



FSCJ DBOT Regular Meeting November 2025

November 12, 2025

FSCJ Administrative Offices, Board Room 405

501 West State Street

Jacksonville, FL, 32202

November 5, 2025

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: November 2025 Board Agenda

Enclosed please find materials in support of the November 12, 2025, Board meeting.

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

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

- FSCJ Military Affairs and Veteran Services: Vision, Partnerships, and Strategic Direction

Should you have any questions or be unable to attend one or both of the meetings, please let me know.

Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
AGENDA INDEX
November 12, 2025 – 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 on matters under consideration during today's meeting. Please note that consideration of the Action Items will also constitute a public hearing under the Administrative Procedures Act. Any comments regarding the Board Rules under consideration today should also be made at this time. Those who wish to address the Board are required to complete a Public Comment Request form* prior to the meeting. Requesters will be called upon by the Board Chair. Comments are limited to three minutes per person, and the Board is not required to respond.

MINUTES OF THE SEPTEMBER 9, 2025, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 6-7)

MINUTES OF THE SEPTEMBER 9, 2025, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 8-11)

MINUTES OF THE SEPTEMBER 9, 2025, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 12-27)

MINUTES OF THE OCTOBER 14, 2025, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 28-34)

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

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

1. Administration: Board Rules – Non-Substantive Changes and Review (p. 35-41)
2. Purchasing: Construction Services – Pre-Qualification of General Contractor Renewal (p. 42-43)
3. Purchasing: Construction Services – Pre-Qualification of New General Contractors (p. 44-45)
4. Purchasing: Delivery Order Contracting Services – Electrical (p. 46)
5. Purchasing: HVAC and Chiller Maintenance and Warranty Services – South Campus, Deerwood Center and Advanced Technology Center (p. 47)
6. Facilities: Certificate of Final Inspection for the Kent Campus – Heating Hot Water Loop Replacement (p. 48)
7. Facilities: Certificate of Final Inspection for the Kent Campus – Science Lab Renovation, Building E (p. 49)
8. Facilities: Certificate of Final Inspection for the Nassau Center – Science Lab Renovation, Building A (p. 50)

ACTION ITEMS

1. Approval of Consent Agenda (p. 51)
2. Administrative Procedure Act – Board Rules, Section 2 – Administration (p. 52-54)
3. Administrative Procedure Act – Board Rules, Section 4 – Finance (p. 55-57)
4. Administrative Procedure Act – Board Rules, Section 6 – Business Services (p. 58-59)
5. Administration: Purchase of Property at Cecil Center North (p. 60)
6. Finance: Fees and Charges (Academic Assessment) (p. 61-65)
7. Finance: Fees and Charges (Application Fee) (p. 66)
8. Finance: Fees and Charges (Course Fees) (p. 67-68)
9. Finance: Fees and Charges (Distance Learning and Transcript Fees) (p. 69)
10. Finance: Fees and Charges (Tuition Rates) (p. 70-71)
11. Finance: FSCJ ACCESS Program (p. 72)
12. Finance: Fiscal Year 2025-26 Operating Budget Amendment No. 2 (p. 73-74)
13. Finance: Fiscal Year 2025-26 Capital Outlay Budget Amendment No. 1 (p. 75-77)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 78-79)
- B. Purchasing: Purchase Order Over \$195,000 (p. 80)
- C. Finance: Annual Property Inventory Report (p. 81-83)
- D. Facilities: Change Orders – Kent Campus – Heating Hot Water Loop Replacement (p. 84-85)
- E. Facilities: Change Orders – Kent Campus – Science Lab Renovation, Building E (p. 86-87)
- F. Facilities: Change Orders – Nassau Center – Science Lab Renovation, Building A (p. 88-90)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE (Written report provided by Ashli Archer)

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

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

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

Subject: FSCJ DBOT Regular Meeting
November 12, 2025, Agenda Index
(Continued)

NEXT MEETING

The Board will meet on Friday, January 30, 2026, beginning at 9 a.m., for a Deep Dive Workshop and Planning Meeting.

The next regular meeting of the Board is scheduled for Tuesday, February 17, 2026, at 1 p.m., in the College's Administrative Offices, Board Room 405.

ADJOURNMENT

* Please refer to the FSCJ DBOT webpage for procedures and information regarding "Public Comments." The FSCJ DBOT webpage may be viewed within the College's website at: <https://www.fscj.edu/dbot>.

Florida State College at Jacksonville
District Board of Trustees
Finance & Audit Committee
Minutes of September 9, 2025, Quarterly Meeting
Administrative Offices, Room 406, 10:45 a.m.

PRESENT:

Thomas R. McGehee, Jr., Committee Chair
Roderick D. Odom
O. Wayne Young
John Avendano
Wanda Ford
Taylor Mejia Roberts
Stephen Stanford
John Wall

ABSENT:

None

CALL TO ORDER:

College President John Avendano, Ph.D. called the Finance and Audit (F&A) Committee meeting to order at 10:45 a.m. and welcomed all those in attendance.

**INFORMATION /
DISCUSSION:**

- | | |
|--|---|
| I. Review of Committee Scope and Process: | Vice President of Finance & Administration Dr. Wanda Ford read the Committee Scope and Process. |
| II. Selection of Committee Chair and Charge: | President Avendano and the Committee selected Trustee Thomas McGehee, Jr. to continue his role as Committee Chair. Trustee McGehee agreed and there were no objections. |
| III. Review of September 2025 DBOT Finance Agenda Items: | <p>Vice President Ford and Associate Vice President of Administration Steve Stanford provided an overview of the September 2025 DBOT Finance Agenda Items. The items presented to the committee were:</p> <ul style="list-style-type: none">• Fees and Charges (Full Cost of Tuition).• Fiscal Year 2025-26 Carry Forward Spending Plan. <p>Discussion addressed factors contributing to institutional carry forward balances, specifically examining how such balances can range from 5 – 7%.</p> <p>The F&A Committee supports and approves these items.</p> |
| IV. Community Presence: | President Avendano, Provost and Vice President of Academic Affairs Dr. John Wall, and Director of Government and Community Relations Taylor Mejia Roberts highlighted the growing community presence of the College over the next two to three years. The conversation focused on the various campuses and centers: |

Cecil Center:

- San Jose Tech High School.
- Cecil Center Regional Training Hub.
- Aviation Training.

South Campus:

- River City Science Academy (RCSA).
- Pickle Ball/Tennis/Padel Ball Courts.
- CSX.
- Burn Building.

North Campus:

- Nursing/Allied Health.

Downtown:

- Junior Achievement.
- 20W.

Nassau Center:

- Bean Center.

Multi-Campus(es):

- Wayfinding.
- Farmer’s Market(s).
- Housing Feasibility Study.

NEXT MEETING:

The next meeting of the Finance & Audit Committee is scheduled for Wednesday, November 12, 2025. The Committee will meet at 10:45 a.m. at the College’s Administrative Offices, Room 406.

ADJOURNMENT:

There being no further business, President Avendano and Committee Chair McGehee declared the meeting adjourned at 11:45 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 September 9, 2025, Workshop
Administrative Offices, Room 403A, Noon

PRESENT:

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

ABSENT:

None

CALL TO ORDER:

Chair Roderick Odom called the meeting to order at 12:01 p.m. and welcomed all those in attendance.

**WELCOME/
INTRODUCTIONS:**

College President John Avendano, Ph.D. welcomed all attendees and introduced the agenda for the workshop, which included two primary discussion items:

1. 60th Anniversary Update:

Presented by Chief Communications Officer Jill Johnson, this segment provides an overview of the planning efforts and activities surrounding the College's upcoming celebration.

2. Programmatic Expansion at the Cecil Center – Overview:

Presented by Provost/Vice President of Academic Affairs Dr. John Wall and Associate Vice President of Workforce and Entrepreneurship Dr. Cedric Gibson, this segment outlines FSCJ's strategic initiatives for academic and workforce program growth at the Cecil Center.

**INFORMATION/
DISCUSSION:**

A. FSCJ 60th Anniversary:

Chief Communications Officer Jill Johnson provided the Board with an update on FSCJ's 60th Anniversary. The update included information on the following areas:

- FSCJ 60th Community Events.
- Planned Events and Celebrations.
- Marketing and Branding Efforts.
- Historical Retrospective.
- Engagement Opportunities.
- Fundraising and Sponsorships.
- Merchandise and Memorabilia.
- 60th Anniversary Gala – October 2026.

Chair Odom asked if there were any questions or comments from the Board regarding the College's 60th Anniversary.

A discussion followed, during which Board members inquired about the location of the Gala and acknowledged the first in-kind sponsorship, secured from Florida Blue for the use of their conference center as the venue for the anniversary event.

President Avendano requested that Trustees review their calendars and notify Board Liaison Kimberli Sodek of their availability to attend any of the planned 60th Anniversary events.

B. Programmatic Expansion –
Cecil Center:

Provost/Vice President of Academic Affairs Dr. John Wall and Associate Vice President of Workforce and Entrepreneurship Dr. Cedric Gibson provided the Trustees with an overview of FSCJ's Programmatic Expansion at the Cecil Center. The overview included information on the following areas:

- Transforming Tomorrow Through the FSCJ Regional Training Hub.
- Cecil Center Historic Highlights:
 - 2002: Aviation Center of Excellence – Cecil South.
 - 2007: The FSCJ Cecil Center – North.
 - 2009: Air Traffic Control Program – Cecil South.
 - 2011: Aircraft Services Education Facility “FSCJ Hangar” – Cecil South.
 - 2012: Commercial Vehicle Driving Facility – Cecil North.
- Cecil Center Locations:
 - FSCJ Cecil Center North.
 - FSCJ Cecil Center South.
 - FSCJ Workforce Training Institute.
- Cecil Center Program Enrollments (Fall Term):
 - Air Traffic Control.
 - Associate of Arts.
 - Aviation Maintenance Management.
 - Commercial Vehicle Driving.
 - Gen Ed for “Non-Cecil” Programs.
 - Professional Pilot Technology.
- FSCJ Regional Training Hub:
 - Expanding Today's Cecil Center Programs to Offer More In-Demand Workforce Training for the Region.

- Located Near Commercial Enterprises across Jacksonville's Cecil Commerce Center.
- Collaborative Potential.
- FSCJ Workforce Training Institute:
 - Welding.
 - Advanced Manufacturing.
- FSCJ Cecil Center Phased Timeline for Industry Training Hub 2025 – 2028:
 - Four Interrelated High-Need Sectors:
 - Advanced Manufacturing.
 - Trades and Vocational Skills.
 - Transportation and Logistics.
 - Aviation.

Chair Odom asked if there were any questions or comments from the Board regarding the College's programmatic expansion at the Cecil Center.

A discussion followed, during which Board members addressed several key topics, including:

- Anticipated Enrollment Growth and Program Demand.
- Expansion of Academic and Workforce Offerings.
- The Ongoing Technology Shift Toward Automation.
- Development of the Air Traffic Control Program.
- Proximity to the Jacksonville Air Route Traffic Control Center in Hilliard, FL.
- Workforce Training Initiatives and Opportunities.
- Expansion of Advanced Manufacturing Programs.
- The Role of the FSCJ Workforce Training Institute.
- Considerations Related to the Length of the Facility Lease.
- Opportunities to Develop Strategic Partnerships.

President Avendano shared with the Trustees proposed changes to the February and May 2026 FSCJ District Board of Trustees meeting dates, offering February 17 and May 12 as the rescheduled dates.

There was consensus among the Trustees to move forward with the proposed meeting dates for February and May 2026.

Additionally, the Trustees agreed that, throughout the Capital Campaign, they will meet with the Foundation Board of Directors (FBOD) twice annually. Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans also invited Trustees to attend any of the FBOD's quarterly meetings.

President Avendano expressed his appreciation to all participants for their engagement in the workshop. He encouraged Trustees to reach out to him directly, or through Board Liaison Sodek, with any follow-up questions or concerns related to the presentations.

ADJOURNMENT:

There being no further business, Chair Odom declared the workshop adjourned at 12:57 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the September 9, 2025, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

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

ABSENT:

None

CALL TO ORDER:

Chair Roderick Odom called the meeting to order at 1:05 p.m. and welcomed all those in attendance.

PLEDGE:

Chair Odom led the Board and attendees in the Pledge of Allegiance.

**COMMENTS BY THE
PUBLIC:**

Chair Odom 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 Odom 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
September 9, 2025; Pages 5 –
46)

Chair Odom noted in efficiency of time, he would like to entertain a motion to approve the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes as presented on pages 5 – 46: The July 8, 2025, Deep Dive Workshop, on agenda pages 5 – 10; August 12, 2025, Workshop, on agenda pages 11 – 14; and August 12, 2025, Regular Meeting, on agenda pages 15 – 46.

MOTION: (Young – Bell) The motion was made to approve the FSCJ DBOT minutes as presented on pages 5 – 46, from the July 8, 2025, Deep Dive Workshop; August 12, 2025, Workshop; and August 12, 2025, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

- Convocation Recap: College President John Avendano, Ph.D. shared with the Board information relating to FSCJ's Convocation 2025:
- He thanked everyone who attended Convocation 2025, noting it was a successful and engaging event. Presenters from across the College shared insights on the direction of the Transforming Tomorrow strategic plan.
 - The event was energetically kicked off by Rayzor Ray and even included a surprise flash mob performance.
 - This annual kickoff to the academic year is always a highlight, but this year's event was especially electric as it marked the launch of the College's 60th anniversary celebration.
 - He expressed his appreciation to the event committee and team for their efforts in making the event a huge success.
- 60th Anniversary: President Avendano shared with the Board information relating to the College's 60th Anniversary:
- Over the coming year, FSCJ will highlight its rich history and celebrate its many successes through a variety of events and activities held across all campuses and centers. These will include service projects and community engagement opportunities designed to share the College's spirit of celebration with the broader community.
 - FSCJ will actively engage students, faculty, staff, community members, business and industry partners and donors to elevate the College's visibility and impact – ensuring FSCJ remains strong and continues to thrive for the next 60 years and beyond.
 - Visit the College's 60th Anniversary website at fscj.edu/60 to explore a growing list of events, inspiring alumni stories, a robust historical timeline and more.
- Kent Campus Entrance Updates: President Avendano shared with the Board information relating to the entrance at Kent Campus:
- In response to safety concerns, the City of Jacksonville is planning to redesign the intersection of Park Street and Blanding Boulevard at the Kent Campus entrance.

