



FSCJ DBOT Regular Meeting

September 9, 2025

FSCJ Administrative Offices, Board Room 405


501 West State Street

Jacksonville, FL, 32202

September 2, 2025

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: September 2025 Board Agenda

Enclosed please find materials in support of the September 9, 2025, Board meeting.

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

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

- FSCJ 60th Anniversary
- Programmatic Expansion – Cecil Center

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

**Florida State College at Jacksonville
District Board of Trustees
Regular Meeting
AGENDA INDEX
September 9, 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 relating to matters under the Board's consideration during today's meeting. Those who wish to address the Board are required to complete a Public Comment Request form* prior to the meeting. 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 JULY 8, 2025, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 5-10)

MINUTES OF THE AUGUST 12, 2025, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 11-14)

MINUTES OF THE AUGUST 12, 2025, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 15-46)

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. 47-48)
2. Purchasing: Annual Contract Extensions (p. 49-52)
3. Purchasing: Semiconductor Simulation System (p. 53)
4. Facilities: Certificate of Final Inspection for the Downtown Campus – ARP Act – URC Curtain Wall Replacement (p. 54)
5. Facilities: Certificate of Final Inspection for the North Campus – New Criminal Justice Center (CJC) Pavilion (p. 55)

ACTION ITEMS

1. Approval of Consent Agenda (p. 56)
2. Finance: Fees and Charges (Full Cost of Instruction) (p. 57)
3. Finance: Fiscal Year 2025-26 Carry Forward Spending Plan (p. 58)
4. Academic Affairs: FCS Affordability Report (p. 59-80)

Subject: FSCJ DBOT Regular Meeting
September 9, 2025, Agenda Index
(Continued)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 81-82)
- B. Purchasing: Purchase Order Over \$195,000 (p. 83-84)
- C. Finance: Investment Reports for Quarter Ended June 30, 2025 (p. 85)
- D. Finance: Travel Report (p. 86)
- E. Facilities: Change Orders – Downtown Campus – ARP Act – URC Curtain Wall Replacement (p. 87-88)
- F. Facilities: Change Orders – North Campus – New Criminal Justice Center (CJC) Pavilion (p. 89-90)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE FINANCE & AUDIT COMMITTEE CHAIR

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

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

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

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

NEXT MEETING

The Board will meet on Tuesday, October 14, 2025, at the College's South Campus 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

* Please refer to the FSCJ DBOT webpage for procedures/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
Minutes of the July 8, 2025, Deep Dive Workshop
Betty P. Cook Nassau Center, Room T-126, Noon**

PRESENT:

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

ABSENT:

Roderick D. Odom, Vice Chair, Nassau County
Andrew B. Shaw, Vice Chair, Duval County

CALL TO ORDER:

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

**WELCOME/
INTRODUCTIONS:**

College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had three discussion topics. He introduced Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel, who will share with the Board an overview of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) Self-Evaluation results. He then introduced Chief Human Resource Officer Mark Lacey, who will share information pertaining to both the College President's Performance Evaluation and 2025-26 Proposed Goals & Objectives.

**INFORMATION/
DISCUSSION:**

**A. 2024-25 FSCJ DBOT
Self-Evaluation Results:**

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

- Discussion/Feedback on the Self-Evaluation Instrument, to include the following topics:
 - Mission and Strategy:
 - How Can the Board Improve FSCJ's Mission and Strategy?
 - Outreach to Growing Business Community and Population in Northeast Florida.
 - Raise FSCJ's Profile.
 - Remain Involved in Workshops and Planning Meetings.
 - Work with College President and Staff to Elevate College Offerings and Business Trends in the Community.
 - Continue Operating at Current High Level of Engagement and Supporting College President.

- Organization and Governance:
 - What are the Primary Hallmarks for Successful Board Meetings?
 - Transparency in all Significant Matters Impacting the Institution.
 - Being Constantly Present and Devote Time to Meetings.
 - Preparation and Review of Pertinent Information/ Materials.
 - Engage at Meetings with Open Dialogue.
 - Opportunity to Discuss any Matters with College President.
 - How Can the Board Improve Its Organization and Governance?
 - The Board Being Fully Staffed (Nine Trustees).
 - Benefit from Additional Appointees Representing Different Aspects of Business Community.
 - Continue on Present Course.
- Financial and Fiscal Oversight:
 - How Can the Board Improve Its Oversight of FSCJ's Finances and Fiscal Resources?
 - Continue to Keep Informed on Current Fiscal Position.
 - Attend Periodic Financial Workshops.
 - Continue with DBOT Finance & Audit Committee.
 - Continue to Review Information Provided.
 - Ask Questions When Needed Prior to Taking Action.
 - How Can the Board be Better Informed About the Legislative Process?
 - The Board is Regularly Provided with Thorough Updates on all Legislative Matters Impacting FSCJ.
 - Members Should Attend the Annual Florida College System (FCS) Meeting(s) in Tallahassee.
 - Continue to Review Updates from the Southern Group.
- Institutional Performance:
 - How Can the Board Improve Its Understanding of Institutional Performance?
 - Continue to Review/Discuss Goals, Strategies and College Performance at Workshops/Annual Retreats.
 - Review/Discuss Information Relating to Different Academic Areas and the Highest Demand Programs in Local Economy at Deep Dive Workshops.

- Board and CEO Relationship:
 - How Can the Board Improve Its Relationship to FSCJ's President?
 - Continue to Engage in Communications Beyond Required Scheduled Meetings.
 - Continue Open and Honest Two-Way Dialogues on Regular Basis.
 - College President to Continue Regular Contact with Each Trustee.
 - College President to Continue Being Available for Calls and Questions.
- Professional Development:
 - How Can the Board Increase Its Participation in Professional Development?
 - Continue to Participate in Events/Activities Both Internally and Externally.
 - Continue to Share Individual Knowledge/Experiences Obtained Through Respective Professions.
 - Continue to Receive a Calendar of Opportunities and Encouragement to Attend/Participate.
- DBOT Goals/Focus for the Upcoming Year:
 - Student Persistence, Completion and Placement.
 - Ensuring Students Have Ease to Enroll/Register.
 - Increase Enrollment and Student Success.
 - Outreach in the High Schools.
 - Successful Capital Campaign.
 - Focus on Reducing Deferred Maintenance Across the Institution.

There was in-depth discussion by Trustees regarding fulfilling the College mission, strategic growth/direction of FSCJ, workforce training/trends, economic development, continuous quality measures/improvement for organization, student success, student needs, open dialogue/communication, Board vacancies, serving the community, professional development, campaign progress, advancing the name of the College and the annual Board retreat. There was a consensus among Trustees to obtain a representative from the Association of Governing Boards of Universities and Colleges (AGB) for professional development at the 2026 Board Retreat.

B. College President
Performance Evaluation:

Chief Human Resource Officer (CHRO) Mark Lacey provided Trustees with a summary of the College President Performance Evaluation for 2024-25. The summary included information pertaining to the following:

- Performance Evaluation Survey:
 - Seven Factor Categories:
 - Leadership.
 - Planning and Budgeting.
 - Board Relations.
 - External Relations.
 - Core Values.
 - Fundraising.
 - Goal Setting and Attainment.
 - Statements and Additional Comments for the President.
- Factor Category Ratings/Scoring.
- Review and Discussion of the Aggregated Results.
- Approval of Evaluation.
- Performance Incentive.
- Contract of Employment.
- Timeline of Next Steps.
- Preparation of August 2025 Board Agenda Items.

