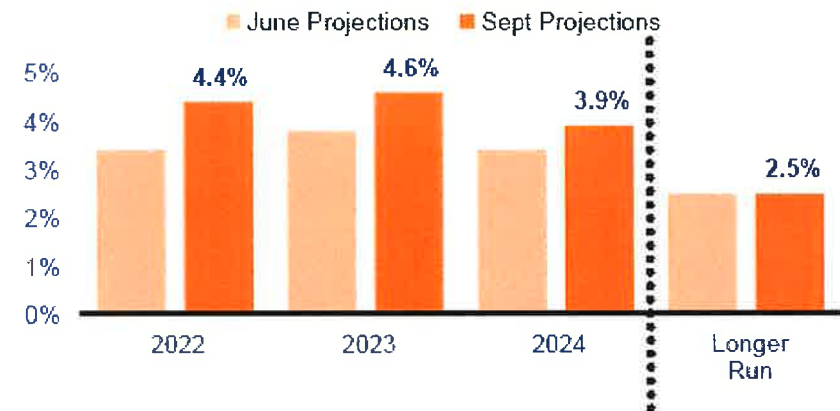
Unemployment Rate



Core PCE Inflation



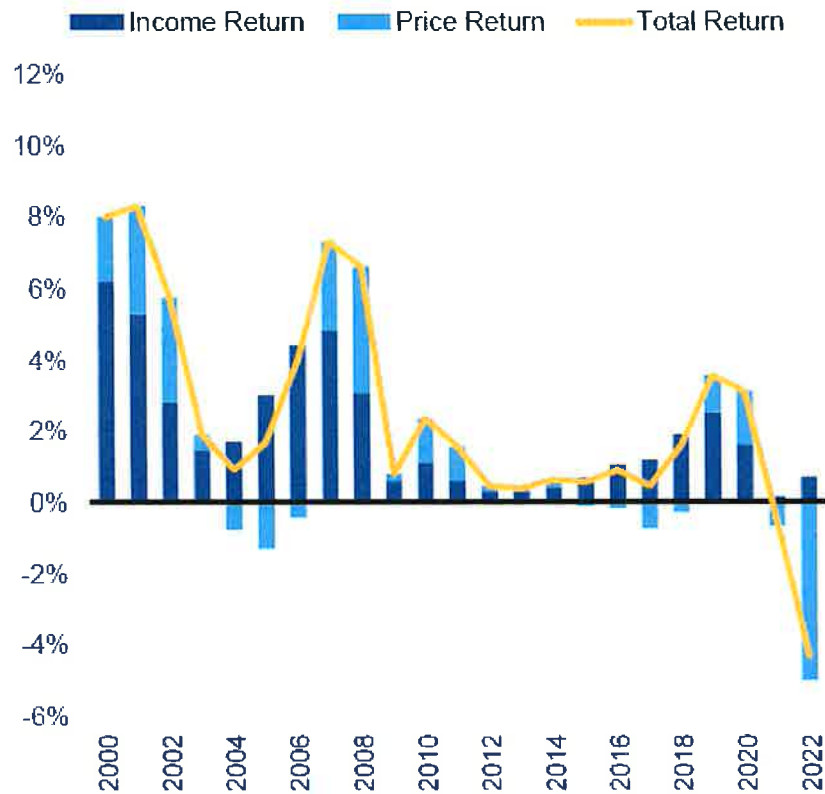
Federal Funds Rate



Source: Federal Reserve, latest economic projections as of September 2022.

The Pros and Cons of Rising Rates: Lower Market Values and Stronger Income Potential

Annual Price & Income Returns (1-3 Year Treasury)



U.S. Treasury Yield Curve



Source: ICE BofAML Indices via Bloomberg, as of September 30, 2022; PFAM calculations. 2022 Price, income, and total return is YTD as of September 30, 2022. Income return is based on the starting yield from the prior year ended December 31, 20xx. Price return is calculated as the difference between the total return and calculated income return for each period

Disclaimer

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

INFORMATION ITEM I – D.