- Key proposed changes include removing the slip lane that currently allows northbound motorists to merge onto Park Street, permitting a right turn at the Park Street and Roosevelt Boulevard intersection and installing a roundabout at the Park Street and Blanding Boulevard intersection.
- Construction is tentatively scheduled to begin the Monday following the July 4th weekend. The intersection is expected to be closed for two to three weeks, with completion anticipated prior to the start of the school year.

Great Colleges to Work For:

President Avendano shared with the Board exciting news relating to FSCJ's recognition as a Great Colleges to Work For:

- He expressed enthusiasm about the announcement, noting that more details will be shared publicly on September 19.
- For the second consecutive year, FSCJ received the Great Colleges to Work For designation, earning 9 out of 10 Honor Roll distinctions.
- This recognition was based on a nationwide survey of colleges and universities evaluating best practices and policies related to workplace environment and culture.

Heart Walk:

President Avendano shared with the Board information relating to the Heart Walk:

- He announced that FSCJ will once again participate as a team in the upcoming Heart Walk, scheduled for Saturday, October 4.
- He invited all Board members to join the College's fundraising efforts and to walk alongside the FSCJ team on the day of the event. A registration and donation link can be shared upon request for those interested in participating.

Recognition – Dr. Milt Russos:

President Avendano shared with the Board information relating to the recognition of FSCJ's Executive Director of the Artist Series Dr. Milt Russos by the Cultural Council of Greater Jacksonville (CCGJ):

- At its 48th Annual Arts Awards held on September 5, CCGJ honored Dr. Milt Russos with the Helen Lane Founders Award.
- This prestigious award recognizes a leader who meaningfully integrates arts and culture into everyday life within their community.

- Dr. Russos was celebrated for his outstanding contributions to Jacksonville’s vibrant arts and culture landscape, helping shape the city as a premier destination for quality of life, tourism and economic development.
- He conveyed his heartfelt appreciation to Dr. Russos for six decades of dedicated service to FSCJ and the City of Jacksonville.

Data Dashboard:

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

- Fall Term College Credit Enrollment:
 - Positive variance of 3% credit hours for fall 2025 over fall 2024.
 - Comparing Fall Term clock hour enrollment to the same day in the enrollment cycle last year, enrollment was down 5.9%.
- Spotlight on Three Programs that Align with Transportation and Logistics:
 - The Bachelor of Applied Science (B.A.S.) in Logistics;
 - The Associate in Science (A.S.) in Supply Chain Management; and
 - The Associate in Science (A.S.) in Aviation Administration.
- Grants Report:
 - For the 2025-26 award year to date, FSCJ has received more than \$2.95 million in grants.
 - The total received for the 2024-25 fiscal year was more than \$16.3 million.

Appreciation – FSCJ DBOT
Board Chairs:

President Avendano took a moment to express his sincere appreciation to current Board Chair Rod Odom, as well as to the past Board Chairs who have served throughout his tenure:

- Trustee Mac McGehee.
- Trustee Mike Bell.
- Trustee Wayne Young.

He thanked each of them for their steady leadership, thoughtful guidance and unwavering commitment to FSCJ and the Northeast Florida community, noting their support has been instrumental in advancing the College’s mission and navigating important strategic decisions.

STRATEGIC
PROGRAMMATIC
DISCUSSION:

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

CONSENT AGENDA:
(Ref. Board Agenda for
September 9, 2025; Items 1
through 5, Pages 47 – 55)

Chair Odom noted that the Trustees had thoroughly reviewed the Consent Agenda items prior to the meeting and that any questions or concerns had been addressed and resolved in advance. 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
September 9, 2025; Items 1
through 4, Pages 56 – 80)

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

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

Motion carried unanimously.

Prior to proceeding with the Actions Items, Provost/Vice President of Academic Affairs Dr. John Wall provided the Board with an overview of Consent Item CA-3, Purchasing: Semiconductor Simulation System. This item sought Board authorization for the College administration to negotiate and enter into a contract with Bluegrass Educational Technologies, LLC for the provision of curriculum, training equipment, services and installation of a Semiconductor Simulation System.

Provost/Vice President Wall explained that the system will support the development of a semiconductor advanced manufacturing workforce laboratory. He noted that the purchase is being funded through the Workforce Development Capitalization Incentive Grant, a State of Florida initiative aimed at strengthening career and technical education, particularly within dual enrollment programs. He also highlighted that approximately 12% of FSCJ's enrollment consists of dual enrollment students. He thanked the Board for their approval of the item and expressed his enthusiasm to move forward with the implementation of the system.

President Avendano presented the administration's recommendation on Action Item 2, Finance: Fees and Charges (Full Cost of Instruction), on agenda page 57.

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Finance: Fiscal Year 2025-26 Carry Forward Spending Plan, on agenda page 58.

MOTION: (McGehee – Young) The motion was made to approve the Fiscal Year 2025-26 Carry Forward Spending Plan, as recommended.

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

Trustee Thomas McGehee, Jr. stated that the Finance & Audit (F&A) Committee had discussed several Action Items from today's agenda. He noted that there was consensus among committee members to provide the full Board with a brief overview of each item as it was brought forward for action.

Therefore, as Committee Chair, he shared the following information regarding Action Item A-3:

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President of Administrative Services Steve Stanford provided an overview of the 2024-25 Carry Forward Spending Plan. The College is required to maintain a carry forward balance of 5% and must submit a spending plan for any funds exceeding that threshold. As of June 30, 2025, the fund balance was 15%. The proposed spending plan recommends using the excess carry forward funds to offset costs associated with the State Group Insurance Plan.

The F&A Committee supports approval of this item.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Academic Affairs: FCS Affordability Report on agenda pages 59 – 80.

MOTION: (Bell – McGehee) The motion was made to approve the FCS Affordability Report, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:
(Ref. Board Agenda for
September 9, 2025; Items
A – F, Pages 81 – 90)

Chair Odom asked the Board if there were any questions or comments related to Information Items A – F, on agenda pages 80 – 89, and there were none.

REPORT OF THE BOARD
CHAIR:

Chair Odom began by acknowledging that this was his first report as Board Chair and, as such, there was little to report in terms of accomplishments at this time. He expressed sincere gratitude to the Board for the confidence placed in him through his selection and pledged to fulfill his responsibilities to the best of his ability, in a manner that reflects positively on FSCJ.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD
FINANCE & AUDIT
COMMITTEE CHAIR:

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

The next meeting of the FSCJ F&A Committee is scheduled for Wednesday, November 12, 2025, at the College's Administrative Offices. The Committee will meet at 10:45 a.m. in Room 406.

REPORT OF THE
ADMINISTRATIVE AND
PROFESSIONAL
COLLABORATIVE (APC):

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

REPORT OF THE CAREER
EMPLOYEES' COUNCIL
(CEC):

There was no report provided by the Career Employees' Council for the month of September 2025. (Appendix C)

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 D)

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

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

NEXT MEETING:

Chair Odom announced the Board will meet on Tuesday, October 14, 2025, at the College's South Campus – Wilson Center for a Deep Dive Workshop. The workshop will convene at noon in the Lakeside Room.

The next regular meeting of the Board is scheduled for Wednesday, November 12, 2025.

ADJOURNMENT:

There being no further business, Chair Odom declared the meeting adjourned at 1:37 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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



REPORT OF THE FINANCE & AUDIT COMMITTEE
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE, JR.
SEPTEMBER 9, 2025

Vice President of Finance and Administration Dr. Wanda Ford provided an overview of the Finance and Audit Committee's role and charge. The Committee is responsible for reviewing and discussing matters that affect the College's financial health. Additionally, any initiative with substantial financial implications may be directed to the Committee for evaluation before being presented to the full Board. The committee's activities are limited to the review, assessment and oversight of the financial matters of the College, and then to apprise the full Board of such matters so that the Board may make fully informed decisions.

President John Avendano, Ph.D. led the discussion regarding the selection of the Committee Chair position for 2025–26. Trustee Thomas McGehee, Jr. was unanimously selected as the Committee Chair.

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford provided an overview of the two DBOT Finance Related Action Items; the Carry Forward Spending Plan and the Full Cost of Instruction Fee. The Committee discussed these items and are in full support of their approval.

President Avendano, Director of Government & Community Relations Taylor Mejia Roberts, Provost/Vice President of Academic Affairs Dr. John Wall and other team members shared updates on several upcoming initiatives aimed at strengthening the College's presence in the community. Highlights include:

- **River City Science Academy – High School**
A new high school will be established at South Campus. The agreement has been finalized.
- **Pickleball, Tennis, and Padel Courts**
The College received a proposal to renovate the existing tennis courts at South Campus to accommodate pickleball, tennis and padel sports.
- **CSX Training Facility**
CSX is currently constructing a training facility at the Fire Academy.

FSCJ District Board of Trustees

Report of the Finance & Audit Committee – Committee Chair, Trustee Thomas McGehee, Jr.

September 9, 2025

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- **Burn Building Project**

Funding commitments include \$3.5 million from the City, \$1 million from FSCJ and \$2 million from the State. The term sheet is in the final stages of completion.

- **Nursing and Allied Health Program Expansion**

Plans are underway to expand these academic programs to meet growing demand.

- **Junior Achievement Experiential Learning Center**

A new learning center is scheduled for construction behind the URC.

- **20 West Housing Feasibility Study**

A study is being conducted to evaluate the feasibility of building student housing on one or more campuses.

- **FSCJ Regional Training Hub at Cecil**

In partnership with the City, the College will establish workforce training programs at the Cecil location.

- **Nassau Center Expansion**

Due to increased enrollment, the College is exploring expansion opportunities at the Nassau Center.

- **Wayfinding and Campus Signage**

A new wayfinding and entrance signage project will launch at South Campus.

- **Farmer's Market Initiative**

The College is exploring a partnership with an existing food vendor to host farmer's markets across multiple campuses.

This concludes my report.



Date: September 9, 2025

To: Florida State College at Jacksonville District Board of Trustees

From: Ashli Archer, Chair of the Administrative and Professional Collaborative, 2025-2026

Re: September 2025 Administrative and Professional Collaborative Report

Chair Odom and Trustees:

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

On August 28, 2025, the APC Council held a meeting to open the 2025-2026 academic year. Chair Archer welcomed the newly elected Council officers and campus representatives and conducted the meeting. The meeting minutes from May 2025 were approved. Chair Archer updated the Council on the Task Force descriptions and called for new members to join a Task Force. Chair Archer discussed the 2025-2026 Priorities: 1. Campus engagement, 2. Engage with Campus Deans to encourage participation from APC employees on each campus, 3. Schedule Fall meetings at each campus to hear concerns from APC employees and to share information with them, and 4. New APC Council member orientation.

Chair Archer then confirmed with the Council the meeting dates for the next academic year. The Council agreed that in the effort to be more inclusive of all APC employees, we would schedule some Council meetings on all campuses where we open the meeting to all members after thirty minutes of Council business. This intention to open meetings for all members is a result of the updated APM from last academic year.

Finally, Chair Archer assigned members to each Leadership/Organization area of the College to gather information for updates at the regular monthly meetings. These areas are: Academic Affairs, Business Services, Foundation, Institutional Effectiveness, and Student Services.

2025-2026 APC Positions (Newly elected representatives & officers are in bold)

Chair:	Ashli Archer
Chair-Elect:	Monica Franklin
Past Chair:	Terence Wright
Secretary:	Shannon Groff
AO/URC Representatives:	Karen Acevedo Steve Beard

Administrative and Professional Collaborative Report

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	Taylor Mejia Roberts Maggie Dartiguenave
Downtown Campus/ATC:	Nick Bodnar Kelly Herndon
North Campus/Nassau Ctr:	Renata Henderson Steven Gunter
Kent Campus/Cecil Ctr:	Jefferson Everett Jeff Hess
South Campus:	Ed Stringer Jerry Thor
Deerwood Center:	Lauren Finch Jody Taylor

The meeting concluded at 9:30 a.m.

Then next meeting will be Thursday, September 4.

Respectfully,



Ashli Archer

Department Chair of Humanities

Administrative and Professional Collaborative Chair, 2025-2026



Date: September 9, 2025

To: Florida State College at Jacksonville District Board of Trustees

From: Rebecca A. Nelson, Career Employees' Council Chair, 2025-2026

Re: September 2025 Career Employees' Council Report

Chair Odom and Trustees:

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

Respectfully,

A handwritten signature in dark ink, appearing to read "RANelson", is written over a faint, light blue circular watermark.

Rebecca A. Nelson
Career Employees' Council Chair, 2024-25 & 2025-2026
Florida State College at Jacksonville
904-632-3274 / Rebecca.Nelson@fscj.edu



Date: September 9, 2025

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

From: John A. Woodward, PhD

Re: September 2025 Faculty Senate Report

Chair Odom and Fellow Trustees:

As we head into a new academic year, the faculty are excited to see students returning. September on campus is always refreshing and invigorating. For Faculty Senate is it also a chance to regain our bearings and continue our work. Our agenda in September will yet again address the issue of generative AI in higher education, as well as faculty hiring practices.

For the discussion of faculty hiring practices, Senate is concerned that the college's processes related to the advertisement of positions and the acceptance of materials from applicants may be flawed. At the end of the Spring semester, Senate asked the administration to look into those processes and establish a Six-Sigma to address any process improvement that may be needed. We have many positions we hope we might be filling and it is imperative that we advertise correctly and in the correct locations to find the best and brightest for the future of the institution. The Senate is very concerned about this matter and I hope to follow up with this in a future letter.

The first major discussion we will have in Senate will revolve, yet again, around LLMs such as ChatGPT and generative AI. In the Spring semester of 2024, Faculty Senate finalized and broadcast our "Faculty Senate AI and Academic Integrity Statement," which I have mentioned in my past letters. This statement has come under scrutiny over the summer due to a request for educational technology (aka, edtech). As one might suspect, educational technology has been saturated with the promises of LLMs. Indeed, the parent company of our Learning Management System, Canvas, has recently entered into an agreement with OpenAI, which they tout will change the student and faculty experience in higher education—many of my colleagues fear our students' data will be extracted for non-educational purposes and to the profit of OpenAI; I hope our contract might explicitly address such concerns in the future. The educational technology that was requested here at the college promotes itself as using an LLM to grade student work and provide feedback. Due to Senate's statement, that "AI should not replace the instructor as the final arbiter of a student's academic abilities..." the truly excellent people in our edtech office reached out to me for feedback before purchasing the software. I asked them to interpret the Senate statement as restricting the addition of such software to our Canvas system until we could discuss it in Senate. We will do that in the coming week.