There was discussion by the Board regarding the evaluation process, aggregated results, core values, communication tools, quarterly marketing pitch to local media (i.e., enrollment and programming increase, positive highlights and recognitions), community presence/engagement/touchpoints, involvement with community boards, Board relations, enrollment goals and bachelor degree outcomes.

President Avendano expressed his appreciation to the Trustees for their remarks and feedback on the evaluation. He affirmed his ongoing commitment to personal and professional growth.

C. 2025-26 Goals &
Objectives for FSCJ
President John Avendano,
Ph.D.:

President Avendano and CHRO Lacey provided the Board with information relating to the 2025-26 Performance Goals & Objectives for FSCJ President John Avendano, Ph.D. The goals and objectives included the following:

- Increase Overall Funded FTE Enrollment.

- Increase Overall Student Retention and Persistence.
- Increase the Number of Students in Bachelor's Degree Programs.
- Increase High School Yield in Each County – Duval and Nassau.
- Launch 60th Anniversary with Expanded FSCJ Awareness through Events/Activities, Alumni Identification and Earned Media.
- Facility Enhancements.
- Secure additional Commitments, Pledges and Gifts for Comprehensive Campaign.
- Increase the Number of President Circle Members.

There was discussion by the Board regarding President Avendano's 2025-26 Performance Goals & Objectives for the coming year and in-depth discussion regarding his 2024-25 Performance Goals & Objectives relating to his performance incentive. The Trustees expressed strong satisfaction with President Avendano's performance and accomplishments over the past year.

Per the President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. Therefore, after in-depth discussion, there was consensus among the Trustees to propose at the August 2025 DBOT Regular Meeting motions relating to the goals and objectives for President Avendano's 2024-25 Performance Incentive. In addition, the 2025-26 goals and objectives for President Avendano shall be added to the College President's Contract of Employment under Amendment Seven – Exhibit Nine.

The Board will propose at the August 2025 DBOT Regular Meeting the following motions:

- The recommendation to approve the 2024-25 performance evaluation of the College President as required by law and the provisions of the employment contract between the Board and the President.
- The recommendation to approve a 100% discretionary performance incentive payment to the College President based on the 2024-25 performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President. Additionally, FTE enrollment increased by 9.8%, the recommendation is to approve a 9% performance incentive payment to the College President as provided for by the employment contract between the Board and the President.

- The recommendation to amend the length of the College President's employment contract, noting the contract is to be extended by one year. Therefore, the employment contract will be modified to read July 1, 2019 through June 30, 2028.
- The recommendation to amend the College President's employment contract concerning the parameters for the performance incentive of up to nine percent of base salary on increased FTE enrollment from the 2024-25 reporting year (Summer 2024, Fall 2024, Spring 2025) to the 2025-26 reporting year (Summer 2025, Fall 2025, Spring 2026). The nine percent performance incentive for increased FTE enrollment shall be paid according to the following parameters:
 - 5% percent FTE enrollment increase shall yield a 3% performance incentive.
 - 6% FTE enrollment increase shall yield a 6% performance incentive.
 - 7% or higher FTE enrollment increase shall yield a 9% percent performance incentive.

President Avendano expressed his sincere appreciation to the Trustees for their continued support and confidence in his leadership.

Chair Young thanked everyone for their active participation in today's workshop and for the thoughtful, in-depth discussion.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:44 p.m.

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

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

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the August 12, 2025, Workshop
Administrative Offices, Room 403A, Noon**

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Thomas R. McGehee, Jr.

ABSENT:

Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell

CALL TO ORDER:

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

**WELCOME/
INTRODUCTIONS:**

College President John Avendano, Ph.D. welcomed all those in attendance, and shared that today's agenda had one discussion topic. The topic will be an overview of the Board's Governance Structure, which includes the organization of the Board for Fiscal Year 2025-26.

**INFORMATION/
DISCUSSION:**

**A. District Board of Trustees
Governance Structure:**

President Avendano provided the Board with a brief overview of the Governance Structure for Fiscal Year 2025-26. The overview included information pertaining to the following:

- Upcoming Election Process.
- Officers' Term Cycle.
- Approval of the Board's Meeting Schedule.
- Appointment of the Liaison to the Florida State College at Jacksonville (FSCJ) Foundation Board of Directors (FBOD).
- Seating of the Finance & Audit Committee Members.

**1. Organization of the
Board – Fiscal Year
2025-26:**

President Avendano brought forward the discussion of the Organization of the Board for Fiscal Year 2025-26.

**a. Election of Board
Officers:**

Trustee Thomas McGehee, Jr. proposed a slate of officers to be considered at the August 2025 District Board of Trustees (DBOT) Regular Meeting. The proposed slate was as follows:

- Trustee Roderick Odom to serve as Chair;
- Trustee Dr. Andrew Shaw to continue to serve as Vice Chair for Duval County; and
- The officer position of Vice Chair for Nassau County to remain open.

There was consensus among Trustees to move forward with the proposed slate of officers for FY 2025-26.

b. Board's Meeting Schedule:

President Avendano provided Trustees with the proposed DBOT Meeting Schedule for Fiscal Year 2025-26, noting four meetings will be held at various FSCJ locations in order to familiarize Trustees with the different campuses and centers, while showcasing certain areas and programs.

There was consensus among Trustees to move forward with the proposed meeting schedule for FY 2025-26.

c. Liaison & Committee Appointments:

President Avendano informed the Board that Trustee Michael Bell has expressed his willingness to continue serving as the liaison to the FSCJ FBOD. Therefore, if there were no other volunteers, Trustee Bell will proceed to be appointed to this role.

There was consensus among Trustees to move forward with the appointment of Trustee Bell as the liaison to the FSCJ FBOD for FY 2025-26.

President Avendano informed the Board that Trustees Thomas McGehee, Jr., Roderick Odom and Wayne Young have expressed their willingness to continue to serve as members of the Finance & Audit (F&A) Committee. The Committee is comprised of three members. Therefore, if there were no other volunteers, the three Trustees will proceed to be appointed to the F&A Committee.

There was consensus among Trustees to move forward with the three Trustees to be appointed to the F&A Committee for FY 2025-26.

Chair Young expressed his appreciation for the Trustees' willingness to serve as officers, liaison and committee members.

Chair Young shared his thoughts on Board appointments, noting that vacancies are not unique to the education sector and are being experienced across various sectors.

President Avendano informed the Board that all five current Trustees have submitted their applications for gubernatorial reappointment. In addition, four members of the community, representing both counties and various sectors of the business community, have also submitted applications.

With additional time remaining in the workshop hour, President Avendano shared a variety of happenings at the College. The items were as follows:

- Previous Visit by Commissioner of Education Anastasios Kamoutsas, July 22.
- Upcoming Visit by Secretary of Commerce Alex Kelly, August 14.
- Cecil Center Programs/Facilities/Tours.
- Cecil Center Expansion.
- City Council Support.
- Job Growth Grants.
- Workforce Development.
- Lowe's Foundation Grant.
- Cecil Training Hub.
- South Campus Burn Building.
- Convocation 2025.