Subject:	Finance: Travel Report
Meeting Date:	February 14, 2023

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 trip was posted during the period October 12, 2022 – January 11, 2023:

Name	Trip Purpose	Destination	Travel Dates	Number of Days	Travel Cost	FYTD Travel Cost
Bradford Hall	COE TRIO Annual Conference	San Diego, CA	September 20-25, 2022	6	\$2,793.86	\$3,661.86

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: This trip utilized Grant funding in the amount of \$2,793.86

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

INFORMATION ITEM I – E.

Subject:	Facilities: Change Orders – Administrative Office – VAV Controls Replacement
Meeting Date:	February 14, 2023

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 below. The College President shall submit an Information Item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

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

Vendor	C.O.#	Amount
<u>Downtown Campus:</u> No change orders issued to Trane US INC. for the original contract dated January 4, 2022 for the Downtown Campus deliver order contracting services for VAV’s Controls project 500371 in accordance with FSCJ 2020C01T. The original contract totaled (\$260,000.00). Contractor’s request for Substantial Completion occurred on January 31, 2023. Contractor’s request for Final Completion occurred on January 31, 2023.		
Trane US INC. Delivery Services Contract Amount: \$260,000.00		
Trane US INC. Final Contract Amount: \$260,000.00		\$260,000.00

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

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

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

INFORMATION ITEM I – F.

Subject:	Facilities: Change Orders – Downtown Campus – CARES Act – Ventilation (Heating)
Meeting Date:	February 14, 2023

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 below. The College President shall submit an Information Item to the District Board of Trustees confirming action on change orders greater than \$25,000. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules.”

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

Vendor	C.O.#	Amount
<p><u>Downtown Campus:</u> Change orders issued to Warden Construction Corporation for the original contract dated September 15, 2021 for the Downtown Campus – CARES Act – Ventilation (AHU’s) project in accordance with FSCJ RFP 2019C – 18S. The original contract totaled (\$1,163, 322.25). Contractor’s request for Substantial Completion occurred on June, 25, 2022. Contractor’s request for Final Completion occurred on November 1, 2022. Certificate of Final Inspection was issued on November 2, 2022. List of approved change orders are provided below:</p> <p>Warden Construction Corporation Original Contract Amount: \$1,163,322.25</p> <ul style="list-style-type: none"> • Deduct: Trane US, Inc. Owner Direct Purchase. • Add: No cost time extension for procurement of equipment. Increased by (89) days, New Substantial Completion is 6/25/22 • Add: No cost time extension for procurement of equipment. Increased by (55) days, New Substantial Completion is 8/19/22 		
	PO CO #1	(\$500,543.40)
	AIA CO#1	\$0.00
	AIA CO#2	\$0.00

Subject: Facilities: Change Orders – Downtown Campus – CARES Act – Ventilation (Heating) 202300415
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> Add: No cost time extension for procurement of equipment. Increased by (42) days, New Substantial Completion is 9/30/22 	AIA CO#3	\$0.00
<ul style="list-style-type: none"> Increase for additional scope of work and time duration of (30) days and in the amount of \$22,072.95 for installation and testing of duct detectors and F.A. shutdown relays for ERU-1 and ERU-2. New Substantial Completion is 10/30/22 	AIA CO#4	\$22,072.95
Warden Construction Final Contract Amount:		\$684,851.80

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

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

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

INFORMATION ITEM I – G.

Subject:	Facilities: Change Orders – Nassau Center – VAV Replacement and Control Upgrades
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>Nassau Center</u>: Change orders to Warden Construction Corporation. For the original contract dated, April 25, 2022 for the Nassau Center – VAV Replacement and Control Upgrades in accordance with FSCJ RFP #2016C-19. The original contract totaled \$756,745.60.</p> <p>Warden Construction Corporation Original Contract Amount: \$756,746.60</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease purchase order for POR Tax Savings PO00013435 issued to Trane (materials \$64,140.00 plus taxes \$3,923.40) a total decrease of \$68,063.40 generating a PO reduction from \$756,745.60 to \$688,682.20 per PO CO REQ 2330 • Add: Change Order #2 issued to Increase Purchase Order for AIA CO #1 in the amount of \$10,647.73 generating a PO from \$688,682.20 to \$699,329.93 as defined on Line #1 per PO CO Req 3105 		
	CO #1	\$(68,063.40)
	AIA CO #1 CO #2	\$10,647.73

Subject: Facilities: Change Orders – Nassau Center – VAV Replacement and Control Upgrades
(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • No Monetary Value: Change Order #3 issued for AIA CO #2 as defined on Line #1 with no monetary value change, therefore PO remains at \$699,329.93 per PO CO email authorization from WF & MB dated 1/3/2023 <p>Warden Construction Corporation Final Contract Amount: \$699,329.93</p>	<p>AIA CO #2 CO #3</p>	

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

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

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

INFORMATION ITEM I – H.