Many of my colleagues think there are few threats greater to higher education and the futures of our students than that posed by LLMs and chatbots. In terms of general society, the use of LLMs has been proven to be addictive. Chatbots have led people to the edge of insanity, including a perfectly stable man who became convinced he was a superhero through his interaction with ChatGPT. It is a problem that is common enough to have a term: ChatGPT psychosis, which has afflicted many regular users of chatbots. AI also hallucinates and mimics odd emotional connections to its user. It has led users to commit acts of violence against themselves and to significant emotional and psychological dependence. Of course, these situations arise when users become obsessed with the chatbot, and they are thankfully marginal. The situation for higher education, however, is more one of management and specifically the difficulty of managing students' use outside of the classroom. Some students who use AI to assist them in learning might find a benefit, although

September 2025 Faculty Senate Report
September 9, 2025
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recent studies suggest the benefit is minimal, if there is one at all. Recent research has suggested that the use of LLMs by students can actually make them less intellectually stimulated and less likely to use their own reasoning and thought. I believe that Immanuel Kant is correct when he says that enlightenment is the emergence from self-incurred immaturity. We must learn to learn. We must learn to apply our own understanding and not that of another. And we must have the courage to do so. If our students do not begin to learn this in our classrooms, instead learning to parrot what AI tells them, how can they develop the “habits of open-mindedness and critical inquiry which alone make for responsible citizens...”, to borrow the words of Supreme Court Justice Felix Frankfurter? It is then essential that we develop strategies to prevent the rampant, disordered use of AI.

This reality has brought many faculty full circle. Many of us are using handwritten assignments in both face-to-face and online courses in order to prevent the copy-paste usage of LLM-generated material. This is a small intervention we hope might yield significant results. Naturally there are limitations and challenges, but with some inventiveness and determination we can overcome them. Moreover, it has been proven that writing by hand increases information retention and encourages other important practices of the mind. This can only benefit our students’ development. Faculty are not avoiding the use of AI in the classroom, however. Indeed, there is definitely a place for some AI in education, especially where it is equivalent to the many tools students have already become familiar with and which make them more productive. It must not be allowed to replace thoughtful engagement, and I think that is our challenge.

It is also especially important that those who do not teach recognize the professional acumen and judgement of those who do and that they dedicate themselves to supporting us in our endeavors. In a world where there is much specious and flatly incorrect information about what happens in a classroom, we must be diligent in defending our faculty and supporting them in their decisions.

Finally, I would like to say that I have been teaching in higher education for 25 years. And yet, every year while I hopefully teach my students something, they always teach me something. Whether it is the power of perseverance in the eye of the many storms they weather, or perhaps new viewpoints on the material that I have dedicated my life to, our students are inventive, resilient, and ready for a challenging world. They are ready to change it for the better. I think we have a college that is primed to really support them and help them grow into the citizens we need. It is a pleasure and a privilege to work with them and to work at FSCJ.

As always, we deeply appreciate all of your support for our college and thank you for your service on the board.

That concludes my report.

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: September 9, 2025

To: Florida State College at Jacksonville District Board of Trustees

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

Re: September 2025 Student Government Association Executive Board Report

Greetings Chair Odom 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. All of programming shared is led by students and for all students.

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

- From August 25th-28th, every campus and center hosted Welcome Week programming where students were able to receive directions, play games, learn about ways to get involved in extracurricular activities and enjoy refreshments during the first week of fall term.
- During the first two weeks of September, every campus will host Club Rush where students can learn about student clubs and organizations to join, College resources, local nonprofit agencies to volunteer with and network with peers.
- Ongoing student-led programs such as Student Mixers, Real Talk Discussions, Intramural Tournaments and Coffee Stations will begin during the first two weeks of September.
- On September 19th, the FSCJ SGA Presidents will participate in the virtual Florida College System Student Government Association (FCSSGA) Presidents' Assembly.
- On September 30th, North Campus will host Hispanic Heritage Month Celebration where students will celebrate the vibrant cultures, traditions and contributions of Hispanic and Latin communities.

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

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

Florida State College at Jacksonville
District Board of Trustees
Minutes of the October 14, 2025, Deep Dive Workshop
South Campus – Wilson Center, Lakeside Room, Noon

PRESENT:

Roderick D. Odom, Chair
Michael M. Bell
Thomas R. McGehee, Jr.
O. Wayne Young

ABSENT:

Andrew B. Shaw, Vice Chair, Duval County

CALL TO ORDER:

Chair Roderick Odom called the meeting to order at 12:05 p.m. and welcomed all those in attendance.

**WELCOME/
INTRODUCTIONS:**

College President John Avendano, Ph.D. welcomed all attendees and introduced the agenda for the workshop, which included three primary discussion items:

1. National Manufacturing Month – Celebrate/Showcase Modern Manufacturing Industry:
Presented by First Coast Manufacturers Association President and Executive Director Lake Ray, this segment celebrates National Manufacturing Month and highlights the manufacturing industry.
2. Programmatic Expansion at the Nassau Center – Overview:
Presented by Provost and Vice President of Academic Affairs Dr. John Wall and Associate Vice President of Workforce and Entrepreneurship Dr. Cedrick Gibson, this segment outlines FSCJ's strategic initiatives for academic growth and program offerings at the Nassau Center.
3. Northern Coalition – Strategic Conversation:
Presented by College President Dr. John Avendano and Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans, this segment outlines the ongoing strategic collaboration among the Northern Coalition group, emphasizing shared goals in academic innovation, workforce development and community engagement.

**INFORMATION/
DISCUSSION:**

- A. National Manufacturing Month – Celebrate/Showcase Modern Manufacturing Industry:

First Coast Manufacturers Association President and Executive Director Lake Ray provided the Board with key highlights of the manufacturing industry, including information on the following areas:

- A Look at Manufacturing Today.
- What we Need for our Future.

- Why Manufacturing is an Economic Necessity:
 - Economies are made up of three things:
 1. You make it.
 2. You mine it.
 3. You grow it.
 - Then you trade it – an important discussion in Northeast FL.
- Opportunities with the World in Mind.
- Economic Impact:
 - It is about the money and we all benefit.
- The World Wants United States Made Products.
- Opportunities:
 - How do we maintain our productivity edge.
 - Common challenge – a worker who doesn't know how to hold a working position.
- Barriers to Manufacturing and Trade:
 - International and domestic regulations.
 - Tariffs.
 - Currency manipulation.
 - Piracy of products.
 - Corporate taxes.
- Regulations on Manufacturing.
- Opportunities:
 - Class and training in international regulations.
 - Class and overview on domestic regulations including environmental regulations and OSHA.
 - Overviews in corporate responsibility and taxes.
 - Class on understanding profits and expenses in making products and running a business.
- Where This All Began:
 - Handmade products/labor intense.
 - Products were made and sold by the produced item, not the time to make it.
 - Economics, plagues, transportation and raw materials.
- First Industrial Age – began around 1750 with the steam engine primarily in Great Britain.
- Second Industrial Age – began in the 1870s lasting into the 1950s.

- Third Industrial Age – began in the late 1960s and 70s and is still going on while merging in the future.
- Fourth Industrial Age – being defined by various digital platforms and high-technology.
- What This Means for Business in the Future.
- What Time Means for Manufacturers in the Future.
- Energy for Future.

Chair Odom asked whether there were any questions or comments from the Board regarding the presentation on the manufacturing industry.

A discussion followed. Board members inquired about and commented on several key areas, including:

- The role of energy in driving technological advancement.
- Transitioning into new and emerging technologies.
- Opportunities related to energy and skilled work sets.
- Energy consumption and efficiency.
- Leadership in developing and sustaining a skilled workforce.
- Redesign and modernization of distribution systems.
- Intermodal logistics and supply chain coordination.
- Omnichannel strategies to enhance seamless customer experience.
- The relationship between manufacturing and education in Northeast Florida, including service delivery.
- The economic impact of the manufacturing sector in Jacksonville.
- Industry partnerships with educational institutions, including FSCJ.
- Workforce development needs and opportunities for cultivating multi-skilled employees.
- Continue exploring innovative approaches to ensure FSCJ's curriculum remains ahead of emerging trends.

B. Programmatic Expansion –
Nassau Center:

Provost and Vice President of Academic Affairs Dr. John Wall and Associate Vice President of Workforce and Entrepreneurship Dr. Cedrick Gibson provided the Trustees with an overview of FSCJ's Programmatic Expansion at the Nassau Center. The overview included information on the following areas:

- Transforming Tomorrow to Serve a Growing Region.
- Nassau Center Historic Highlights:
 - 2000: Nassau Center opens, focusing on AA transfer courses.

- 2002: High school students enroll, establishing a dual enrollment partnership.
 - 2005: Business Office Systems Technology A.S. is offered.
 - 2010: Nassau Center reaches 1,000 duplicated annual enrollments.
 - 2024: Commercial Vehicle Driving facility opens, funded by Job Growth Grant.
- An Anchor for FSCJ's Growing Northern Service Area:
 - Geographically positioned to serve Nassau County, Southeast Georgia counties and northern Duval County.
- Accelerated Growth:
 - Nassau County has grown from approximately 76,000 residents in 2015 to over 100,000 in 2024.
- Nassau County, by the Numbers:
 - From 2020 to 2023, the population growth rate was 12.34%, one of the fastest-growing counties in Florida.
 - Median household income is \$88,900.
 - Approximately 36.7% of adults hold at least a bachelor's degree.
 - Average commute time is about 30.8 minutes.
- Nassau Center is Experiencing Increased Enrollment through Regional Growth and Selective Course and Program Expansion:
 - Credit classes.
 - Average students per credit class.
 - Duplicated enrollments (Credit courses).
 - Enrolled credit hours.
 - Enrolled clock hours.
- Successful Program Offerings have Generally come from Expansion of High Demand Programs:
 - Associate in Arts (Baccalaureate transfer).
 - Business & Logistics: Business Entrepreneurship CCC.
 - Nursing.
 - Commercial Vehicle Driving.
 - Information Technology.
- The Work of the AWESOME Committee:
 - Course offerings are scheduled by academic deans.
 - The committee is a cross-functional team established to provide deeper insights for optimizing the base schedule based on additional data and on-the-ground observations from faculty, staff and students.

- The AWESOME Committee Process:
 - Approximately 30 weeks prior to the start of the term, the committee meets and conducts a full review of the upcoming target term.
- Business and Industry Profile:
 - Contains sector, SOC codes, major group and example occupations.
- Growth Pains Points.
- Program Expansions (High Impact, Relatively Smaller Investment):
 - Education and Human Services.
 - Nursing and Health Sciences.
 - Information Technology.
 - Legal Studies and Criminal Justice.
- Further Consideration (Requiring significant investment):
 - Urban agriculture.
 - Trades capability (e.g., Welding).
 - CWE rapid credential programs.
 - Hospitality and service-oriented programs.
 - Monitor developments in logistics and advanced manufacturing.
- FSCJ's Business and Industry Leadership Teams (BILTs) Initiative will be Key to Successful Program Expansion.

Chair Odom asked whether there were any questions or comments from the Board regarding the presentation on programmatic expansion at the Nassau Center.

A discussion followed. Board members inquired about and commented on several key areas, including:

- Development of cross-functional skill sets.
- Anticipated changes in future instructional delivery methods.
- BILTs – understanding on-going conversations and enhancing FSCJs efforts in career, technical and workforce education.
- Creation of a one-page overview and data analysis for each campus/center, including a visual map of core programs.
- The Crawford Diamond industry site in Nassau County.
- Master Facility Plan considerations to address growth at the Nassau Center.
- Strategic approaches to dual enrollment.

- Implementation of the para-to-pros model.
- Opportunities for community partnerships.
- Anticipated enrollment growth and future program demand.

C. Northern Coalition –
Strategic Conversation:

President Dr. John Avendano and Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans provided the Board with an overview of the Northern Coalition – Strategic Conversation. The overview included information on the following areas:

- Northern Coalition:
 - Group of strategic and vested partners with an active interest in Nassau County.
- Strategic Goals:
 - Enlisting the Coalition’s assistance in advancing the College’s strategic objectives.
- Engagement and Input:
 - Convening the group to obtain ideas and feedback related to:
 - Enrollment.
 - Program expansion.
 - Facility utilization.
 - Property expansion.
- Shared Goals:
 - Academic innovation.
 - Workforce development.
 - Community engagement.
- Advancement Strategies:
 - Approaches to strengthen partnerships and align with institutional priorities.
- Collaborative Efforts:
 - Initiatives that support the long-term mission and sustainability of the College.

Chair Odom asked whether there were any questions or comments from the Board regarding the presentation on the Northern Coalition; none were received.

President Avendano provided Trustees with copies of the *Jacksonville Jaguars 2025 Yearbook*, noting FSCJ has an advertisement on page 39.

President Avendano expressed his appreciation to all participants for their engagement in the workshop. He encouraged Trustees to contact him directly, or through Board Liaison Kimberli Sodek, with any follow-up questions or concerns related to the presentations.

ADJOURNMENT:

There being no further business, Chair Odom declared the workshop adjourned at 2:02 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

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

AGENDA ITEM NO. CA – 1.

Subject:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	November 12, 2025

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

6Hx7-4.2 – Budget Amendment

6Hx7-5.1 – Purchasing

6Hx7-8.2 – Change Order

6Hx7-13.3 – Florida State College at Jacksonville Foundation, Inc.

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

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

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.2	Budget Amendment	4-2

- (1) The College President of Florida State College at Jacksonville (FSCJ) is authorized to reallocate funds between organizational units within a Fund and between object codes within a class of expenditures for a Fund. All other budget amendments shall be submitted to the District Board of Trustees (DBOT) for approval and then sent to the Florida College System Chancellor.