Chair Young asked if there were any questions or comments by the Board. There was discussion by the Board related to workforce development, public/private partnerships, competition among manufacturing businesses and intermodal services, due diligence of projects, contract language and program development.

President Avendano invited Vice President of Institutional Advancement and Executive Director of the FSCJ Foundation Scott Evans to provide the Board with a brief update on the FSCJ Foundation, including details about the Campaign. The overview included information pertaining to the following:

- Recruitment of New Members for FBOD.
- Updated Foundation Bylaws.
- FBOD Officers.
- Foundation Staffing.
- Quasi Endowment Fund Portfolio.
- Campaign Goals.
- Campaign Pledges.
- Campaign Potentials.

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

President Avendano thanked everyone for their involvement in today's workshop. He encouraged Trustees to reach out to him directly with any follow-up questions or concerns from today's discussion, or to contact him through Board Liaison Kimberli Sodek.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 12:36 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 August 12, 2025, Regular Meeting
Administrative Offices, Board Room 405, 1 p.m.

PRESENT:

O. Wayne Young, Chair
Roderick D. Odom, Vice Chair, Nassau County
Thomas R. McGehee, Jr.

ABSENT:

Andrew B. Shaw, Vice Chair, Duval County
Michael M. Bell

CALL TO ORDER:

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

PLEDGE:

Chair Young led the Pledge of Allegiance.

**COMMENTS BY THE
PUBLIC:**

Chair Young opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration.

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

MINUTES:

(Ref. Board Agenda for
August 12, 2025; Pages 6 –
35)

Chair Young noted in efficiency of time, he would like to entertain a motion to approve the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes as presented on pages 6 – 35: The May 20, 2025, Deep Dive Budget Workshop, on agenda pages 6 – 10; June 10, 2025, Workshop, on agenda pages 11 – 14; and June 10, 2025, Regular Meeting, on agenda pages 15 – 35.

MOTION: (McGehee – Odom) The motion was made to approve the FSCJ DBOT minutes as presented on pages 6 – 35, from the May 20, 2025, Deep Dive Budget Workshop; June 10, 2025, Workshop; and June 10, 2025, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE
PRESIDENT:

Convocation 2025/
60th Anniversary Kickoff:

College President John Avendano, Ph.D. shared with the Board information relating to FSCJ's Convocation 2025 and 60th Anniversary Kickoff:

- The College is looking forward to Convocation 2025, which will be held on Thursday, August 21 at the South Campus Gymnasium. The theme is "Transforming Tomorrow."
- Breakfast will be in the cafeteria at 8:30 a.m.
- The program will begin at 9:45 a.m. in the gymnasium.
- This year's event will also kick off FSCJ's 60th anniversary celebration.
- There will be different events and activities across all College locations to highlight the institution's 60 years of service to students and the community. The College will share details as the events/activities are confirmed. Additionally, FSCJ is working towards holding a gala to culminate the celebration in October 2026.

CSX Groundbreaking
Ceremony:

President Avendano shared with the Board information relating to the CSX Groundbreaking Ceremony:

- Last week the College participated in a groundbreaking ceremony with CSX to announce the construction of a state-of-the-art hazardous materials training facility at FSCJ's Fire Academy of the South.
- CSX CEO Joseph Hinrichs and his team were in attendance in full force.
- The Center will train first responders, emergency managers and industry professionals to handle rail-related hazmat incidents through live exercises and classroom instruction.
- Students will gain hands-on experience with containment, response and coordination using high- and low-pressure tank cars, highway cargo tank trucks, simulators, a locomotive and augmented reality scenario planning.
- Construction is expected to begin later this summer and training programs should begin this spring.
- He thanked Chair Young for attending the event and Associate Vice President of Workforce/Entrepreneurship Dr. Cedric Gibson and Director of Fire Academy of the South Jason Carpenter for their leadership.

- Junior Achievement: President Avendano shared with the Board information relating to Junior Achievement (JA):
- He thanked those who joined FSCJ on the visit to the JA BizTown - Learning Center in Tampa Bay on May 13.
 - The College is excited to begin partnering with JA on this facility, which will serve as a hands-on career and financial education hub, giving students immersive opportunities to apply concepts in real-time simulations that reflect real-world economic and workforce scenarios.
 - Conversations with JA have been very positive, noting the project will position the College for branding and recruitment into the future.
- Campus Bookstores: President Avendano shared with the Board information relating to the campus bookstores:
- As an update on the College's shift in bookstore services from Follett to BibliU, the campus bookstores closed on July 11 and reopened under BibliU's management on July 28.
 - FSCJ moved from five brick-and-mortar bookstores to three, with the closure of the stores at Deerwood Center and Kent Campus. Moving forward, students from these locations can pick up their materials at South Campus. The College will also have pop up locations at Nassau, Kent and Deerwood as the College gets closer to the start of the Fall Term.
 - The College looks forward to the enhanced services BibliU will provide FSCJ students, who are starting this Fall Term and moving forward.
- Commissioner of Education Visit: President Avendano shared with the Board information relating to the Commissioner of Education's visit at FSCJ:
- On July 22, FSCJ welcomed Commissioner of Education Anastasios Kamoutsas to the College's Cecil Center for a tour of FSCJ's Commercial Vehicle Driving facility and Aviation Maintenance hangar.
 - Commissioner Kamoutsas even sat with some of FSCJ's instructors to experience the Air Traffic Control and Pilot program flight simulators.
 - The College was grateful for the opportunity to show Commissioner Kamoutsas FSCJ's facilities and to share more about the institution's exciting plans to expand workforce education in the service area for the future.

Secretary of Commerce Visit: President Avendano shared with the Board information relating to the Secretary of Commerce's upcoming visit at FSCJ:

- On August 14, FSCJ will welcome Secretary of Commerce Alex Kelly to the College's Cecil Center for a tour of FSCJ's Commercial Vehicle Driving facility and Aviation Maintenance hangar.

Cecil Center/City Support: President Avendano shared with the Board information relating to FSCJ's Cecil Center and City support:

- The College has been honored lately to receive great support from local and state elected officials:
 - FSCJ Burn Building Support – State and City funding.
 - FSCJ Cecil Center Expansion – CBA funding.
- The expansion plans include the establishment of a multi-industry training hub aligned with targeted sectors for regional economic development, thanks to funding support from the City of Jacksonville and a grant FSCJ received from the Lowe's Foundation.
- Four high-need sectors are currently included in the plan:
 - Aviation.
 - Advanced Manufacturing.
 - Transportation & Logistics through our Commercial Vehicle Driving Program.
 - Trades & Vocational Skills.
- FSCJ looks forward to seeing how this develops.

Lowe's Foundation Grant: President Avendano shared with the Board information relating to the Lowe's Foundation Grant:

- FSCJ was honored to be a recipient of a two-year Gable Grant from the Lowe's Foundation to help solve America's critical skilled trades worker shortage.
- The \$390,000 grant award will help FSCJ strengthen communities and improve access for aspiring electricians, construction professionals and HVAC technicians through training at community sites.
- The grant will also support the recruitment of skilled instructors and fund educational materials, spaces and equipment, addressing workforce needs for large construction projects throughout the service area.

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

- The 2025 Heart Walk is scheduled for Saturday, October 4, and FSCJ will once again be participating as a team.
- He invited Trustees to join the College in their fundraising efforts and to walk with FSCJ on the day of the event.
- More details are forthcoming.