Subject:	Facilities: Change Orders – North Campus – CARES Act – Phase 1 – Building C AHU-1 and Building E AHU-5 & 6 Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>North Campus:</u> Change orders to Warden Construction Corporation for the original contract dated, September 27, 2021 for the North Campus – CARES Act – Phase 1 – Building C AHU-1 and Building E AHU-5 & 6 Replacement in accordance with FSCJ RFP #2019C-18W. The original contract totaled \$279,545.63.</p> <p>Warden Construction Corporation Original Contract Amount: \$279,545.63</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO amount from \$279,545.63 to \$237,388.63 a total deduction of \$42,157.00 Direct purchase of materials \$39,700.00 PLUS Tax savings \$2,457.00 Tax Savings Direct Purchase of materials REQ0014604 - Trane per PO CO Req 1750 • Deduct: Change Order #2 issued to decrease PO amount from \$237,388.63 to \$219,797.13, a decrease of \$17,591.50 (materials \$16,525.00 plus taxes \$1,066.50) per Nelson and Company Req. 14635. per PO CO Req 1768 	<p>CO #1</p> <p>CO #2</p>	<p>(\$42,157.00)</p> <p>(\$17,591.50)</p>

202300419

Subject: Facilities: North Campus – CARES Act – Phase 1 – Building C AHU-1 and Building E
 AHU-5 & 6 Replacement
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Add: Change Order #3 issued to increase PO for AIA CO #1 in the amount of \$2,177.89 for additional services as defined in Line #1 generating a PO increase from \$219,797.13 to \$221,975.02 per PO CO Email Req from WF & MB dated 10/19/2022 <p>Warden Construction Corporation Final Contract Amount: \$221,975.02</p>	CO #3 AIA CO #1	\$2,177.89

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 comprehended in the approved project budgets.

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

INFORMATION ITEM I – I.

Subject:	Facilities: Change Orders – North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>North Campus:</u> Change orders to Warden Construction Corporation. For the original contract dated, November 5, 2021 for the North Campus – CARES Act – Phase 2A – Tower 2 AHU-6 and Tower 4 AHU-1 Replacement in accordance with FSCJ RFP #2019C-18W. The original contract totaled \$579,936.78.</p> <p>Warden Construction Corporation Original Contract Amount: \$579,936.78</p> <ul style="list-style-type: none"> • Deduct: Change order #1 issued to Decrease purchase order for Tax Savings Direct Purchase to Trane US, Inc. for REQ0014804 (\$155,290.00 materials plus \$9,392.40 taxes) = \$164,682.40 reducing the total Project PO from \$579,936.78 to \$415,254.38 as per POCO request #1901 • No Monetary Change: Change Order #2 issued to for AIA CO #1 as defined on Line #1 to extend project duration with NO Monetary Change, PO project value remains at \$415,254.38 per WF & MB Authorization dated 2/17/2022 (abm 2/18/2022) 	<p align="center">CO #1</p> <p align="center">AIA CO #2 CO #1</p>	<p>\$(164,682.40)</p>

202300421

Subject: Facilities: Change Orders – North Campus – CARES Act – Phase 2A – Tower 2 AHU-6
 and Tower 4 AHU-1 Replacement
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> No Monetary Value: Change Order #3 issued to for AIA CO #2 as defined on Line #1 to extend project duration with NO Monetary Change, PO project value remains at \$415,254.38 per WF & MB Authorization dated 11/1/2022 (abm 11/2/2022) 	AIA CO #3 CO #2	
<ul style="list-style-type: none"> Add: Change Order #4 issued to for AIA CO #3 to increase Purchase Order as defined on Line #1 to add unforeseen SOW in the amount of \$4,884.16 generating a PO increase from \$415,254.38 to \$420,138.54 per WF & MB Authorization dated 12/15/2022 (abm 12/15/2022) 	AIA CO #4 CO #3	4,884.16
Warden Construction Corporation Final Contract Amount: \$420,138.54		

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

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

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

INFORMATION ITEM I – J.