(General Authority: F.S. 1001.64, 1001.65, 1011.30, SBE Rule 6A-14.0716)

(Adopted 07/01/72, Revised 06/23/80, 04/07/11, 10/14/14, 06/13/17, Formerly 2.2)
(Reviewed 11/12/25)

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	PAGE	
	6Hx7-5.1	Purchasing
		5-1

- (1) To ensure that all representatives of business and industry are given equal and adequate opportunity to supply goods and services to the Florida State College at Jacksonville (FSCJ/College) and to ensure a fair process for those who wish to do business with the College, the College President shall enact purchasing and procurement procedures consistent with Florida law, State Board of Education Rules and this Board Rule.
- (2) The College President is responsible and may further delegate responsibility for award and extension of all normal operating purchasing and contracts for the College less than the amount specified in Section 287.017 Florida Statutes for Category Five within the provisions of appropriate Florida Statutes and State Board of Education Rules.
 - A. No obligations for materials or services for use by the College, for which payment would be made from funds administered by the College, shall be permitted without the prior written approval of the College President or as further delegated by College procedure.
 - B. The College President shall be responsible for developing procedures for the control and efficient use of the procurement cards and credit card(s) by College employees. Procurement cards are to be used primarily for cost effective administration of purchases or pre-approved travel cost.
 - C. All purchasing shall be accomplished in accordance with procedures prescribed in State Board of Education Rules and good business practices including requesting the submittal of competitive offers from at least three (3) sources when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Three. College administration shall place on the next regularly scheduled District Board of Trustees (DBOT) meeting an information item of all purchases made the prior month in excess of the amount specified in Section 287.017, Florida Statutes, for Category Four.
 - D. The College President has the authority to enter into debt financed purchases up to the Category Five threshold so long as the duration of the financing does not exceed five (5) years.
- (3) Solicitation of competitive sealed offers includes invitation to bid, request for quotes, invitation to negotiate, request for proposals or competitive sealed replies.
 - a. Competitive sealed replies are defined as the process of receiving competitive offers that were transmitted by secured electronic means. When applicable and appropriate, materials and services may be purchased without obtaining three (3) competitive offers pursuant to the following State Board Rule 6A-14.0734(2) exceptions:
 1. Educational tests, textbooks, instructional materials and equipment, films, video, discs or tape recordings or similar audio-visual materials, graphic and computer-based instructional software.



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-5.1	Purchasing	5-2

2. Library books, reference books, periodicals, and other library materials and supplies.
 3. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives.
 4. Food.
 5. Services or commodities available from only a single or sole source.
 6. Services or commodities purchased from a sole publisher, the owner of the copyright, the exclusive agent within the state, a governmental agency or a recognized educational institution.
 7. Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors and management consultants.
 8. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with the College's information technology plan.
 9. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
 10. Items for resale.
- B. Purchases made from the sources designated above in section (2) and other purchases exempt from competitive offer solicitation procedures by the State Board of Education Rules may be made without District Board of Trustees (DBOT) pre-approval/and without regard to monetary limitations other than budgetary limitations.
- C. Professional services shall be solicited in accordance with the competitive sealed qualifications offer requirements defined in F.S. 287.055. Professional services shall include, but not be limited to, architects, engineers, landscape architects, land surveyors, design-builders and construction managers. Professional services for architects, engineers, qualifications based selection of design-builders, construction managers and land surveyors shall be selected and negotiated competitively in accordance with the provisions of Section 287.055 Florida Statutes. Substantiating information shall be submitted prior to purchase from a single source.
- D. Purchases made under College contracts or agreements which have been approved by the DBOT may be made without regard to monetary limitations other than budgetary limitations.
- E. The College President is authorized to develop procedures to waive solicitation requirements



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-5.1	Purchasing	5-3

in emergencies when there is an imminent threat to students, employees or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.

F. When the College solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or services under the best terms it can negotiate.

- (4) When accepting responsive offers to the College's solicitations, the College shall accept the lowest or best responsive offer. If other than the lowest or best offer meeting specifications is accepted, the College shall maintain a public record of the justification.
- (5) The College reserves the right to reject any or all offers submitted in response to the College's solicitation for purchases less than the amount specified in Section 287.017, Florida Statutes, for Category Five, and the right to solicit new offers as deemed in the College's best interest. Recommendations for awards exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the DBOT.
- (6) Pursuant to Section 1010.04, Florida Statutes, before purchasing nonacademic commodities and contractual services, exceeding the amount as specified in Section 287.017 Florida Statutes, for Category Three, the College will review the purchasing agreements and state term contracts available under Section 287.056, Florida Statutes, to determine whether it is in the DBOT's economic advantage to use the agreements and contracts, subject to Federal grant restrictions where applicable.

(General Authority: F.S. 287.017, 287.055, 287.064, 287.084, 287.133, 1001.64, 1001.65, 1010.04, SBE Rule 6A-14.0734)

(Adopted 07/01/72, Revised 07/01/74, 06/23/80, 02/18/81, 06/29/83, 04/07/98, 10/06/98, 10/5/99, 11/7/00, 02/05/02, 03/01/05, 10/02/07, 09/09/14, 08/11/15, 07/01/16, 08/15/17, 12/10/19, Formerly 2.4)
(Reviewed 11/12/25)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-8.2	Change Order	8-2

- (1) The College President of Florida State College at Jacksonville (FSCJ) or Vice President of Finance and Administration ~~Business Services~~, may authorize individual construction or professional service change orders in the name of the District Board of Trustee (DBOT) 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~~ DBOT 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

(General Authority: FS 1001.64, 1001.65, 1013.48, SBE Rule 6A-2.0010)

(Adopted 07/01/73, Revised 12/20/76, 06/23/80, 03/19/86, 6/17/93, 11/03/98, 08/07/12, 09/09/14, 03/10/15, Formerly 3.2)

(Reviewed 02/11/14, 06/12/18, 11/12/25)

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-13.3	Florida State College at Jacksonville Foundation, Inc.	13-3

- (1) Pursuant to 1004.70(1)(a)(3), Florida Statutes (F.S.) the Florida State College at Jacksonville District Board of Trustees (DBOT) certifies the Florida State College at Jacksonville Foundation, Inc. (Foundation), as a Florida College System Direct-Support Organization (DSO).
- (2) Pursuant to Section 1004.70(3)(a) F.S., the DBOT may permit the Foundation to use property, facilities and personal services.
- (3) The DBOT and the Foundation shall enter into a “Relationship Agreement” (the Agreement) which authorizes the Foundation’s use of College property, facilities and ~~personal~~ personnel services.
- (4) The Agreement by and between the DBOT and the Foundation is incorporated herein by reference only.

(General Authority: F.S. 1004.70, 1001.64, 1001.65)

(Adopted 07/14/79, Revised 06/23/80, 02/18/81, 04/07/11, 09/09/14, 10/14/14, 08/14/18, Formerly 7-7.8)

(Reviewed 11/12/25)

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

AGENDA ITEM NO. CA – 2.

Subject:	Purchasing: Construction Services – Pre-Qualification of General Contractor Renewal
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to renew pre-qualification of the following twenty-seven (27) construction general contractors for the period of January 1, 2026 through December 31, 2026 in accordance with Florida Statute 1013.46(2) and State Requirements for Educational Facilities (SREF), Chapter 4(4.1), and College Board Rule 6Hx-7-8.8 “Design and Construction Delivery”:

Company Name	A* Maximum Dollar Value per Project	B** Maximum Dollar Value Under Contract at Any One Time
A ² Group, Inc.	\$14.7M	\$35.0M
ACON Construction Co., Inc.	\$14.2M	\$15.4M
Ajax Building Company, LLC	\$87.9M	\$87.9M
Allstate Construction, Inc.	\$88.0M	\$151.2M
Baker Design Build	\$12.0M	\$51.8M
C. C. Borden Construction, Inc.	\$1.6M	\$1.6M
CGC, Inc.	\$6.2M	\$38.8M
Charles Perry Partners, Inc.	\$200.M	\$208.3M
D.E. Scorpio Corp.	\$62.0M	\$62.0M
E. Vaughan Rivers, Inc.	\$20.0M	\$35.5M
Elkins Construction, LLC	\$37.7M	\$193.1M
Foresight Construction Group, Inc.	\$4.8M	\$4.8M
KBT Contracting Corp.	\$1.0M	\$1.0M
LEGO Construction Company	\$21.7M	\$57.9M
Marand Builders, Inc.	\$25M	\$50.0M
Pars Construction Services, LLC	\$4.5M	\$19.4M
Perry-McCall Construction, Inc.	\$119.0M	\$119.0M
Sauer Construction, LLC	\$178.5M	\$900.0M
Scherer Construction of North Florida, LLC	\$27.9M	\$86.4M
The Haskell Company	\$250.0M	\$765.0M
The Robins & Morton Group	\$539.0M	\$1.9B
The Whiting-Turner Contracting Company	\$1.0B	\$10.0B
Thomas May Construction Company	\$20.0M	\$21.5M
Tim Young Construction, Inc.	\$10.0M	\$20.0M

Subject: Purchasing: Construction Services – Pre-Qualification of General Contractor Renewal
(Continued)

Company Name	A* Maximum Dollar Value per Project	B** Maximum Dollar Value Under Contract at Any One Time
Warden Construction Corporation	\$15.0M	\$19.4M
WELBRO Building Corporation	\$92.8M	\$92.8M
Wharton-Smith, Inc.	\$350.0M	\$953.6M

*Column A: Maximum dollar value per project is defined in SREF Chapter 4, Section 4.1(3) as the maximum value of each project can be up to twice the value of the largest project previously completed, but shall not exceed the contractor's single bonding capacity or ten (10) times the contractor's net quick asset dollar amount.

**Column B: Maximum dollar value under contract at any one time is defined in SREF Chapter 4, Section 4.1(2) as the total dollar value of work the contractor will be permitted to have under contract at any one time, as determined by the contractor's aggregate bonding capacity or ten (10) times the contractor's net quick asset dollar amount.

BACKGROUND: Pursuant to State Department of Education SREF Rule and District Board of Trustees Board Rule 6Hx7-8.8, "Design and Construction Delivery," the College is required to annually pre-qualify construction contractors.

27 firms responded to the College's request for qualifications (RFQ) for pre-qualification renewals. Pursuant to SREF Chapter 4(4.1) and College Board Rule 6Hx7-8.8(3), the RFQ included an evaluation of the construction contractor's professional qualifications, financial and bonding capacity, performance, and past experience. The evaluation committee reviewed the submissions and recommended pre-qualification of the above 27 firms.

RATIONALE: Pre-qualification of construction contractors ensures that the qualifications of construction firms bidding meet or exceed State Statutes, SREF requirements, and College Board Rule.

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

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

AGENDA ITEM NO. CA – 3.

Subject:	Purchasing: Construction Services – Pre-Qualification of New General Contractors
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to prequalify the following four (4) new construction general contractors for the period of January 1, 2026, through December 31, 2026, in accordance with Florida Statute 1013.46(2) and State Requirements for Educational Facilities (SREF), Chapter 4(4.1), and College Board Rule 6Hx-7-8.8 “Design and Construction Delivery”:

Company Name	A* Maximum Dollar Value per Project	B** Maximum Dollar Value Under Contract at Any One Time
Batson-Cook Construction	\$172.6M	\$172.6M
Birken Construction, Inc.	\$9.1M	\$9.1M
STG Contracting Group, Inc.	\$100.0M	\$150.0M
Tadeos Engineering LLC	\$7.5M	\$15.0M

*Column A: Maximum dollar value per project is defined in SREF Chapter 4, Section 4.1(3) as the maximum value of each project can be up to twice the value of the largest project previously completed but shall not exceed the contractor’s single bonding capacity or ten (10) times the contractor’s net quick asset dollar amount.

**Column B: Maximum dollar value under contract at any one time is defined in SREF Chapter 4, Section 4.1(2) as the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor’s aggregate bonding capacity or ten (10) times the contractor’s net quick asset dollar amount.

BACKGROUND: Pursuant to State Department of Education SREF Rule and District Board of Trustees Board Rule 6Hx7-8.8, “Design and Construction Delivery,” the College is required to annually pre-qualify construction contractors.

Seven (7) firms responded to the College’s Request for Qualifications (RFQ) for new pre-qualification. Pursuant to SREF Chapter 4(4.1) and College Board Rule 6Hx7-8.8(3), the RFQ required evaluation of each construction contractor’s professional qualifications, financial and bonding capacity, performance history, and relevant experience. After reviewing the submissions, the evaluation committee recommended pre-qualification of the above four (4) firms. Two firms- K&G Construction Co., Inc., and Thermodyne Services- were rejected for failing to meet the RFQ requirement of having completed at least two construction projects valued at \$1M or more within the past five years, either within the K-20 system or of similar complexity to a college facility, as the prime contractor. Additionally, WELBRO Building Corporation was automatically deemed non-responsive for submitting only Addendum 2 and is currently under consideration for award under RFQ2026C-04 Construction Services: Annual Renewal (2026) General Contractor Pre-Qualification.

Subject: Purchasing: Construction Services – Pre-Qualification of New General Contractor
(Continued)

RATIONALE: Pre-qualification of construction contractors ensures that the qualifications of construction firms bidding meet or exceed State Statutes, SREF requirements, and College Board Rule.

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

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

AGENDA ITEM NO. CA – 4.

Subject:	Purchasing: Delivery Order Contracting Services - Electrical
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contracts(s) for collegewide electrical delivery order contracting services with the following companies:

- Kim's Electric, Inc.
- Vanguard Electrical Contractors, Inc.

These companies were the top-ranked proposers for the initial term of February 1, 2026, through January 31, 2027, with up to five additional one-year terms subject to continued need, satisfactory performance, mutually agreed to rates, same terms and conditions, and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$75,000 per project, as well as an estimated amount not-to-exceed of \$500,000 per year.

BACKGROUND: The current collegewide electrical delivery order contracting services contracts are scheduled to expire on January 31, 2026. Multiple electrical contracts have been awarded to provide each campus with the ability to assign work to different contractors during peak service or emergency situations.

College administration advertised and publicly issued a request for proposal (RFP) soliciting proposals from licensed qualified electrical contractors to provide defined services without a lapse period. The RFP solicited competitive fixed cost pricing for an initial one-year term.

Thirty-three licensed electrical firms were solicited in addition to being publicly advertised in the Florida Times Union and posted on MyFloridaMarketPlace (MFMP) and the eBidding GetAll System. Three firms submitted proposals.

A College evaluation committee completed a detailed evaluation of all three responsive qualification proposals and references.

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

FISCAL NOTES: The total amount of expected use is comprehended in the College's operating budgets.

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

AGENDA ITEM NO. CA – 5.

Subject:	Purchasing: HVAC and Chiller Maintenance and Warranty Services – South Campus, Deerwood Center and Advanced Technology Center
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into satisfactory indefinite quantity contracts(s) for HVAC and Chiller Maintenance and Warranty Services at South Campus, Deerwood Center and Advanced Technology Center with the following companies:

- Trane U.S., Inc. (Lots 1, 3, and 6 Chiller Units)
- Mechanical Services of Central Florida, Inc. dba Certified Air Contractors (Lots 2, 4, 5 and 6 Air Handler Units)

These companies were the lowest responsive and responsible bidders for the initial term of December 1, 2025, through November 30, 2026, with up to five additional one-year terms subject to continued need, satisfactory performance, mutually agreed to rates, terms and conditions and District Board of Trustees approval of extension. Each resultant contract will have an estimated amount not-to-exceed of \$195,000 per project, as well as an estimated amount not-to-exceed of \$500,000 per year.