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

- Summer Term College Credit Enrollment:
 - Positive variance of 7.2% credit hours for summer 2025 over summer 2024.
 - Positive variance of 4.7% compared to the same day in the enrollment cycle for Summer Term 2025 relating to clock hour enrollment.
- Fall Term College Credit Enrollment:
 - Positive variance of 5.3% credit hours for fall 2025 over fall 2024.
 - Compared Fall Term 2025 clock hour enrollment to the same day in the enrollment cycle last year, enrollment was down 6.6%.
- Spotlight on Two Programs that Align with Technology Services:
 - Computer Information Technology (A.S.); and
 - IT Security (A.S.).
 - Additional spotlights feature annual unduplicated headcount and funded FTE, and fall-to-spring persistence.
- Finance Report shows actual revenues and expenditures compared to budget for the period ending May 31, 2025 over May 31, 2024:
 - Unrestricted fund revenues were up approximately \$2.9 million compared to prior year, primarily due to an increase in student fee revenues.
 - Expenditures were up approximately \$7.6 million, due to an increase in personnel expenses.
 - The restricted fund revenues and expenditures reflect both student and grant activities:
 - Revenues from restricted fund revenues decreased by \$2.3 million in year-over-year comparison.

- Expenditures decreased by about \$4.2 million, primarily in current expenses and capital outlay. Year-to-year differences are attributed to varying grant types and cycles.
- Grants Report:
 - For the 2025-26 award year, between July 1 and July 21, FSCJ received \$587,000 in grants. This includes the Lowe's Foundation award to grow skilled trades as mentioned previously.
 - The grant writing team has successfully completed and submitted 11 additional projects from May 1 to July 21. Many of these are nearing award notification.
 - The total received for the 2024-25 fiscal year was \$16.4 million.

Board Chair Appreciation/
Thank You:

President Avendano shared his appreciation to Wayne Young for his service as Board Chair for the past two years, Fiscal Year 2023-24 and 2024-25.

STRATEGIC
PROGRAMMATIC
DISCUSSION:

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

CONSENT AGENDA:
(Ref. Board Agenda for
August 12, 2025; Items 1
through 2, Pages 36 – 37)

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

ACTION ITEMS:
(Ref. Board Agenda for
August 12, 2025; Items 1
through 16.A., Pages 38 – 62)

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Human Resources: Salary Increase, on agenda pages 39 – 40.

MOTION: (McGehee – Odom) The motion was made to approve the Salary Increase, as recommended.

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

Motion carried unanimously.

Chair Young stated as chair, he would like to present the next three Action Items relating to President John Avendano's employment contract.

There being no objections, Chair Young proceeded.

Chair Young presented the administration's recommendation on Action Item 3, Administration: Performance Evaluation – Dr. John Avendano, College President, on agenda page 40.

MOTION: (McGehee – Odom) The motion was made to approve the Performance Evaluation – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Young presented the administration's recommendation on Action Item 4, Administration: Performance Incentive – Dr. John Avendano, College President, on agenda page 41.

MOTION: (McGehee – Odom) The motion was made to approve the Performance Incentive – Dr. John Avendano, College President, as recommended.

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

Motion carried unanimously.

Chair Young presented the administration's recommendation on Action Item 5, Office of General Counsel: College President's Contract of Employment; Amendment Seven, on agenda pages 42 – 45.

MOTION: (McGehee – Odom) The motion was made to approve the College President's Contract of Employment; Amendment Seven, as recommended.

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

Motion carried unanimously.

President Avendano expressed his sincere appreciation for the Board's continued support.

President Avendano presented the administration's recommendation on Action Item 6, Purchasing: HVAC Delivery Order/Job Order Contracting Services, on agenda page 46.

Prior to the motion, Trustee Thomas McGehee, Jr. declared a conflict of interest on Action Item A-6, and recused himself from voting on the item. He stated that he has family members who are associated with the service provider, W.W. Gay Mechanical Contractor, Inc. (Appendix A)

MOTION: (Odom – Young) The motion was made to approve the HVAC Delivery Order/Job Order Contracting Services, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2025-26 Operating Budget Amendment No. 1, on agenda pages 47 – 48.

MOTION: (McGehee – Odom) The motion was made to approve the Fiscal Year 2025-26 Operating Budget Amendment No. 1, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Academic Affairs: Activation of Building Construction Specialist Technical Certificate Program, on agenda page 49.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Building Construction Specialist Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Academic Affairs: Activation of Child Care Center Management Specialization Technical Certificate Program, on agenda page 50.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Child Care Center Management Specialization Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 10, Academic Affairs: Activation of Digital Media Foundations Technical Certificate Program, on agenda page 51.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Digital Media Foundations Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 11, Academic Affairs: Activation of Early Childhood Education Associate in Science Program, on agenda page 52.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Digital Media Foundations Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 12, Academic Affairs: Activation of Information Technology Foundations Technical Certificate Program, on agenda page 53.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Information Technology Foundations Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 13, Academic Affairs: Activation of Office Administration Foundations Technical Certificate Program, on agenda page 54.

MOTION: (McGehee – Odom) The motion was made to approve the Activation of Office Administration Foundations Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 14, Academic Affairs: Inactivation of Advanced Network Virtualization Technical Certificate Program, on agenda page 55.

MOTION: (McGehee – Odom) The motion was made to approve the Inactivation of Advanced Network Virtualization Technical Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 15, Academic Affairs: Inactivation of Early Childhood Management Associate in Science Program, on agenda page 56.

MOTION: (McGehee – Odom) The motion was made to approve the Inactivation of Early Childhood Management Associate in Science Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 16, Academic Affairs: Inactivation of Courses Not Taught Within Five Years, on agenda page 57.

MOTION: (McGehee – Odom) The motion was made to approve the Inactivation of Courses Not Taught Within Five Years, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 16.A., Academic Affairs: The Annual Institutional Review of General Education Courses, on agenda pages 59 – 62. (Appendix B)

MOTION: (McGehee – Odom) The motion was made to approve the Inactivation of Courses Not Taught Within Five Years, as recommended.

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

Motion carried unanimously.

Prior to presenting the Information Items, Chair Young shared he was very impressed with the work completed by faculty and staff in their periodic review of FSCJ's courses and certificates, noting the review allows the College to stay current with the community demand as well as support economic development.

INFORMATION ITEMS:
(Ref. Board Agenda for
August 12, 2025; Items
A – D, Pages 63 – 70)

Chair Young asked the Board if there were any questions or comments related to Information Items A – D, on agenda pages 63 – 70, and there were none.

REPORT OF THE BOARD
CHAIR:

Chair Young noted that this was his final report as Board Chair, while confirming that he will continue to serve on the Board after his term as chair concludes. He expressed his sincere gratitude for the opportunity to serve as Chair of the FSCJ DBOT over the past two years, stating it was an honor to do so. Before joining the FSCJ DBOT in February 2018, he served on the FSCJ Foundation Board of Directors. He shared that the dedication and hard work of FSCJ’s faculty and staff reflect the caliber of students the institution produces. These students receive the education and preparation they need to enter the workforce and become respected leaders within the Northeast Florida community.

Chair Young reported on FSCJ events/activities relating to the following:

- Convocation 2025.
- 60th Anniversary.
- Visit by Commission of Education Anastasios Kamoutsas.
- Upcoming Visit by Secretary of Commerce Alex Kelly.