Subject:	Facilities: Change Orders – North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p>North Campus: Change orders to Warden Construction Corporation. For the original contract dated, November 18, 2021 for the North Campus – CARES Act – Phase 2B – Tower 6 AHU-2 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement in accordance with FSCJ RFP #201C-19. The original contract totaled \$826,734.59.</p> <p>Warden Construction Corporation Original Contract Amount: \$826,734.59.</p> <ul style="list-style-type: none"> Deduct: Change order #1 issued to decrease purchase order for tax savings direct purchase to Trane US, Inc. for REQ0014801 (materials \$158,841.00 plus taxes \$9605.46) = \$168,446.46, generating a Line #1 reduction from \$177,731.28 to \$9,284.82, a decrease of the overall project purchase order from \$826,734.69 to \$658,288.23. Per PO CO REQ 1900 	CO #1	\$(168,446.46)

Subject: Facilities: Change Orders – North Campus – CARES Act – Phase 2B – Tower 6 AHU-2²⁰²³⁰⁰⁴²³
 and Tower 1 AHU-3C and Tower 3 AHU-4C Replacement
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> No Monetary Change: Change Order #2 Issued for AIA CO #2 for Project Time Extension as defined on Line #1 with NO Additional Monetary increase per PO CO Approval Email from WF & MB dated 4/22/2022 <p>Warden Construction Corporation Final Contract Amount: \$658,288.23</p>	<p>AIA CO #2 CO #2</p>	

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

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

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

INFORMATION ITEM I – K.

Subject:	Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building G AHU Replacements
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders to Warden Construction Corporation for the original contract dated, December 14, 2021 for the South Campus – Care Act – Phase 2 – Building G AHU Replacements Project in accordance with FSCJ RFP #2016C-19. The original contract totaled \$918,045.31.</p> <p>Warden Construction Corporation Original Contract Amount: \$918,045.31</p> <ul style="list-style-type: none"> • Deduct: Change order #1 issued to decrease PO for POR Direct Material Tax Saving Purchase for REQ0014954 to Trane Inc. US in the amount of \$172,828.50 (\$162,975.00 material + \$9,853.50 taxes) generating a total PO decrease from \$918,045.31 to \$745,216.81 per PO CO Req 1933. (abm 1/13/2022) • No Monetary Value: Change Order #2 issued for AIA CO #1 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$745,216.81 per PO CO Auth Email from WF & MB dated 8/29/2022. (abm 8/30/2022) 	<p>CO #1</p> <p>CO #2/AIA CO #1</p>	<p>(\$102,867.62)</p>

202300425

Subject: Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building G AHU
 Replacements
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> No Monetary Value: Change Order #3 issued for AIA CO #2 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$745,216.81 per PO CO Auth Email from WF & MB dated 8/29/2022. (abm 8/30/2022) 	CO #3/AIA CO #2	
<ul style="list-style-type: none"> No Monetary Value: Change Order #4 issued for AIA CO #3 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$745,216.81 per PO CO Auth Email from WF & MB dated 10/4/2022. (abm 10/4/2022) 	CO #4/AIA CO #3	
<ul style="list-style-type: none"> No Monetary Value: Change Order #5 issued for AIA CO #4 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$745,216.81 per PO CO Auth Email from WF & MB dated 10/10/2022. (abm 10/10/2022) 	CO #5/AIA CO #4	
<ul style="list-style-type: none"> No Monetary Value: Change Order #6 issued for AIA CO #5 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$745,216.81 per PO CO Auth Email from WF & MB dated 11/15/2022. (abm 11/16/2022) 	CO #6/AIA CO #5	
<p>Warden Construction Corporation Final Contract Amount: \$745,216.81</p>		

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

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

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

INFORMATION ITEM I - L.