BACKGROUND: The current HVAC maintenance service contracts for South Campus, Deerwood Center, and Advanced Technology Center are scheduled to expire on November 30, 2025.

College administration advertised and publicly issued an Invitation to Bid (ITB) soliciting proposals from licensed qualified mechanical contractors to provide defined services. The ITB solicited competitive fixed cost pricing for an initial one-year term.

Thirty-four licensed mechanical firms were solicited in addition to being publicly advertised in the Florida Times Union and posted on posted on MyFloridaMarketPlace (MFMP) and the eBidding GetAll System. Three firms submitted proposals.

A College evaluation committee completed a detailed evaluation of the three responsive submittals.

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

FISCAL NOTES: The total amount of expected use is comprehended in the College's operating budgets.

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

AGENDA ITEM NO. CA – 6.

Subject:	Facilities: Certificate of Final Inspection for the Kent Campus – Heating Hot Water Loop Replacement
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Kent Campus – Heating Hot Water Loop Replacement Project to W.W. Gay Mechanical Contractor, Inc.

BACKGROUND: The Board of Trustees awarded Contracting Services to W.W. Gay Mechanical Contractor, Inc. for the Kent Campus – Heating Hot Water Loop Replacement Project in accordance with plans and specifications developed by H2 Engineering, Inc. The College issued the contract to W.W. Gay Mechanical Contractor, Inc. on November 14, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on October 8, 2025, by the College’s Facilities Management & Construction Building Code Official and the Engineer of Record, H2 Engineering, Inc. It certifies that the Kent Campus – Heating Hot Water Loop Replacement Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 7.

Subject:	Facilities: Certificate of Final Inspection for the Kent Campus – Science Lab Renovation, Building E
Meeting Date:	November 12, 2025

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

BACKGROUND: The Board of Trustees awarded Contracting Services to C.C. Borden Construction, Inc. for the Kent Campus – Science Lab Renovation – Building E Project in accordance with plans and specifications developed by Pond & Company. The College issued the contract to C.C. Borden Construction, Inc. on October 4, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on October 13, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Pond & Company. It certifies that the Kent Campus – Science Lab Renovation – Building E Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 8.

Subject:	Facilities: Certificate of Final Inspection for the Nassau Center – Science Lab Renovation, Building A
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Nassau Center – Science Lab Renovation, Building A Project to Warden Construction.

BACKGROUND: The Board of Trustees awarded Contracting Services to Warden Construction for the Nassau Center – Science Lab Renovation Project in accordance with plans and specifications developed by Pond & Company. The College issued the contract to Warden Construction on September 15, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on October 15, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Pond & Company. It certifies that the Nassau Center – Science Lab Renovation Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. A – 1.

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

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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

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

AGENDA ITEM NO. A – 2.

Subject:	Administrative Procedure Act – Board Rules, Section 2 – Administration
Meeting Date:	November 12, 2025

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

6Hx7-2.5 – Signing Authority

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

- Edits to Board Rule 6Hx7-2.5 – Recommends modifications to the Rule to update College practices.

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

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



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.5	Signing Authority	2 - 17

- (1) The Chairman of the District Board of Trustees (DBOT) and the College President, or designee, shall have the authority to sign ~~checks~~, contracts and other documents reflecting action by the DBOT, as appropriate.
- A. In furtherance thereof, the College President designates:
1. the Provost/Vice President of Academic Affairs, Vice President of Finance and Administration or the Associate Vice President of Administrative Services, or designee, to sign contracts, external funding proposals and other documents and reports affecting or reporting on the operations of the College or other documents on behalf of the College President, as appropriate;
 2. the Vice President of Finance and Administration, or designee, to sign checks and financial documents and reports for the financial operation of the College;
 3. the Vice President for Strategic and Institutional Effectiveness and the Associate Vice President of Resource Development, or designee, to sign external grant funding proposals and associated documents on behalf of the College President;
 4. the Associate Vice President of Administrative Services or the Executive Director of Purchasing, or designee, to sign contracts and purchase orders;
 5. the Registrar and Director of Student Records to sign College transcripts;
 6. the Associate Vice President of Enrollment Operations and Student Financial Aid, or designee, to sign financial aid awards and termination letters;
 7. the Vice President of Student Affairs and Enrollment Management, the Director of Admissions, or their designees, to sign enrollment verifications and student mailings;
 8. the Associate Vice President of Facilities or the Executive Director of Campus Operations and Special Events to sign facility rental agreements and other campus-oriented agreements, as appropriate and not otherwise in conflict with any other provision of this Rule; and
 9. the appropriate Vice President, or designee, to sign customized training contracts;
 10. the Executive Director of Risk Management to sign risk management documents and reports for the risk management operations of the College;
 11. the Vice President of Finance and Administration, Associate Vice President of

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-2.5	Signing Authority	2 – 17.1

Administrative Services, or Executive Director of Risk Management to negotiate and settle as appropriate liability and workers' compensation claims that are less than the College's \$200,000 insurance deductible and within budgeted spending authority.

12. the Chief of Police/Director of Public Safety, Director of Law Enforcement Training, Director of the Fire Academy of the South and Executive Director of Military Affairs and Veteran Services, or designee, to sign training agreements/training contracts, facility use agreements and training certificates.

13. the Vice President for Strategic and Institutional Effectiveness to sign state and federal reporting certifications and associated documents on behalf of the College President.

(2) The execution of any signature on behalf of the College shall be in furtherance of the approval granted by the College President and the DBOT.

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

(Adopted 07/01/74, Revised 06/23/80, 3/20/85, 06/23/87, 05/27/93, 09/12/95, 10/05/99, 09/05/00, 12/05/00, 05/01/01, 06/07/05, 06/06/06, 04/07/11, 08/13/13, 04/08/14, 09/09/14, 06/14/16, 06/10/25, 11/12/25, Formerly 2.9)

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

AGENDA ITEM NO. A – 3.

Subject:	Administrative Procedure Act – Board Rules, Section 4 – Finance
Meeting Date:	November 12, 2025

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

6Hx7-4.10 – Electronic Transfer of Funds

6Hx7-4.23 – Travel and Per Diem

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

- Edits to Board Rule 6Hx7-4.10 – Recommends modifications to the Rule to reflect updates to College practices.
- Edits to Board Rule 6Hx7-4.23 – Recommends modifications to the Rule to update College practices.

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

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-4.10	Electronic Transfer of Funds	4-10

- (1) The College President of Florida State College at Jacksonville (FSCJ/College) shall develop, or cause to be developed, procedures for the electronic transfer of funds.
- (2) An electronic transfer of funds is defined as ~~the transfer of moneys between College bank accounts and electronic payments are defined as the transfer of moneys to external parties to settle transactions.~~ the digital movement of money between the College and various parties, including banks, individuals and companies.
- (3) The procedures for electronic transfer of funds shall be in accordance with the provisions of Florida Statutes and SBE Rule. The procedures shall cover electronic transfers ~~made telephonically~~, by direct deposit, wire transfer, or withdrawal, ~~investment or payment~~.
- (4) The procedures for electronic transfers shall utilize separation of duties and dual authorizations as well as other procedures to ensure appropriate internal controls are in place. All electronic transfers will require these controls:
 - A. No one employee shall be permitted to initiate, approve and reconcile any form of electronic transfer.
 - B. Supporting documents must be provided before an electronic transfer can be initiated. The documentation shall include payee name and address, payment instructions, payment amount and voucher, ~~a properly approved invoice or disbursement request.~~
 - C. Digital certificates, tokens or other security measures shall be in place with the financial institution.
 - D. All electronic transfers shall be supported by transactions in the College's financial system.
 - E. Evidence of each completed electronic transfer be verified by the Controller ~~Associate Vice President of Finance~~, or designee.
- (5) Desktop Procedures for the execution of electronic transfer of funds will be maintained by the ~~Associate Vice President of Finance~~, Controller's Office, and shall in all cases be consistent with standard accounting procedures and the State Accounting Manual.
- ~~(6) The procedures for electronic payments shall utilize separation of duties and dual authorizations as appropriate to the electronic payment process. Control procedures for electronic payments to vendors, employees and students that happen through the College's computerized processes will be documented in the accompanying procedure.~~

(General Authority: F.S. 1001.64, 1001.65, 1010.11, SBE Rule 6A-14.075(3))

(Adopted: 01/08/13, Revised 01/14/14, 06/13/17, 11/12/25)



RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-4.23	Travel and Per Diem	4-29

- (1) The College President of Florida State College at Jacksonville (FSCJ) is authorized to establish procedures for employee and student travel and per diem in accordance with Florida Statutes and State Board of Education Rules. ~~A report of travel where air transportation and lodging total more than \$2,000 per meeting will be summarized and presented to the District Board of Trustees (DBOT) on a quarterly basis.~~
- (2) College President's International Travel - When traveling internationally on behalf of the College, the College President will notify the ~~Florida State College at Jacksonville~~ FSCJ District Board of Trustees (DBOT) in writing outlining the period of international travel, purpose, itinerary, source of funding (if other than the College) and how ~~he/she~~ they can be contacted during the travel.

(General Authority: F.S. 112.061, 112.062, 112.29, 1001.64, 1001.65, 1005.08

(Adopted: 07/01/72, Revised 07/01/73, 06/23/80, 07/01/81, 07/22/81, 10/24/84, 09/16/93, 09/04/01, 10/06/09, 06/09/15, 11/12/25, Formerly 6Hx7-5.1)

(Reviewed 06/13/17)

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

AGENDA ITEM NO. A – 4.

Subject:	Administrative Procedure Act – Board Rules, Section 6 – Business Services
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 6 – Business Services, effective with this action.

6Hx7-6.2 – Safety and Security

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

- Edits to Board Rule 6Hx7-6.2 – Recommends modifications to the Rule to update College practices.

RATIONALE: Approval of this item will allow the College to use the College Seal as the logo on Board Rules and administrative procedures.

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

	RULES OF THE BOARD OF TRUSTEES		
	NUMBER	TITLE	PAGE
	6Hx7-6.2	Safety and Security	6-2

- (1) The Florida State College at Jacksonville (FSCJ/College) College President, or designee, shall establish, or cause to be established, safety and security procedures for the well-being of the College and the college community.
- (2) To ensure the safety and security of students, employees and property of the College in emergency situations, the College President, or designee, is ~~and/or Directors of Campus Operations~~ are hereby authorized as follows:
 - A. to close the College, a College campus and/or center or any portion thereof;
 - B. to request utilization or assistance of law enforcement and other agencies as appropriate;
 - C. to reschedule classes and work periods to meet requirements and policies of the College and to conform to applicable external mandates;
 - D. to take any other actions reasonably deemed necessary;
 - E. to approve emergency pay for non-exempt full-time employees required to work in order to maintain and/or protect the facilities of the College;
 - F. to inform the District Board of Trustees (DBOT) of any of the foregoing at the next meeting following the action taken.

(General Authority: F.S. 943.0311, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 04/14/77, 06/23/80, 05/27/93, 10/01/02, 06/09/15, 06/14/16, 11/12/25,
Formerly 3.4)
(Reviewed 02/13/18)

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

AGENDA ITEM NO. A – 5.

Subject:	Administration: Purchase of Property at Cecil Center North
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize the College Administration to negotiate and enter into a contract for purchase of property located at Cecil Center North, Site 8. The purchase price will be based on two current fair market value appraisals.

BACKGROUND: As of October 15, 2025, the College has issued purchase orders to CBRE, Inc. and Moody Williams Appraisal Group, LLC to conduct independent fair market value appraisals of property at Cecil Center North. A Request for Legislative (Back-of-Bill) Authorization was submitted to the Florida Department of Education on October 14, 2025 to acquire facilities on FSCJ's Cecil Center, Site 8.

RATIONALE: Acquiring the 43,506-square-foot facility located on the Cecil Center North site will support the College's strategic growth and provide expanded capacity for future workforce programs and student services at this location.

FISCAL NOTES: To be determined based upon fair market appraisal of the property.

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

AGENDA ITEM NO. A – 6.

Subject:	Finance: Fees and Charges (Academic Assessments)
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve changes to the current testing fees to ensure partial recovery of costs associated with providing assessments, to be effective Spring Term 2025-26.

BACKGROUND: Administrative Procedure Act 6Hx7-4.19, Fees and Charges, provides the authority for the College to charge user fees. Such user fees shall not exceed the cost of goods or services provided and shall only be charged to students or agencies receiving those goods or services.

Academic Assessments	Current Fee	Proposed Fee	Difference
ACCUPLACER Next Generation [FSCJ Student - 1st Attempt]	\$0.00	\$0.00	\$0.00
ACCUPLACER Next Generation [FSCJ Student - Repeat]	\$32.00	\$32.00	\$0.00
ACCUPLACER Next Generation [Non-FSCJ Student - 1st Attempt]	\$63.00	\$63.00	\$0.00
ACCUPLACER Next Generation [Non-FSCJ Student - Repeat]	\$32.00	\$32.00	\$0.00
ACTFL (American Council on the Teaching of Foreign Languages)	\$0.00	\$0.00	\$0.00
Automotive Service Excellence (ASE)	\$0.00	\$0.00	\$0.00
Bennett Mechanical Comprehension Test [FSCJ Student]	\$0.00	\$0.00	\$0.00
Bennett Mechanical Comprehension Test [Non-FSCJ Student]	\$15.00	\$15.00	\$0.00
Certiport [FSCJ Student]	\$0.00	\$0.00	\$0.00
Certiport [Non-FSCJ Student]	\$30.00	\$30.00	\$0.00
College Course Challenge Exam (CCCE) [2 to 5 credit hours course]	\$45.00	\$45.00	\$0.00
College Course Challenge Exam (CCCE) [6 to 10 credit hours course]	\$60.00	\$60.00	\$0.00
College Level Examination Program (CLEP)	\$30.00	\$30.00	\$0.00
Comprehensive Adult Student Assessment Systems (CASAS) [FSCJ Student]	\$0.00	\$0.00	\$0.00
Comprehensive Adult Student Assessment Systems (CASAS) [Non-FSCJ Student]	\$0.00	\$45.00	\$45.00

Subject: Finance: Fees and Charges
(Continued)