Chair Young thanked everyone for their contributions to the College’s continued success.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

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

On behalf of FSCJ Foundation Board Liaison Michael Bell, Vice President of Instructional Advancement and Executive Director of the FSCJ Foundation Scott Evans provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors quarter-to-quarter Board meetings along with other committee meetings and activities. (Appendix C)

ORGANIZATION OF THE
BOARD:

Chair Young turned the meeting over to President Avendano to conduct the Board’s annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2025-26.

A. Election of Officers
for Fiscal Year 2025-
26:

President Avendano stated before the Board was the election of three Board officers – the positions of Chair, Vice Chair for Duval County and Vice Chair for Nassau County. He opened the floor for nominations of officers.

Trustee Thomas R. McGehee, Jr. nominated the following slate of officers:

Trustee Roderick D. Odom for the officer position of Board Chair.

Trustee Dr. Andrew B. Shaw to continue as the officer position of Vice Chair for Duval County.

The officer position of Vice Chair for Nassau County to remain open.

MOTION: (McGehee – Young) To close the nominations and approve the proposed slate of officers, as recommended.

President Avendano asked if there was any additional discussion on the motion, and there was none.

Motion carried unanimously.

B. Approval of Meeting
Schedule for Fiscal
Year 2025-26:

President Avendano stated before the Board was the establishment of the District Board of Trustees' meeting schedule for Fiscal Year 2025-26, on pages 71 – 72.

MOTION: (McGehee – Young) To accept the proposed FSCJ DBOT meeting schedule for Fiscal Year 2025-26, as recommended.

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

Motion carried unanimously.

C. Liaison &
Committee
Appointments for
Fiscal Year 2025-26:

President Avendano stated before the Board was the selection of the 2025-26 Liaison and Committee Appointments, noting the appointments would be the first two official actions of the Board Chair within Fiscal Year 2025-26.

The actions of the Board Chair would be to appoint a Trustee to serve as the Liaison to the FSCJ Foundation Board of Directors (FBOD) and to appoint three Trustees to be members of the Finance & Audit Committee.

President Avendano then turned the meeting over to Chair Roderick Odom to move forward with the appointments.

1. Appointment of
Liaison –
FSCJ Foundation
Board of Directors:

Chair Odom appointed Trustee Michael M. Bell to continue to represent the Board as Liaison to the FSCJ Foundation Board of Directors for Fiscal Year 2025-26.

2. Appointment of
Committee
Members –
Finance & Audit
Committee:

Chair Odom appointed Trustees Thomas R. McGehee, Jr. and O. Wayne Young to continue to serve as members of the Finance & Audit Committee, and himself to continue as the third member of the Committee for Fiscal Year 2025-26.

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

This concludes the Organization of the Board for Fiscal Year 2025-26.

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 D)

REPORT OF THE CAREER
EMPLOYEES' COUNCIL
(CEC):

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

REPORT OF THE FACULTY
SENATE (Senate):

There was no report provided by the Faculty Senate for the month of August 2025. (Appendix F)

REPORT OF THE STUDENT
GOVERNMENT
ASSOCIATION (SGA):

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

NEXT MEETING:

Chair Odom announced the next regular meeting of the Board is scheduled for Tuesday, September 9, 2025, at the College's Administrative Offices, 1 p.m.

ADJOURNMENT:

There being no further business, Chair Odom declared the meeting adjourned at 1:40 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

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME McGehee, Jr. Thomas R.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees	
MAILING ADDRESS 501 West State Street, Suite 408		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED August 12, 2025		NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Thomas R. McGehee, Jr., hereby disclose that on August 12, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☒ inured to the special gain or loss of my relative, who are associated with W.W. Gay Mechanical Contractors, Inc.;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Action Agenda Item A-6
Purchasing: HVAC Delivery Order/Job Order Contracting Services
Page 46

I have family members who are associated with the service provider, W.W. Gay Mechanical Contractors, Inc.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

August 12, 2025

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Subject: FSCJ DBOT Regular Meeting
 August 12, 2025, Board Agenda
 (Continued)

10. Academic Affairs: Activation of Digital Media Foundations Technical Certificate Program (p. 51)
11. Academic Affairs: Activation of Early Childhood Education Associate in Science Program (p. 52)
12. Academic Affairs: Activation of Information Technology Foundations Technical Certificate Program (p. 53)
13. Academic Affairs: Activation of Office Administration Foundations Technical Certificate Program (p. 54)
14. Academic Affairs: Inactivation of Advanced Network Virtualization Technical Certificate Program (p. 55)
15. Academic Affairs: Inactivation of Early Childhood Management Associate in Science Program (p. 56)
16. Academic Affairs: Inactivation of Courses Not Taught Within Five Years (p. 57-58)
- 16.A. Academic Affairs: The Annual Institutional Review of General Education Courses (p. 59-62)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 63-64)
- B. Purchasing: Purchase Order Over \$195,000 (p. 65-66)
- C. Facilities: Change Orders – South Campus – ARP Act – Restroom Renovation, Building T, 1st Floor (p. 67-68)
- D. Facilities: Change Orders – South Campus – Parking Lot Lighting Retrofit Project (p. 69-70)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

REPORT OF THE BOARD LIAISON, FSCJ FOUNDATION BOARD OF DIRECTORS

ORGANIZATION OF THE BOARD

A. ELECTION OF OFFICERS

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

B. APPROVAL OF MEETING SCHEDULE FOR FY 2025-26 (p. 71-72)

C. LIAISON & COMMITTEE APPOINTMENTS FOR FY 2025-26

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

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

AGENDA ITEM NO. A – 16.A.

Subject:	Academic Affairs: The Annual Institutional Review of General Education Courses
Meeting Date:	August 12, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the College's list of general education courses. During the Summer 2025 term, a review of the College's 88 general education courses, including both the state core and non-core (institutional) courses, was facilitated by the Office of Curriculum Services for compliance with the principles, standards, and content in sections 1007.25 and 1007.55, Florida Statutes. Additionally, a review of the general education core courses was conducted by faculty subject matter experts in the School of Liberal Arts and Sciences.

Enclosed is Florida State College at Jacksonville's General Education Course List, prepared on an FLDOE-provided template.

BACKGROUND: Senate Bill 266 (lines 63-95) establishes the principles and standards for general education courses. The bill modified section 1007.25(3)(c), Florida Statutes, stating that general education core courses "may not distort significant historical events or include a curriculum that teaches identity politics, violates section 1000.05, or is based on theories that systemic racism, sexism, oppression, and privilege are inherent in the institutions of the United States and were created to maintain social, political, and economic inequities."

Senate Bill 266 also created section 1007.55(2), Florida Statutes, specifying that the presidents and boards of trustees of Florida's public colleges and universities must annually review and approve the general education course requirements at their respective institutions.

Accordingly, the College's general education state core and non-core courses were reviewed by the Office of Curriculum Services for statutory compliance. General education core courses were then reviewed by faculty subject matter experts in the School of Liberal Arts and Sciences for alignment with the statewide course descriptions and course learning outcomes. As a result of the review, changes to the general education core courses will be applied to the course master outlines, PeopleSoft Course Catalog, College Catalog, and Statewide Course Numbering System (SCNS), effective in the Fall 2026 term following state approval.