Subject:	Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders to E. Vaughan Rivers, Inc. for the original contract dated, January 18, 2022 for the South Campus – CARES Act – Phase 2 – Building T Coil and AHU Replacement Project in accordance with FSCJ RFP #2019C-18E. The original contract totaled \$617,896.78.</p> <p>E. Vaughan Rivers, Inc. Original Contract Amount: \$617,896.78</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to Decrease PO for tax saving direct purchase to Trane for REQ#0014985/ PO00013060 (material \$96,675.53 + tax \$5,500.53) = total \$102,867.62 reducing the total PO from \$617,898.78 to \$515,722.72 per PO CO REQ 2022. (abm 1/24/2022) • Add: Change Order #2 issued to increase PO for AIA CO #1 in the amount of \$43,664.67 generating a PO increase from \$515,722.72 to \$559,387.39 per PO CO REQ 2097. (abm 2/16/2022) • Deduct: Change Order #3 issued to correct calculation error of \$2.00 in generation of PO CO #2 which creates a Project PO decrease from \$559,387.39 to \$559,385.39 per Project Audit verification email from Jeanette Campbell dated 3/22/2022. (abm 3/23/2022) 		
	CO #1	\$(102,867.62)
	AIA CO #2 CO #1	\$43,664.67
	CO #3	(\$2.00)

202300427

Subject: Facilities: Change Orders – South Campus – CARES Act – Phase 2 – Building T Coil
 and AHU Replacement
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> No Monetary Value: Change Order #4 issued for AIA CO #2 to extend project duration as defined on Line #1, generating no monetary change in value, PO remains at \$559,385.39 per PO CO Auth Email from WF & MB dated 8/26/2022. (abm 8/29/2022) 	AIA CO #4 CO #2	
<ul style="list-style-type: none"> Add: Change Order #5 issued to increase PO for AIA CO #3 in the amount of \$6,953.16 generating a PO increase from \$559,385.39 to \$566,338.55 per WF & MB Email Auth dated 10/26/2022. (abm 10/27/2022) 	AIA CO #5 CO #3	\$6,953.16
E. Vaughan Rivers, Inc. Final Contract Amount: \$566,338.55		

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

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

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

INFORMATION ITEM I – M.

Subject:	Facilities: Change Orders – South Campus – Building M1251 AHU-2 and AHU-3 Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders to W.W. Gay Mechanical Contractor Inc. for the original contract dated, September 23, 2021 for the South Campus – Replacement of AHU-2 and AHU-3 in Building M1251 in accordance with FSCJ RFP #2020C-01W. The original contract totaled (\$229,156.00).</p> <p>W.W. Gay Mechanical Contractor Inc. Original Contract Amount: \$229,156.00</p> <ul style="list-style-type: none"> • Deduct: Change Order #1 issued to decrease PO by \$64,735.00 (materials \$61,000.00 plus taxes \$3,735.00) per Trane Req. 14634 generating a total PO reduction from \$229,156.00 to \$164,421.00 per PO CO Req 1770 (abm 10/18/2021) • No Monetary Value: Change Order #2 issued for AIA Change Order #1 as defined: <ol style="list-style-type: none"> 1. Increase performance period by 31 calendar days to allow sufficient time to schedule smoke detector shutdown test due to possible Memorial Holiday conflicts so that scheduled classes during spring term are not impacted. 	<p>CO #1</p> <p>AIA CO #2 CO #1</p>	<p>\$(64,735.00)</p>

Subject: Facilities: Change Orders – South Campus – Building M1251 AHU-2 and AHU-3 Replacement
 (Continued)

Vendor	C.O.#	Amount
<p>1. Increase performance period by 30 calendar days to allow sufficient time for commissioning. 2. Extends Substantial Completion date to October 30, 2022 with no monetary project cost increase.</p> <ul style="list-style-type: none"> • No Monetary Value: Change Order #5 issued for AIA Change Order #4 as defined: <ol style="list-style-type: none"> 1. Increase performance period by 45 calendar days to allow sufficient time to complete directed repairs identified by OCI Associates during commissioning process. 2. Extends Substantial Completion date to December 14, 2022 with no monetary project cost increase. <p>W.W. Gay Mechanical Contractors Inc. Final Contract Amount: \$164,421.00</p>	<p>AIA CO #5 CO #4</p>	

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

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

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

INFORMATION ITEM I - N.