Defense Subject Standardized Test (DSST)	\$30.00	\$30.00	\$0.00
Duplicate Score Reports [FSCJ Student]	\$5.00	\$5.00	\$0.00
Duplicate Score Reports [Non-FSCJ Student]	\$10.00	\$10.00	\$0.00
Employee Reliability Inventory (ERI)	\$0.00	\$0.00	\$0.00
English for Academic Purposes (EAP) Accuplacer-ESL Placement Test [FSCJ Student - 1st Attempt]	\$0.00	\$0.00	\$0.00
English for Academic Purposes (EAP) Accuplacer-ESL Placement Test [FSCJ Student - Repeat]	\$32.00	\$32.00	\$0.00
English for Academic Purposes (EAP) Accuplacer-ESL Placement Test [Non-FSCJ Student - 1st Attempt]	\$63.00	\$63.00	\$0.00
English for Academic Purposes (EAP) Accuplacer-ESL Placement Test [Non-FSCJ Student - Repeat]	\$32.00	\$32.00	\$0.00
Findly Assessments	\$35.00	\$35.00	\$0.00
Florida Certification Board	\$30.00	\$30.00	\$0.00
Florida Civic Literacy Competency [FSCJ Student]	\$0.00	\$0.00	\$0.00
Florida Civic Literacy Competency [Non-FSCJ Student]	\$15.00	\$15.00	\$0.00
Florida Civic Literacy Competency Remote [FSCJ Student]	\$8.00	\$8.00	\$0.00
Florida Civic Literacy Competency Remote [Non-FSCJ Student]	\$23.00	\$23.00	\$0.00
Florida Ready to Work	\$0.00	\$0.00	\$0.00
Gainesville Independent Testing Service	\$0.00	\$0.00	\$0.00
GED® Computer-Based Test [Part 1]	\$32.00	\$38.00	\$6.00
GED® Computer-Based Test [Part 2]	\$32.00	\$38.00	\$6.00
GED® Computer-Based Test [Part 3]	\$32.00	\$38.00	\$6.00
GED® Computer-Based Test [Part 4]	\$32.00	\$38.00	\$6.00
Health Education Systems, Inc. Admissions Test (HESI-A2)	\$60.00	\$60.00	\$0.00
Health Education Systems, Inc. Admissions Test (HESI-Exit)	\$60.00	\$60.00	\$0.00
Industrial Reading Test	\$0.00	\$0.00	\$0.00
PERT (Postsecondary Education Readiness Test) [FSCJ Student - 1st Attempt]	\$0.00	\$0.00	\$0.00
PERT (Postsecondary Education Readiness Test) [FSCJ Student - Repeat]	\$32.00	\$32.00	\$0.00
PERT (Postsecondary Education Readiness Test) [Non-FSCJ Student - Repeat]	\$63.00	\$63.00	\$0.00

Subject: Finance: Fees and Charges
(Continued)

Proctored Test Services [0.1-1.9 hours]	\$15.00	\$15.00	\$0.00
Proctored Test Services [2.0-2.9 hours]	\$30.00	\$30.00	\$0.00
Proctored Test Services [3.0-3.9 hours]	\$45.00	\$45.00	\$0.00
Proctored Test Services [4.0-4.9 hours]	\$60.00	\$60.00	\$0.00
Proctored Test Services [5 + hours]	\$75.00	\$75.00	\$0.00
Remote Site Testing	\$8.00	\$8.00	\$0.00
Test of Essential Academic Skills (TEAS)	\$45.00	\$45.00	\$0.00
Tests of Adult Basic Education (TABE + Locator)	\$84.00	\$84.00	\$0.00
Tests of Adult Basic Education (TABE Language Only)	\$33.00	\$33.00	\$0.00
Tests of Adult Basic Education (TABE Math Only)	\$33.00	\$33.00	\$0.00
Tests of Adult Basic Education (TABE Reading Only)	\$48.00	\$48.00	\$0.00
Tests of Adult Basic Education (TABE without Locator)	\$69.00	\$69.00	\$0.00
Toledo Chemistry Placement Test	\$30.00	\$30.00	\$0.00
Wiesen Test of Mechanical Ability [FSCJ Student]	\$0.00	\$0.00	\$0.00
Wiesen Test of Mechanical Ability [Non-FSCJ Student]	\$15.00	\$15.00	\$0.00
10 Key/Data Entry [REMOVE]	\$0.00	\$0.00	\$0.00
A+ Certification [REMOVE]	\$0.00	\$0.00	\$0.00
ACT [REMOVE]	\$0.00	\$0.00	\$0.00
Advanced Placement (AP) [REMOVE]	\$0.00	\$0.00	\$0.00
Basic Abilities Test – Corrections Officer [FSCJ Student - 1st Attempt] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Corrections Officer [FSCJ Student - Repeat] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Corrections Officer [Non-FSCJ Student - 1st Attempt] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Corrections Officer [Non-FSCJ Student - Repeat] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Law Enforcement [FSCJ Student - 1st Attempt] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Law Enforcement [FSCJ Student - Repeat] [REMOVE]	\$67.00	\$0.00	\$67.00
Basic Abilities Test – Law Enforcement [Non-FSCJ Student - 1st Attempt] [REMOVE]	\$67.00	\$0.00	\$67.00

Subject: Finance: Fees and Charges
(Continued)

Basic Abilities Test – Law Enforcement [Non-FSCJ Student - Repeat] [REMOVE]	\$67.00	\$0.00	\$67.00
Call Center Simulation [REMOVE]	\$0.00	\$0.00	\$0.00
Cambridge AICE [REMOVE]	\$0.00	\$0.00	\$0.00
Castle Worldwide [REMOVE]	\$0.00	\$0.00	\$0.00
CCNA [REMOVE]	\$0.00	\$0.00	\$0.00
Cisco Systems [REMOVE]	\$0.00	\$0.00	\$0.00
Comira [REMOVE]	\$0.00	\$0.00	\$0.00
CompTIA [REMOVE]	\$0.00	\$0.00	\$0.00
Criminal Justice Basic Abilities Test (CJBAT) [REMOVE]	\$0.00	\$0.00	\$0.00
Differential Aptitude Tests (DAT) [REMOVE]	\$0.00	\$0.00	\$0.00
Excelsior Assessment [REMOVE]	\$0.00	\$0.00	\$0.00
Florida Dept. of Insurance [REMOVE]	\$0.00	\$0.00	\$0.00
Florida Teachers Certification Exam [REMOVE]	\$0.00	\$0.00	\$0.00
International Baccalaureate (IB) [REMOVE]	\$0.00	\$0.00	\$0.00
Kryterion [REMOVE]	\$0.00	\$0.00	\$0.00
Lotus [REMOVE]	\$0.00	\$0.00	\$0.00
Microsoft Offices Suite Skills Proficiency [REMOVE]	\$0.00	\$0.00	\$0.00
MOS [REMOVE]	\$0.00	\$0.00	\$0.00
National Registry of Food Safety Professionals (Food Handlers and Food Managers) [REMOVE]	\$0.00	\$0.00	\$0.00
Oracle [REMOVE]	\$0.00	\$0.00	\$0.00
Pearson VUE [REMOVE]	\$0.00	\$0.00	\$0.00
Professional Testing, Inc. [REMOVE]	\$0.00	\$0.00	\$0.00
Prov [REMOVE]	\$0.00	\$0.00	\$0.00
Ramsay Corporation Mechanical and Electrical Tests [REMOVE]	\$0.00	\$0.00	\$0.00
SAT (Scholastic Aptitude Test) [REMOVE]	\$0.00	\$0.00	\$0.00
ServSafe Food Manager [REMOVE]	\$0.00	\$0.00	\$0.00
Short Employment Test [REMOVE]	\$0.00	\$0.00	\$0.00
SureHire [REMOVE]	\$0.00	\$0.00	\$0.00
Typing Speed and Accuracy [REMOVE]	\$0.00	\$0.00	\$0.00
Wonderlic Personnel Test [REMOVE]	\$0.00	\$0.00	\$0.00

Subject: Finance: Fees and Charges
(Continued)

RATIONALE: Florida Statutes 1009.22(10), Workforce education postsecondary student fees, and 1009.23(12)(a), Florida College System institution student fees, authorize the District Board of Trustees to establish user fees. Assessment of the recommended fees will provide partial recovery of the costs associated with providing these tests.

FISCAL NOTES: The academic assessment fees are expected to generate fee revenues approximating \$659,458 as presented in the 2025-26 budget.

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

AGENDA ITEM NO. A – 7.

Subject:	Finance: Fees and Charges (Application Fee)
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the Application Fee as indicated in the table below. No changes are being recommended regarding current rates.

BACKGROUND: Board Rule 6Hx7-4.19, Fees, Charges and Refunds, provides the authority for the College to charge student fees. Florida Statutes 1009.22(10) and 1009.23(12)(a) provides for the District Board of Trustees to assess application fees. Application fees are assessed to all applicants in College Credit and Career Certificate programs unless otherwise prohibited by Florida Statute or Board Rule.

Instructional Program	Current Application Fee/Process	Proposed Application Fee/Process
Upper and Lower-Level College Credit (Advanced & Professional, Postsecondary Vocational, Educator Prep Institution)	\$25 One application fee charged at the time of initial registration regardless of Instructional Program	\$25 One application fee charged at the time of initial registration regardless of Instructional Program
Career Certificate and Applied Technology		

RATIONALE: While no changes to application fees are being presented, the confirmation of the fees on the Board minutes annually documents Board approval.

FISCAL NOTES: The application fees at the current rates are expected to generate fee revenues approximating \$686,915 as presented in the 2025-26 budget.

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

AGENDA ITEM NO. A – 8.

Subject:	Finance: Fees and Charges (Course Fees)
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the fee changes for the following courses to be effective Spring and Summer Terms 2025-26, 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. 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.

Spring Term 2025-26

Course Number	Course	Current Fee	Recommended Fee
CET2629	Internet Troubleshooting Support (105536)	\$145.00	\$0.00
CNT2210	WAN Fundamentals (106087)	\$145.00	\$0.00
CNT3406	Information Security Management (106097)	\$145.00	\$0.00
CNT3702	Infrastructure & Facilities Planning (106098)	\$145.00	\$0.00
CNT4704	Internetwork Implement Technologies (106100)	\$145.00	\$0.00
COS0001	Basic Cosmetology (106238)	\$468.00	\$0.00
CTS2657	Building Scalable Networks (106404)	\$145.00	\$0.00
CTS2658	Manage Network Security (106405)	\$145.00	\$0.00
CTS2659	Building Multilayer Switched Networks (106406)	\$145.00	\$0.00
CTS2660	Deploy Quality Service (106407)	\$145.00	\$0.00
EMS0202L	Trauma/Med/Ped Sk Lb (109207)	\$59.00	\$0.00

The above course fees are being removed as part of a review of the course catalog that revealed the associated courses are no longer active, rendering the fees no longer valid. The removal of these fees ensures that our fee structure remains current, accurate, and aligned with our active course offerings.

Subject: Finance: Fees and Charges
(Continued)

Spring Term 2025-26

Course Number	Course	Current Fee	Recommended Fee
DEA0020	Intro Clinical Proced (108421)	\$14.00	\$0.00
DEA0834	Expanded Functions (108453)	\$141.00	\$0.00
DES0103	Dental Materials (108566)	\$48.00	\$0.00
DES0205	Radiology I (108569)	\$55.00	\$0.00
DES0206	Radiology II (108571)	\$47.00	\$0.00

The above Dental Assisting lab fees were incorrectly assigned to the lecture courses instead of the corresponding laboratory courses. We are discontinuing some of the fees, while others will be recalculated and presented for approval at a future Board meeting, ensuring they are correctly applied to the appropriate courses and reflect updated costs.

Summer Term 2025-26

Course Number	Course	Current Fee	Recommended Fee
TRA0081	Commercial Vehicle Drive I (119868)	\$107.00	\$11.00
TRA0082	Commercial Vehicle Drive II (119869)	\$107.00	\$11.00
TRA0083	Commercial Vehicle Drive III (119870)	\$497.00	\$1,083.00
TRA0089	Commercial Vehicle Drive IV (119871)	\$497.00	\$1,083.00

The Commercial Vehicle Driving courses listed above have historically charged a user fee to recover the costs of essential training resources, including equipment, fuel, tires, required truck maintenance, and corrective repairs. This fee has been recalculated to align with current costs and enrollment numbers.

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 – 9.

Subject:	Finance: Fees and Charges (Distance Learning and Transcript Fees)
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the distance learning and transcript fees as identified below. No changes are being recommended regarding current rates.

BACKGROUND: Board Rule 6Hx7-4.19, Fees, Charges and Refunds, provides the authority for the College to charge student fees. Florida Statute 1009.23(16)(a) provides for the District Board of Trustees to assess a distance learning fee for students enrolled in courses listed in the distance learning catalog. In addition, Florida Statutes 1009.22(10) and 1009.23(12)(a) provide for the District Board of Trustees to assess a transcript fee. 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.

User Fees	Current Fee	Proposed Fee
Distance Learning Fee	\$15.00	\$15.00
Transcript Fee	\$5.00	\$5.00

RATIONALE: While no changes to tuition rates are being presented, the confirmation of the fees on the Board minutes annually documents Board approval.

FISCAL NOTES: The user fees at the current rates are expected to generate fee revenues approximating \$4,172,904 as presented in the 2025-26 budget.

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

AGENDA ITEM NO. A – 10.

Subject:	Finance: Fees and Charges (Tuition Rates)
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the student tuition fees as identified in the tables below. No changes are being recommended regarding current rates.