RATIONALE: Emphasizing foundational knowledge in the liberal arts and sciences, general education is intended to foster critical thinking and lifelong learning among students. The annual review of the College's general education course inventory seeks to ensure statutory compliance while facilitating the seamless transfer and articulation of students' credits throughout the Florida College System and State University System.

FISCAL NOTES: No fiscal impact is anticipated.

**Statewide Course Numbering System
General Education Course Report**

Prefix	Level	Course Number	Lab	Course Title	Credit	General Ed Core Discipline Area	General Ed Discipline Area	Course Review Status	General Education Updates	Total # Institutions Offering Course
AMH	2	010		UNITED STATES HISTORY TO 1877	3.0	Social Sciences	Social Sciences	No Updates		36
AMH	2	070		HISTORY OF FLORIDA	3.0	Social Sciences	Social Sciences	No Updates		2
AMH	2	020		UNITED STATES HISTORY FROM 1877 TO THE PRESENT	3.0	Social Sciences	Social Sciences	Updated	Course Title	37
AML	2	010		EARLY AMERICAN LITERATURE: COLONIAL TIMES TO THE CIVIL WAR	3.0		Humanities	No Updates		20
AML	2	020		LATE AMERICAN LITERATURE: THE CIVIL WAR TO THE PRESENT	3.0		Humanities	No Updates		17
ANT	2	000		GENERAL ANTHROPOLOGY	3.0	Social Sciences	Social Sciences	No Updates		28
ARH	2	000		ART IN THE HUMANITIES	3.0	Humanities	Humanities	No Updates		20
ARH	2	051		ART HISTORY FROM 15TH TO 21ST CENTURY	3.0		Humanities	No Updates		26
ARH	2	050		ART HISTORY FROM PREHISTORY TO 15TH CENTURY	3.0		Humanities	Updated	Course Title	28
AST	1	002		INTRODUCTION TO ASTRONOMY	3.0	Natural Science	Natural Science	No Updates		31
AST	1	002	L	ASTRONOMY LABORATORY	1.0		Natural Science	No Updates		3
BOT	1	010	C	INTRODUCTION TO BOTANY	4.0		Natural Science	No Updates		5
BSC	1	005		LIFE IN ITS BIOLOGICAL ENVIRONMENT	3.0	Natural Science	Natural Science	No Updates		30
BSC	1	005	L	BIOLOGY LABORATORY	1.0		Natural Science	No Updates		10
BSC	2	020	C	HUMAN BIOLOGY	4.0		Natural Science	No Updates		2
BSC	2	050		BIOLOGY OF ENVIRONMENTAL SYSTEMS	3.0		Natural Science	No Updates		1
BSC	2	085	C	HUMAN ANATOMY AND PHYSIOLOGY I	4.0	Natural Science	Natural Science	No Updates		5
BSC	2	086	C	HUMAN ANATOMY AND PHYSIOLOGY II	4.0		Natural Science	No Updates		5
BSC	2	010	C	PRINCIPLES OF BIOLOGY I	4.0	Natural Science	Natural Science	Updated	Learning Outcomes	5
BSC	2	011	C	PRINCIPLES OF BIOLOGY II	4.0		Natural Science	Updated	Learning Outcomes	3
CHM	1	020		CHEMISTRY FOR LIBERAL ARTS	3.0	Natural Science	Natural Science	No Updates		26
CHM	1	025	C	INTRODUCTION TO GENERAL CHEMISTRY	4.0		Natural Science	No Updates		6
CHM	1	032	C	PRINCIPLES OF GENERAL CHEMISTRY	4.0		Natural Science	No Updates		3
CHM	2	045	C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I	4.0	Natural Science	Natural Science	No Updates		4
CHM	2	046	C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II	4.0		Natural Science	No Updates		3
DAN	2	100		DANCE IN THE HUMANITIES	3.0		Humanities	No Updates		10
DEP	2	004		HUMAN GROWTH AND DEVELOPMENT	3.0		Social Sciences	Updated	Course Title	20
ECO	2	013		ECONOMICS I - PRINCIPLES OF MACROECONOMICS	3.0	Social Sciences	Social Sciences	No Updates		39
ENC	1	101		ENGLISH COMPOSITION I	3.0	Communications	Communications	No Updates		40
ENC	1	101	C	ENGLISH COMPOSITION I ENHANCED	4.0	Communications	Communications	No Updates		2
ENC	1	102		WRITING ABOUT TEXTS	3.0		Communications	No Updates		36
ENG	2	100		FILM STUDIES	3.0		Humanities	No Updates		3
ENL	2	012		ENGLISH LITERATURE TO 1750	3.0		Humanities	No Updates		20
ENL	2	022		ENGLISH LITERATURE SINCE 1750	3.0		Humanities	No Updates		21

**Statewide Course Numbering System
General Education Course Report**

ESC	1	000		EARTH AND SPACE SCIENCE		3.0	Natural Science	Natural Science	No Updates		21
ESC	1	000	L	EARTH AND SPACE SCIENCE LABORATORY		1.0		Natural Science	No Updates		4
EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE		3.0	Natural Science	Natural Science	No Updates		24
GLY	1	010	C	PHYSICAL GEOLOGY AND LABORATORY		4.0		Natural Science	No Updates		2
HUM	2	020		TOPICS IN THE HUMANITIES		3.0	Humanities	Humanities	No Updates		20
HUM	2	210		HUMANITIES: PREHISTORY TO THE 15TH CENTURY		3.0		Humanities	No Updates		16
HUM	2	230		HUMANITIES: MAINSTREAMS OF CULTURES, 14TH TO 19TH CENTURY		3.0		Humanities	No Updates		18
HUM	2	250		HUMANITIES: 20TH AND 21ST CENTURY CULTURAL PERSPECTIVES		3.0		Humanities	No Updates		11
INR	2	002		INTERNATIONAL RELATIONS		3.0		Social Sciences	No Updates		21
ISC	1	075		PRINCIPLES OF SCIENCE AND INVESTIGATION		3.0		Natural Science	No Updates		1
LAH	2	020		HISTORY OF LATIN AMERICA		3.0		Social Sciences	No Updates		6
LIT	2	000		LITERATURE IN THE HUMANITIES		3.0	Humanities	Humanities	No Updates		25
LIT	2	100		GREAT IDEAS IN WORLD LITERATURE		3.0		Humanities	No Updates		3
MAC	1	105		COLLEGE ALGEBRA		3.0	Math	Math	No Updates		38
MAC	1	105	C	COLLEGE ALGEBRA ENHANCED		5.0	Math	Math	No Updates		6
MAC	1	114		COLLEGE TRIGONOMETRY		3.0		Math	No Updates		34
MAC	1	140		PRECALCULUS ALGEBRA		4.0		Math	No Updates		30
MAC	1	147		PRECALCULUS ALGEBRA AND TRIGONOMETRY		5.0		Math	No Updates		28
MAC	2	233		CALCULUS FOR BUSINESS AND SOCIAL SCIENCES		3.0		Math	No Updates		35
MAC	2	311		CALCULUS WITH ANALYTIC GEOMETRY I		4.0	Math	Math	No Updates		38
MAC	2	312		CALCULUS WITH ANALYTIC GEOMETRY II		4.0		Math	No Updates		35
MAC	2	313		CALCULUS WITH ANALYTIC GEOMETRY III		4.0		Math	No Updates		28
MAP	2	302		DIFFERENTIAL EQUATIONS		3.0		Math	No Updates		24
MCB	2	010	C	MICROBIOLOGY		4.0		Natural Science	No Updates		9
MGF	1	130		MATHEMATICAL THINKING		3.0	Math	Math	No Updates		35
MGF	1	131		MATHEMATICS IN CONTEXT		3.0		Math	No Updates		29
MGF	1	106		TOPICS IN COLLEGE MATHEMATICS		3.0		Math	Removed from General Education		9
MGF	1	107		EXPLORATIONS IN MATHEMATICS		3.0		Math	Removed from General Education		8
MUL	2	010		MUSIC IN THE HUMANITIES		3.0	Humanities	Humanities	No Updates		21
OCB	2	000	C	FUNDAMENTALS OF MARINE BIOLOGY		4.0		Natural Science	No Updates		2
OCE	2	001		SURVEY OF OCEANOGRAPHY		3.0	Natural Science	Natural Science	No Updates		6
OCE	2	001	L	OCEANOGRAPHY LABORATORY		1.0		Natural Science	No Updates		2
PHI	2	010		PHILOSOPHY IN THE HUMANITIES		3.0	Humanities	Humanities	No Updates		32
PHI	2	600		INTRODUCTION TO ETHICS		3.0		Humanities	No Updates		19
PHY	1	020	C	PHYSICS FOR LIBERAL ARTS WITH LABORATORY		3.0	Natural Science	Natural Science	No Updates		7
PHY	2	048	C	PHYSICS I WITH CALCULUS		4.0	Natural Science	Natural Science	No Updates		14
PHY	2	049	C	PHYSICS II WITH CALCULUS		4.0		Natural Science	No Updates		13