Subject:	Facilities: Change Orders – South Campus – Building M1354 AHU-1 and AHU-5 Replacement
Meeting Date:	February 14, 2023

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

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders to W.W. Gay Mechanical Contractor Inc. for the original contract dated, September 21, 2021 for the South Campus – Building M1354 AHU-1 and AHU-5 Replacement in accordance with FSCJ RFP #2020C-01W. The original contract totaled (\$359,408.00).</p> <p>W.W. Gay Mechanical Contractor Inc. Original Contract Amount: \$359,408.00</p> <ul style="list-style-type: none"> • Deduct: This change order issued to Decrease purchase order by \$126,692.00 (materials \$119,450.00 plus taxes \$7,242.00) for POR Direct Material Purchase issued to Trane US, Inc. REQ0014542 generating a total PO reduction from \$359,408.00 to \$232,716.00 per PO CO Req 1703. (abm 9/28/2021) • Add: This change order issued to “Increase performance period by 31 calendar days to allow sufficient time to schedule smoke detector shutdown test due to possible Memorial Holiday conflicts so that scheduled classes during spring term are not impacted.” Extends Substantial Completion date to June 30, 2022 with no monetary project cost increase. 	<p>CO #1</p> <p>AIA CO #2 CO #1</p>	<p>\$(126,692.00)</p> <p>No Monetary Change</p>

Subject: Facilities: Change Orders – South Campus –Building M1354 AHU-1 and AHU-5
 Replacement
 (Continued)

202300432

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Add: Change Order #3 issued for AIA Change Order #2: <ol style="list-style-type: none"> 1. Increase performance period by 31 calendar days to allow sufficient time for commissioning. <ol style="list-style-type: none"> A. W.W. Gay Mechanical Contractors, Inc. scheduled the air handler replacements for M1 to coincide with FSCJ's events at Wilson Center and encoded classes. Four air handlers were received and installed beginning in late April through May 2022. All four air handlers successfully completed start-up and smoke detector shutdown tests beginning in late May through June 6th, 2022 prior to the Contractor's Substantial Completion Date of 6/30/22. B. Trane US Inc., under a separate contract with FSCJ, completed the changes to the BAS controls for the four air handlers that serve M1 & M2. During operational testing of the control's sequences, it was determined that the new AHU heater components did not operate properly and would need to be repaired/replaced. Air handlers were Owner Direct Purchased by FSCJ for tax savings. C. As a result of latent defect with AHU heater the project team implemented and monitored temporary measures to cool the space until replacement parts could arrive. Locating and securing replacement parts proved most difficult faced with recurring supply chain issues amid COVID-19 pandemic. The AHU heaters were successfully repaired on Friday, 7/27/22, which now allow the units to be commissioned prior to the start of Fall Term 2022 for operational compliance. D. Based on heater issues outlined above, W.W. Gay Mechanical Contractors, Inc (90) calendar days to support planned commissioning activities to avoid impact to scheduled classes and events. 2. Extends Substantial Completion date to September 30, 2022 with no monetary project cost increase. 	<p>AIA CO #3 CO #2</p>	<p>No Monetary Change</p>
<ul style="list-style-type: none"> • Add: Change Order #4 issued for AIA Change Order #3 as defined: <ol style="list-style-type: none"> 1. Increase performance period by 30 calendar days to allow sufficient time for commissioning. 2. Extends Substantial Completion date to October 30, 2022 with no monetary project cost increase. 	<p>AIA CO #4 CO #3</p>	<p>No Monetary Change</p>

Subject: Facilities: Change Orders – South Campus –Building M1354 AHU-1 and AHU-5²⁰²³⁰⁰⁴³³
 Replacement
 (Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Add: Change Order #5 issued for AIA Change Order #4 as defined: <ol style="list-style-type: none"> 1. Increase performance period by 45 calendar days to allow sufficient time to complete directed repairs identified by OCI Associates during commissioning process. 2. Extends Substantial Completion date to December 14, 2022, with no monetary project cost increase. <p>W.W. Gay Mechanical Contractors Inc. Final Contract Amount: \$232,716.00</p>	<p>AIA CO #5 CO #4</p>	<p>No Monetary Change</p>

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

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