A schedule of current and proposed credit hour fees is shown below:

Credit Programs (A&P, PSAV, Dev. Education, and EPI)

	Florida Residents		Non-Residents		Georgia and Non-Resident Online	
	Current	Proposed	Current	Proposed	Current	Proposed
Tuition	\$82.78	\$82.78	\$82.78	\$82.78	\$82.78	\$82.78
Out-of-State Tuition	\$0.00	\$0.00	\$248.33	\$248.33	\$97.22	\$97.22
Student Financial Aid Fee	\$4.14	\$4.14	\$16.56	\$16.56	\$9.00	\$9.00
Student Activity and Service Fee	\$4.15	\$4.15	\$4.15	\$4.15	\$4.15	\$4.15
Capital Improvement Fee	\$9.67	\$9.67	\$32.89	\$32.89	\$16.40	\$16.40
Technology Fee	\$4.14	\$4.14	\$16.56	\$16.56	\$9.00	\$9.00
Total	\$104.88	\$104.88	\$401.27	\$401.27	\$218.55	\$218.55

Career Certificate and Applied Technology Diploma

	Florida Residents		Non-Residents		Georgia and Non-Resident Online	
	Current	Proposed	Current	Proposed	Current	Proposed
Tuition	\$73.20	\$73.20	\$73.20	\$73.20	\$73.20	\$73.20
Out-of-State Tuition	\$0.00	\$0.00	\$219.60	\$219.60	\$73.20	\$73.20
Student Financial Aid Fee	\$7.20	\$7.20	\$28.80	\$28.80	\$14.40	\$14.40
Student Activity and Service Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Fee	\$3.60	\$3.60	\$14.64	\$14.64	\$7.32	\$7.32
Technology Fee	\$3.60	\$3.60	\$14.40	\$14.40	\$7.20	\$7.20
Total	\$87.60	\$87.60	\$350.64	\$350.64	\$175.32	\$175.32

Vocational Preparation and Adult Education Programs

	Florida Residents		Non-Residents	
	Current	Proposed	Current	Proposed
Tuition per Credit Hour	\$30.00	\$30.00	\$30.00	\$30.00

Subject: Finance: Fees and Charges
(Continued)

Baccalaureate Programs

	Florida Residents		Non-Residents		Georgia and Non-Resident Online	
	Current	Proposed	Current	Proposed	Current	Proposed
Tuition	\$91.79	\$91.79	\$91.79	\$91.79	\$91.79	\$91.79
Out-of-State Tuition	\$0.00	\$0.00	\$239.32	\$239.32	\$91.79	\$91.79
Student Financial Aid Fee	\$4.59	\$4.59	\$16.56	\$16.56	\$9.18	\$9.18
Student Activity and Service Fee	\$4.15	\$4.15	\$4.15	\$4.15	\$4.15	\$4.15
Capital Improvement Fee	\$11.40	\$11.40	\$32.89	\$32.89	\$21.00	\$21.00
Technology Fee	\$4.59	\$4.59	\$16.56	\$16.56	\$9.18	\$9.18
Total	\$116.52	\$116.52	\$401.27	\$401.27	\$227.09	\$227.09

BACKGROUND: Florida Statute 1009.23 provides for fees to be charged for college credit instruction leading to an associate in arts degree, an associate in applied science degree, an associate in science degree or a baccalaureate degree. In addition, Florida Statute 1009.22 provides for fees to be charged for workforce education programs. These fees are established by individual college District Board of Trustees within ranges implemented by the legislature.

RATIONALE: While no changes to tuition rates are being presented, the confirmation of the fees on the Board minutes annually documents Board approval.

FISCAL NOTES: The student fees at the current rates are expected to generate tuition and fee revenues approximating \$55,876,926 as presented in the 2025-26 budget.

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

AGENDA ITEM NO. A – 11.

Subject:	Finance: FSCJ ACCESS Program
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the FSCJ ACCESS Program for Spring Term 2026, pursuant to Board Rule 6Hx7-4.19.

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

Florida Statutes allow inclusive access programs when there is documented evidence that the options reduce the cost of textbooks and course materials for students. Students enrolling in courses under this program benefit from significantly reduced textbook costs, as publishers are willing to sell for less when more students purchase the course materials. In most cases, the FSCJ ACCESS program utilizes electronic textbooks and online software. In accordance with Florida Statute 1004.085, Textbook and Instructional Materials Affordability, the FSCJ ACCESS program will utilize an opt-out approach, where students are charged for their books along with their tuition in the participating courses unless the student opts out of the program. The additional course fees would be exactly what the bookstore provider charges for the course materials. Students enrolled in FSCJ ACCESS classes for Spring Term 2025 had total savings of \$909,991, and FSCJ ACCESS classes for Summer Term 2025 had total savings of \$471,475.

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

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

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

AGENDA ITEM NO. A – 12.

Subject:	Finance: Fiscal Year 2025-26 Operating Budget Amendment No. 2
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 2 to the Fiscal Year 2025-26 Operating Budget.

BACKGROUND: The District Board of Trustees approved the College's Operating Budget on June 10, 2025, and Amendment No. 1 was approved on August 12, 2025. This budget amendment adjusts the beginning reserve to actual June 30, 2025, balance, and increases Personnel expenses to cover State Group Insurance costs, and transfers funds to Capital Outlay.

<u>Budget Amendment #2, FY 2025-26</u>		Current Budget		Changes		Revised Budget
<u>Opening Reserves July 1, 2025</u>						
Designated Reserve for Insurance	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		11,048,030	\$	12,120,883		23,168,913
Total Reserves	\$	14,878,030	\$	12,120,883	\$	26,998,913
Tuition and Fees	\$	55,876,926			\$	55,876,926
State Appropriations		92,989,799	\$			92,989,799
Other Revenue		4,256,344				4,256,344
Total Revenue	\$	153,123,069	\$	0	\$	153,123,069
Total Available Funds	\$	168,001,099	\$	12,120,883	\$	180,121,982
Personnel	\$	122,305,115	\$	4,500,000	\$	126,805,115
Current Expense		30,955,136				30,955,136
Transfers		0		300,000		300,000
Equipment		1,953,369				1,953,369
Total Expenses	\$	155,213,620	\$	4,800,000	\$	160,013,620
<u>Year-end Reserves, June 30, 2026</u>						
Designated Reserve for Insurance	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		8,957,479	\$	7,320,883		16,278,362
Total Reserves	\$	12,787,479	\$	7,320,883	\$	20,108,362
Total Expenses and Reserves	\$	168,001,099	\$	12,120,883	\$	180,121,982

Subject: Finance: Fiscal Year 2025-26 Operating Budget Amendment No. 2
(Continued)

This amendment increases the beginning reserves by \$12,120,883. This action aligns the actual 2024-25 Operating Fund Balance following year-end close with the beginning balance for 2025-26 Operating Reserves. The \$4,500,000 increase in Personnel Expenditure Budget is due to the cost of State Group Insurance and the 9.5% rate increase effective on January 1, 2026. The \$4,500,000 increase in Personnel Expenditures was outlined in the 2024-25 Carry Forward Spending Plan approved by the District Board of Trustees on September 9, 2025.

This amendment also transfers \$300,000 from the 2025-26 Operating Budget to the 2025-26 Capital Outlay Budget to complete the Collegewide Signage project.

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

FISCAL NOTES: This Amendment increases the 2025-26 Operating Expenditure Budget from \$155,213,620 to \$160,013,620.

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

AGENDA ITEM NO. A – 13.

Subject:	Finance: Fiscal Year 2025-26 Capital Outlay Budget Amendment No. 1
Meeting Date:	November 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2025-26 Capital Outlay Budget.

BACKGROUND: The Capital Outlay Budget was approved on June 10, 2025.

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

FISCAL NOTES: This increases the Fiscal Year 2025-26 Capital Outlay Budget from \$46,687,692 to \$47,078,362.

2025-26 Capital Outlay Budget

	2025-26 Budget	2025-26 Amended Budget
<u>Total Funds by Source</u>		
Capital Improvement Fee Budget	\$ 15,125,984	\$ 10,620,194
Capital Outlay & Debt Service (CO&DS) Budget	\$ 2,176,087	\$ 2,992,393
Transfer Fund Budget	\$ 14,783,021	\$ 14,089,770
Local Funds	\$ 14,602,600	\$ 13,876,006
Public Education Capital Outlay (PECO) Budget	\$ -	\$ 2,000,000
Local Government Funds Budget	\$ -	\$ 3,500,000
Total Capital Outlay Budget	\$ 46,687,692	\$ 47,078,362

Project Budgets

Capital Improvement Fee Projects

North Campus Nursing Remodel Design Services	\$ 218,420	\$ 127,382
Collegewide Life Safety Upgrades	\$ 1,075,212	\$ 1,220,548
Collegewide Classroom Tech Upgrades	\$ 1,373,948	\$ 653,057
Collegewide Site Upgrades	\$ 751,828	\$ 431,625
Collegewide Signage	\$ 887,732	\$ 882,699
IT Infrastructure	\$ 1,738,017	\$ 1,595,838
Computer Lab Refresh	\$ 2,379,401	\$ 1,275,000
Upgrade Science Labs Collegewide	\$ 939,659	\$ -
Energy Performance Upgrades	\$ 355,684	\$ 405
Building Envelope Repairs	\$ 950,143	\$ 984,061
HVAC Upgrades	\$ 36,000	\$ 36,000
Dental Classrooms Renovation	\$ 137,800	\$ -
Recurring Maintenance	\$ 3,383,840	\$ 2,699,798
Collegewide Interior Upgrades	\$ 431,834	\$ 302,562
Collegewide Interior Renovations	\$ 466,467	\$ 411,218
Total Capital Improvement Fee Budget	\$ 15,125,984	\$ 10,620,194

Capital Outlay & Debt Service (CO&DS) Projects

Replace Fire Alarm Panels at Downtown, South & North	\$ 1,696,860	\$ 1,688,874
Replace Boiler Downtown	\$ -	\$ 396,000
Replace Chiller Cecil Center	\$ -	\$ 275,000
Replace Alarm & Annunciation System Downtown	\$ -	\$ 325,000
Repair Parking Lots Fire College at South Campus	\$ 131,077	\$ -
ADA Upgrades	\$ 348,150	\$ 307,519
Total CO&DS Budget	\$ 2,176,087	\$ 2,992,393

Transfer Funded Projects

Fire College Renovations	\$ 1,000,000	\$ 1,000,000
Collegewide Signage	\$ 12,223	\$ 312,223
North Campus Nursing Remodel	\$ 611,984	\$ 613,187
Classroom Technology Upgrades	\$ 600,560	\$ -
Collegewide Renovations	\$ 558,254	\$ 164,359
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
Total Transfer Funded	\$ 14,783,021	\$ 14,089,770

Project Budgets**Local Funds Projects**

	2025-26 Budget	2025-26 Amended Budget
Collegewide Campus Upgrades & Renovations	\$ 2,200,000	\$ 1,754,000
South Campus Veterans' Center	\$ 4,139	\$ 4,139
Design Services for Administrative Office Relocation	\$ 250,000	\$ 16,562
ERP Maintenance	\$ 37,000	\$ -
HVAC Upgrades & Improvements	\$ 265,622	\$ 210,507
South Campus Gym Bleacher Upgrades	\$ 500,000	\$ 500,000
Collegewide Digital Emergency Communication	\$ 10,910	\$ 15,910
Develop Five-Year Master Plan	\$ 15,959	\$ 15,959
Collegewide Renovations and Repairs	\$ 144,984	\$ 184,944
Sale of Main Street Property	\$ 4,600,000	\$ 4,600,000
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
Total Local Fund Budget	\$ 14,602,600	\$ 13,876,006

Public Education Capital Outlay (PECO) Projects

Fire Academy Burn Building	\$ -	\$ 2,000,000
Total Public Education Capital Outlay (PECO)	\$ -	\$ 2,000,000

Local Government Funded Projects

Fire College Burn Building	\$ -	\$ 3,500,000
Total Local Government Funded Projects	\$ -	\$ 3,500,000

Total Capital Outlay Budget

\$ 46,687,692	\$ 47,078,362
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**Florida State College at Jacksonville
District Board of Trustees**

INFORMATION ITEM NO. I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	November 12, 2025

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

BACKGROUND: This listing provides the District Board of Trustees with 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 November 12, 2025**

Change in Faculty Pay Level

Griffin	Dionne
Walter	Stefanie

New Level

Level II
Level III

Faculty Full-Time Appointments

Stallard	Faith
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Job Title

Professor of Cardiovascular Technology
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A&P Reclassifications

Augustyniak	Ashley
Guard	Helen
Ward	Rebecca

Assistant Director Production
Director Finance Business Systems
Assistant Director Ticketing and Patron Services

A&P Full-Time Appointments

Beck	Sandra
Dunham	Rick
Hartzog	John
Pruitt	David

Job Title

Interim Dean of Business
Interim Associate of Dean Business
Director Academic Operations & Faculty Process
Associate Vice President for Institutional Advancement

Career Reclassifications

Hill	Tracye
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Senior Specialist

Career Full-Time Appointments

Andiel	Katarina
Bush	Brittney
Butler	Imani
Crane	Darryl
Dennis	Christopher
Gordon	Courtney
Hampton	Brian
Hawthorne	Keyana
Hughes	Courtney
Jones	Xavier
Kimball	Elijah
Leon	Maiah
Masline	Davione
McCarthy	Matthew
Mula	Tal
O'Connor	Jean
Riley	Sharise
Saum	Jason
Sell	Jonathon
Stevens	Cory
Suknanan	Jalisa
Wallace	DeJancee
Watson	Shawniece
Winters	David

Job Title

Communications Coordinator
Student Success Advisor II
Contact Center Representative II
Security Officer
Security Officer
Financial Aid Advisor I
Security Officer
Administrative Assistant I
Academic and Career Advisor
Integrated Systems Specialist
Security Officer
Student Services Coordinator
Contact Center Representative I
Campus Police Officer
Clinical Liaison
Administrative Assistant III
Student Success Navigator
Senior Security Officer
Security Officer
Tradesworker Specialist
Contact Center Representative I
Student Financial Services Coordinator
Academic Department Coordinator
Senior Plant Service Worker

Career Part-Time Appointments

Barrera	Alan
Blackman	Ashten
Christian	Taylor
Cook	Caidyn
Lopez Alvarado	Karla
Morgan	Jerry
Myers	Johana
Overby	Sean

Job Title

Laboratory Assistant
Test Examiner
Test Proctor
Patron Services Specialist
Academic Tutor
Program Facilitator III
Culinary Worker
Academic Tutor

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

INFORMATION ITEM NO. I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	November 12, 2025

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

Contract/ PO No.	Total	Supplier	Description	Authority
PO00018652	\$198,264	Presidio Corporation	College network server and switch software support maintenance	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Cooperative Agreement: State of Florida DMS 43230000-NASPO-16-ACS Quote #2001723043796-01
PO00018796	\$2,647,302	Oracle America, Inc.	Oracle PeopleSoft Software Update License & Technical Support Services for October 31, 2025 to October 30, 2029	Purchase Authority: SBE 6A-14.0734 (2)(g) & Board Rule 6Hx7-5.1; Purchase Authority: Request for Proposals 2014-01 & Strategic Technology Plan

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

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

FISCAL NOTES: These purchase orders utilize College restricted and unrestricted budgeted funds in the amount not to exceed \$2,845,566.

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

INFORMATION ITEM NO. I – C.

Subject:	Finance: Annual Property Inventory Report
Meeting Date:	November 12, 2025

INFORMATION: The College's annual property inventory report for the period ending June 30, 2025 is presented to the District Board of Trustees for information.

BACKGROUND: The District Board of Trustees is authorized to adopt rules, procedures and policies regarding College property by Florida Statute 1001.64(4) (b) and is charged with the responsibility for control of College owned tangible personal property by Section 1001.64(5) Florida Statutes. Tangible personal property is defined as assets that are moveable with a useful life greater than one year and non-consumable. A physical inventory of all College owned tangible personal property is conducted annually.