**Statewide Course Numbering System
General Education Course Report**

PHY	2	053	C	GENERAL PHYSICS I		4.0	Natural Science	Natural Science	No Updates		8
PHY	2	054	C	GENERAL PHYSICS II		4.0		Natural Science	No Updates		8
POS	2	041		AMERICAN FEDERAL GOVERNMENT		3.0	Social Sciences	Social Sciences	No Updates		30
POS	2	112		STATE AND LOCAL GOVERNMENT		3.0		Social Sciences	No Updates		13
PSC	1	341		PHYSICAL SCIENCE		3.0		Natural Science	No Updates		4
PSY	1	012		GENERAL PSYCHOLOGY		3.0	Social Sciences	Social Sciences	No Updates		6
REL	2	300		WORLD RELIGIONS		3.0		Humanities	No Updates		24
REL	2	000		RELIGION IN THE HUMANITIES		3.0		Humanities	Updated	Course Title	6
SPC	2	608		FUNDAMENTALS OF PUBLIC SPEAKING		3.0		Communications	No Updates		16
SPC	2	017		INTRODUCTION TO SPEECH COMMUNICATIONS		3.0		Communications	Updated	Course Title	1
SPC	2	065		SPEECH COMMUNICATION FOR BUSINESS AND THE PROFESSIONS		3.0		Communications	Updated	Course Title	1
STA	2	023		ELEMENTARY STATISTICS		3.0	Math	Math	No Updates		40
SYG	2	000		INTRODUCTORY SOCIOLOGY		3.0		Social Sciences	No Updates		24
THE	2	000		THEATRE IN THE HUMANITIES		3.0	Humanities	Humanities	No Updates		23
WOH	1	012		WORLD HISTORY TO 1500		3.0		Social Sciences	No Updates		8
WOH	1	022		WORLD HISTORY SINCE 1500		3.0		Social Sciences	No Updates		9
ZOO	1	010	C	GENERAL ZOOLOGY		4.0		Natural Science	No Updates		4



REPORT OF THE BOARD LIAISON, TRUSTEE MIKE BELL
AUGUST 12, 2025

1. FBOD 2nd Quarter Board Meeting – June 25, 2025:

- The Foundation Board held its 2nd Quarter Board Meeting on Wednesday, June 25th in the College's AO Boardroom.
- The agenda included the following respective reports:
 - Foundation Chair Report, Brent Lister.
 - Finance, Audit and Compliance Committee and Investment Advisory Committee Report, Jeff Mall.
 - Governance Committee Report, Michael Corrigan.
 - Committee on Directors Report, Jeff Edwards.
 - Campaign Cabinet Report, Carl Cannon.
 - Alumni Relations Committee Report, Dr. Maggie Cabral-Maly.
 - Executive Director Report, Scott Evans.

2. Action Items:

- The Board approved significant revisions to the Foundation's Bylaws, which included expanding the permissible number of Board members to between 20 and 36, allowing newly elected members to begin their terms the month following approval, and clarifying procedures related to committee structures, emergency meetings and virtual participation.
- In conjunction with the Bylaws revisions, a policy review schedule was introduced to ensure the ongoing evaluation of the Foundation's governing documents.
- The Board unanimously approved the nominations of four new members – Dr. Jane Cooper (retired physician, Mayo Clinic), Ken Hecht (Vice President Talent and Operations Development, SoundTube Entertainment), Jennifer Leonard (Vice President, Crowley), and Christopher Walker (Partner-in-Charge, Lippes Mathias LLP) – who had been vetted by the Committee on Directors and endorsed by the Executive Committee.

3. Foundation Chair Report:

Brent Lister thanked members for their commitment and generosity, emphasizing the annual giving expectation of \$1,500 per member. To date, 13 of the 21 members have met this requirement for 2025. Combined giving by current and Emeriti members since October 1, 2024, exceeds \$100,000.

4. Finance, Audit and Compliance Committee and Investment Advisory Committee Report:

Jeff Mall noted that the Foundation has finalized the transition to the OCIO (Outsourced Chief Investment Officer) model, with CommonFund now managing the investment portfolio. He also referenced improvements coming to financial reporting and budgeting formats.

5. Governance Committee Report:

Michael Corrigan presented revised Bylaws that were unanimously approved. Key changes include expanding the number of permissible Board members (20–36), clarifying committee structures, allowing newly elected members to begin terms the month after appointment, and formalizing emergency and virtual meeting protocols. A policy review schedule was also introduced.

6. Committee on Directors Report:

Jeff Edwards introduced and received unanimous approval for four new Board nominees: Dr. Jane Cooper, Ken Hecht, Jennifer Leonard and Christopher Walker. He reminded members to coordinate nominations through the Foundation office and avoid independent outreach.

7. Campaign Cabinet Report:

Carl Cannon had nothing to add to the Campaign update provided in a special session before the meeting.

8. Alumni Relations Committee Report:

Dr. Maggie Cabral-Maly reported on the April 7th committee meeting and highlighted recent successes, including the engagement of retirees, collaboration with Human Resources to secure retiree contact data and the onboarding of Dr. Carolyn Strickland to support the development of a three-year alumni engagement plan.

9. Executive Director Report:

Scott Evans summarized major accomplishments since January, including:

- Four new board members were added.
- Approval of eight new policies and revised Bylaws.
- Transition from FASB to GASB reporting.
- Appointment of CommonFund as OCIO.
- Progress on the searches for two Associate Vice Presidents.
- New three-year alumni relations plan has been initiated.