Board Rule 6Hx7-4.15(2), Safeguarding and Disposition of Property, indicates that property on the College inventory with a net book value of five thousand dollars (\$5,000.00) shall first be declared surplus to the needs of the College or declared cannibalized, lost, stolen, damaged or missing-at-inventory by the Vice President of Finance and Administration or the Controller. During Fiscal Year 2024-25, none of the assets surveyed for disposal had a net book value of \$5,000 or more. Board Rule 6Hx7-4.15(2) requires the College to submit to the Board an annual property report as an Information Item including deletion of property with a netbook value of less than five thousand dollars (\$5,000) in accordance with Sections 274.05 and 274.06 of the Florida Statutes.

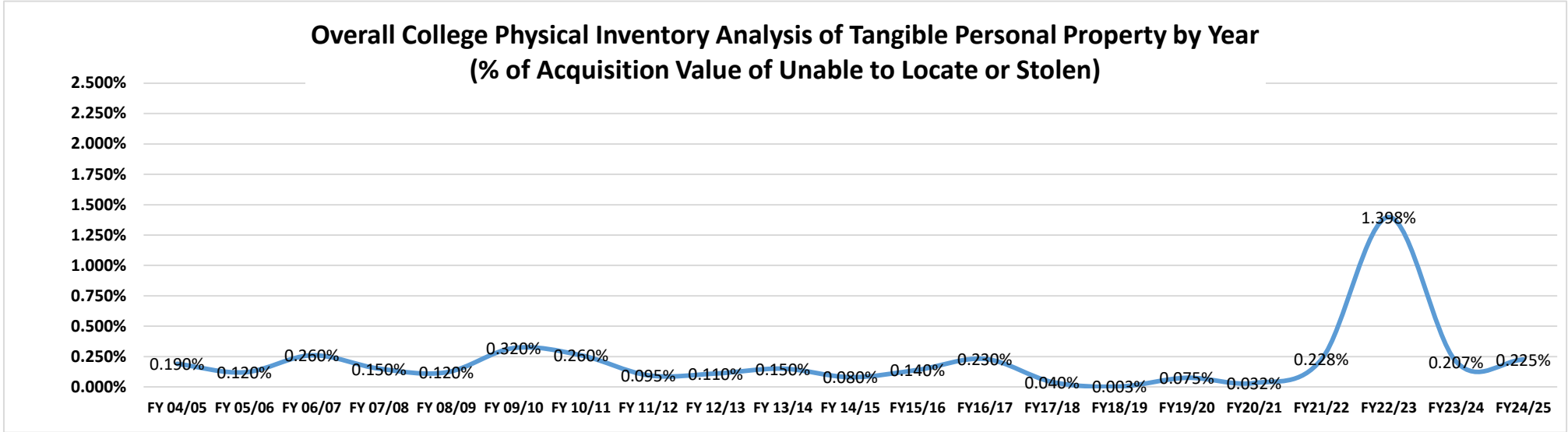
RATIONALE: The results of the College's physical inventory of tangible personal property for the period ending June 30, 2025 are shown in the attached chart. The College has \$45,076,284.08 (at original acquisition cost) in total assets with \$101,484.04 (0.225%) reported as unable to be located, lost, or stolen. There were not any capitalized assets that had a netbook value of \$5,000 or more.

The attached chart of missing property from 2005 to 2025 indicates the College inventory process is stable and demonstrates excellent control with twenty consecutive years with better than 99.79% accuracy. For fiscal year 2025 accuracy was at 99.8%.

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

Subject: Finance: Annual Property Inventory Report
(Continued)

Beginning Inventory 07/01/24						4,452		\$ -
	Items Valued Less Than \$5,000		Items Valued More Than \$5,000		Total			
	# of Assets	Acquisition \$ Value	# of Assets	Acquisition \$ Value	# of Assets			Acquisition \$ Value
Lost/Unable to locate	32	60,576.01	3	40,499.03		35		101,075.04
Stolen	1	409.00	0	-		1		409.00
Subtotal/Deletions	33	\$ 60,985.01	3	\$ 40,499.03		36		\$ 101,484.04
Damaged/Destroyed/ Obsolete/Worn Out	80	148,863.78	25	524,647.39		105		673,511.17
Returned to Agency	0	-	0	-		0		-
Cannibalized	4	7,637.17	11	95,626.40		15		103,263.57
Subtotal/Deletions	84	\$ 156,500.95	36	\$ 620,273.79		120		\$ 776,774.74
Trade in	0	-	0	-		0		-
Recycled	6	14,473.34	2	13,518.00		8		27,991.34
Donated	16	31,484.61	10	235,863.77		26		267,348.38
Sold	35	86,191.83	34	701,052.20		69		787,244.03
Other	0	-	1	11,603.00		1		11,603.00
Subtotal/Deletions	57	\$ 132,149.78	47	\$ 962,036.97		104		\$ 1,094,186.75
Total Deletions	174	\$ 349,635.74	86	\$ 1,622,809.79		260		\$ 1,972,445.53
Reinstated	0	-	0	-		0		-
Total Reinstatements	0	-	0	-		0		-
Acquisitions FY25	46	\$ 98,514.72	240	\$ 3,106,560.46		286		\$ 3,205,075.18
Ending Inventory 6/30/25						4,478		\$ 1,232,629.65



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

INFORMATION ITEM NO. I – D.

Subject:	Facilities: Change Orders – Kent Campus – Heating Hot Water Loop Replacement
Meeting Date:	November 12, 2025

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

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

Contract Value

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

**Maximum change
Order Authority**

\$50,000
\$100,000

Vendor	C.O.#	Amount
<u>Kent Campus:</u> Change orders issued to W.W. Gay Mechanical Contractor, Inc. for the original contract dated November 14, 2024, for the Kent Campus – Heating Hot Water Loop Replacement Project in accordance with FSCJ RFP # 2020C-01W. W.W. Gay Mechanical Contractor, Inc. Original Contract Amount: \$294,438.11 - Decrease: Change Order #1 issued to Decrease PO by \$48,491.56 for Tax Saving POR REQ0019641 issued to Trane US Inc (\$45,676.00 Material + \$2,815.56 Tax), generating a PO decrease from \$294,438.11 to \$245,946.55 per PO CO Req 6048. - Increase: Change Order #2 issued for AIA CO #1 as defined on Line #1 in the amount of \$11,100.01, generating a PO increase from \$245,946.55 to \$257,046.56 - No Monetary Value: Change Order #3 issued for AIA CO #2 as defined on Line #1 for Project time extension only, PO remains at \$257,046.56.	CO #1 CO #2 AIA CO#1 CO #3 AIA CO#2	(\$48,491.56) \$11,100.01 \$0.00

Subject: Facilities: Change Orders – Kent Campus – Heating Hot Water Loop Replacement
(Continued)

Vendor	C.O.#	Amount
No Monetary Value: Change Order #4 issued for AIA CO #3 as defined on Line #1 for time extension only with no monetary change. Project remains at \$257,046.56 per PO CO Authorization from WF & MB. As of 8/13/2025, buyer assignment for this PO has changed from Audrey Monroe to Noelle Tafaoa. W.W. Gay Mechanical Contractor, Inc. Final Contract Amount: \$ 257,046.56	CO #4 AIA CO #3	\$0.00

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

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

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

INFORMATION ITEM NO. I – E.

Subject:	Facilities: Change Orders – Kent Campus – Science Lab Renovation, Building E
Meeting Date:	November 12, 2025

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

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

Contract Value

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

**Maximum change
Order Authority**

\$50,000
\$100,000

Vendor	C.O.#	Amount
<u>Kent Campus:</u> Change orders issued to C.C. Borden Construction, Inc. for the original contract dated October 4,2024, for the Kent Campus – Science Lab Renovation, Building E Project in accordance with FSCJ RFP # 2022C-13C. C.C. Borden Construction, Inc. Original Contract Amount: \$982,903.84		
Decrease: Change Order #1 issued to Decrease PO for Tax Saving POR by \$14,640.46 (\$13,741 Material + \$899.46 Tax) per REQ0019703 issued to CES, decreasing the PO from \$982,903.84 to \$968,263.38 per PO CO Req 6114.	CO #1	(\$14,640.46)
Decrease: Change Order #2 issued Reduce PO for POR REQ19725 issued to Trane US Inc by \$71,203.18 (\$67,102.00 Material + \$4,101.18 tax), decreasing the PO from \$968,263.38 to \$897,060.20 per PO CO Req 6135.	CO #2	(\$71,203.18)
Decrease: Change Order #3 issued to Decrease PO by \$6,393.06 (\$6,102.00 Material + \$291.06 Tax) for additional materials purchased from Trane POR PO00017678 Change Order #1, decreasing the PO	CO #3	(\$6,393.06)

Subject: Facilities: Change Orders – Kent Campus – Science Lab Renovation, Building E
(Continued)

Vendor	C.O.#	Amount
from \$897,060.20 to \$890,667.14 per PO CO Req 6361.		
• Increase: Change Order #4 issued to increase PO for AIA CO #1 as defined on Line #1 in the amount of \$35,685.28 generating a PO increase from \$890,667.14 to \$926,352.42.	CO #4	\$35,685.28
• Increase: Change Order #5 issued to increase PO for AIA CO #2 as defined on Line #1 in the amount of \$15,898.93 generating a PO increase from \$926,352.42 to \$942,251.35.	CO #5	\$15,898.93
• Increase: Change Order #6 issued to increase PO for AIA CO #3 as defined on Line #1 in the amount of \$13,116.06 generating a PO increase from \$942,251.35 to \$955,367.41.	CO #6	\$13,116.06
• Increase: Change Order #7 issued to increase PO for AIA CO #4 as defined on Line #1 in the amount of \$24,473.53 generating a PO increase from \$955,367.41 to \$979,840.94.	CO #7	\$24,473.53
• Notification: Change Order #8 issued to notify: As of 8/14/2025, buyer assignment for this PO has changed from Audrey Monroe to Noelle Tafaoa.	CO #8	\$0.00
C.C. Borden Construction, Inc. Final Contract Amount: \$979,840.94		

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 NO. I – F.

Subject:	Facilities: Change Orders – Nassau Center – Science Lab Renovation, Building A
Meeting Date:	November 12, 2025

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

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

Contract Value

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

**Maximum change
Order Authority**

\$50,000
\$100,000

Vendor	C.O.#	Amount
<u>Nassau Center:</u> Change orders issued to Warden Construction for the original contract dated September 15, 2024, for the Nassau Center – Science Lab Renovation Project, Building A in accordance with FSCJ RFP # 2022C-13W. Warden Construction Original Contract Amount: \$810,139.53 - Decrease: Change Order #1 issued to decrease Line 2 (project 550101) for POR REQ0019512 for Trane by \$90,705.00 (\$85,500.00 Material + \$5,205.00 Tax) from \$245,000.00 to \$154,295.00, generating a total PO decrease from \$810,139.53 to \$719,434.53 per PO CO Req 5903. - Decrease: Change Order #2 issued to decrease Line 2 (project 550101) for POR REQ0019591 issued to Anixter by \$22,017.00 (\$20,700.00 Material + \$1,317.00 Tax) a Line #2 reduction from \$154,295.00 to \$132,278.00, generating a total PO decrease from \$719,434.53 to \$697,417.53 per PO CO Req 5995.	CO #1 CO #2	(\$90,705.00) (\$22,017.00)

Subject: Facilities: Change Orders – Nassau Center – Science Lab Renovation, Building A
(Continued)

Vendor	C.O.#	Amount
Increase: Change Order #3 issued for AIA CO #1 additional SOW as defined on Line #2 in the amount of \$36,346.37 decrease Line 2 (project 550101) for POR generating a Line #2 increase from \$132,278.00 to \$168,624.37 and a total PO increase from \$697,417.53 to \$733,763.90.	CO #3 AIA CO #1	\$168,624.37
Increase: Change Order #4 issued for AIA CO #2 additional SOW as defined on Line #2 in the amount of \$1,862.33 (project 550101) generating a Line #2 increase from \$168,624.37 to \$170,486.70 and a total PO increase from \$733,763.90 to \$735,626.23.	CO # 4 AIA CO #2	\$1,862.33
Increase: Change Order #5 issued for AIA CO #3 additional SOW as defined on Line #1 in the amount of \$2,395.08 (project 500386) generating a Line #1 increase from \$565,139.53 to \$567,534.61 and a total PO increase from \$735,626.23 to \$738,021.31.	CO #5 AIA CO #3	\$2,395.08
Adjustment: Change Order #6 issued to Decrease line 2 (Project 550101) by \$133,000.00 from \$170,486.70 to \$37,486.70 and increase line 1 (Project 500386) by \$133,000.00 from \$567,534.61 to \$700,534.61. PO total remains the same at \$738,021.31.	CO #6	\$0.00
Increase: Change Order #7 issued for AIA CO #4 additional SOW as defined on Line #1 in the amount of \$7,033.56 (project 500386) generating a Line #1 increase from \$700,534.61 to \$707,568.17 and a total PO increase from \$738,021.31 to \$745,054.87.	CO #7 AIA CO #4	\$7,033.56
Decrease: Change Order #8 issued to decrease PO Line 1 by \$46,469.08 (\$43,768.00 Material + \$2,701.08 Tax) per REQ0019970 issued to Whitley Steel, decreasing Line #1 from \$707,568.17 to \$661,099.09, the total PO reduced from \$745,054.87 to \$698,585.79 per PO CO Req 6324.	CO #8	(\$46,469.08)
Adjustment: Change Order #9 issued to decrease line 2 (Project 550101) by \$37,486.70 from \$37,486.70 and increase line 1 (Project 500386) by \$37,486.70 from \$661,099.09 to \$698,585.79. PO total remains the same at \$698,585.79.	CO #9	\$0.00

Subject: Facilities: Change Orders – Nassau Center – Science Lab Renovation, Building A
(Continued)

Vendor	C.O.#	Amount
No Monetary Value: Change Order #10 issued for AIA CO #5 to extend project duration with no monetary value change as defined on Line #1 per email PO CO Authorization 4/28/2025 WF & MB.	CO #10 AIA CO #5	\$0.00
Notification: Change Order #11 issued to notify: As of 8/14/2025, buyer assignment for this PO has changed from Audrey Monroe to Noelle Tafaoa.	CO #11	\$0.00
No Monetary Value: Change Order #12 issued for AIA CO #6 to extend project duration with no monetary value change as defined on Line #1, per email PO CO Authorization 8/18/2025 WF & MB.	CO #12 AIA CO #6	\$0.00
Warden Construction Final Contract Amount: \$698,585.79		

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.