Looking ahead, Mr. Evans previewed enhancements to Board onboarding and evaluation, better endowment distribution and cash flow tracking, a new Board portal system (BoardEffect), potential updates to the Foundation's mission and vision statements and new evaluations for individual members and the Board. He also recognized Foundation staff, including Dr. Milt Russos, for receiving the key to the City from the Mayor of the City of Jacksonville and the Cultural Council.

10. Upcoming Board Meeting:

The next Foundation Board meeting is Wednesday, September 3, 2025, at 11:30 a.m.

This concludes my report.



Date: August 12, 2025

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August 2025 Administrative and Professional Collaborative Report

Chair Young and Trustees:

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

On June 18, 2025, the APC Council held a general meeting at the Advanced Technology Center, ATC 140-141, to close out the 2024-2025 academic year. All APC members across the College were invited as part of the APC Council's ongoing commitment of transparency and inclusion for all APC members. Outgoing Chair Terrance Wright conducted the meeting. Chair Wright asked a member from each APC Task Force to report any new information as well as to provide a brief description of the goals and purpose of the task force group. Chair Wright then moved on to unfinished business by awarding certificates to Campus/Center representatives who were rolling off of their terms and to conduct a formal installation of the newly elected APC Officers for the 2025-2026 academic year. All officers and representatives were formally installed to serve on APC as part of the meeting agenda.

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 Taylor Mejia Maggie Dartiguenave
Downtown Campus/ATC:	Nick Bodnar Kelly Herndon

Administrative and Professional Collaborative Report

August 12, 2025

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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 with closing remarks from incoming Chair Archer.

There was no meeting in July 2025.

Respectfully,



Ashli Archer

Department Chair of Humanities

Administrative and Professional Collaborative Chair, 2025-2026



Date: August 12, 2025

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August 2025 Career Employees' Council Report

Chair Young and Trustees:

The Career Employees' Council (CEC) continues to serve as a representative voice for all Career employees at the College.

The Council will resume its monthly meetings for the 2025–26 academic year starting in late August. These meetings will include sessions for Executive Board members and representatives, as well as open meetings where all Career employees are welcome to attend and participate. The CEC remains committed to increasing engagement from Career employees by 10–15% over the coming year.

It is with utmost respect that the Council extends its sincere congratulations to graduates of the *Leading From Where You Are* program at FSCJ, which commenced on June 25, 2025. It is especially noteworthy that 75% (9 out of 12 participants) of the most recent cohort are classified as Career employees whose enduring commitment and service continues to enhance the College's operations and culture (see Exhibit A). These esteemed individuals contribute meaningfully across a range of areas – from improving student support services and streamlining administrative processes to fostering inclusive workplace environments and mentoring new staff. Their dedication to leadership development exemplifies the values of the College and plays a vital role in advancing the institution's mission.

At the College's request to ensure both accuracy and relevance, a draft of the updated Career Employees' Council APM was submitted for review on July 14, 2025. The proposed revisions include an updated mission statement, refined governance group commitments, and clarified provisions regarding release time for Executive Board members and representatives. The Council respectfully awaits feedback from the APM and Board Rule Review Committee and remains available to address any questions or concerns related to the proposed changes.

On July 23, 2025, the CEC submitted a request to all employees asking for nominations of a Career employee who exemplifies dedication, excellence, and a positive impact in their role to be featured in an upcoming issue of the *Manta Messenger* (see Exhibit B). As noted in the message, the Career employee spotlight is a wonderful opportunity to recognize and share the inspiring work of our colleagues within the broader community. As of my report, I am happy to share that we have received ten (10) nominations ahead of the August 15, 2025 deadline. While that is a great start, it represents just about 1% of our Career employee workforce, which includes roughly 800 full- and part-time staff.

Career Employees' Council Report

August 12, 2025

Page 2

With so many dedicated individuals contributing to academics, student support, and College operations, it would be wonderful to receive even more nominations that acknowledge our Career employee workforce. I urge all to continue encouraging participation to better reflect the incredible work happening across our campuses and centers.

While summer tends to be a time of refocus for many Career employees, we are looking ahead to reviewing campus representative participation, exploring structure and campus ratio options, and continuing our search for a candidate interested in serving as Secretary on the Executive Board. Additionally, in our first session, the CEC Executive Board will finalize the annual meeting calendar and set shared goals for the Council. This will include planning fundraising events and reviewing volunteer opportunities that are already underway in the planning stage.

As always, I extend my sincere appreciation to you and your colleagues for your continued support of the Career Employees' Council. On behalf of all Career Employees, I would like to express gratitude to the District Board of Trustees for the time, dedication, and thoughtful leadership you bring to the FSCJ community. Your commitment plays a vital role in fostering a supportive, inclusive, and thriving environment for all employees.

Respectfully,



Rebecca A. Nelson

Career Employees' Council Chair, 2024-25 & 2025-26

Florida State College at Jacksonville

904-632-3274 / Rebecca.Nelson@fscj.edu

Exhibit A**August HR News Excerpt – Leading From Where You Are (LFWYA) Graduates****Leading From Where You Are (LFWYA) Graduates**

The LFWYA leadership program celebrated the graduation of the following outstanding employees on Wednesday, June 25. Congratulations!



Name	Job Title	Classification	Campus/Center
Jamaiah Bowman	Administrative Assistant I	Career	South
Kasyapa Chitta	Professor of Biotechnology	Faculty	Advanced Technology Ctr
Angela Davis	Student Engagement Advisor II	Career	Kent
Mary Jamison Dee	Financial Aid Advisor II	Career	Urban Resource Ctr
Kelly Herndon	Director of Program Development	A&P	Kent
Shaince Kerns	Human Resources Coordinator	Career	Downtown
Jerry Morgan	Case Manager/Career Specialist	Career	South
Devon Novik	Academic and Career Advisor	Career	South
Shannon Reid	Student Success Navigator	Career	North
Hector Rodriquez	Financial Aid Advisor II	Career	Urban Resource Ctr
Jody Taylor	Engineer II Multimedia	A&P	Deerwood Ctr
Lacrecia Underwood	IT Call Center Rep II	Career	Deerwood Ctr

Exhibit B

Celebrate Excellence at FSCJ – Nominate a Career Employee for the Manta Messenger

Career Employees' Council

From: Career Employees' Council
Sent: Wednesday, July 23, 2025 1:49 PM
To: All Admins; All Professional Employees; All Career Employees
Subject: Celebrate Excellence at FSCJ – Nominate a Career Employee for the Manta Messenger

Dear Colleagues,

The Career Employees' Council (CEC) is excited to continue our tradition of celebrating the exceptional contributions of Career employees across our campuses and centers. We invite you to nominate a Career employee who exemplifies dedication, excellence, and a positive impact in their role to be featured in an upcoming issue of the *Manta Messenger*.

The Career employee spotlight is a wonderful opportunity to recognize and share the inspiring work of our colleagues within the broader community. If you know someone whose efforts deserve to be highlighted, please send their name, department, position title, and a brief description of why you're nominating them.

We kindly ask that nominations for the upcoming academic year be submitted by August 15th to cec@fscj.edu.

Thank you for helping us honor the outstanding Career employee individuals who make our campuses and centers thrive!

Warm regards,

Rebecca Ann Nelson
CEC Chair, 2024-25 & 2025-26

501 W. State Street, Room 301N, Jacksonville, FL 32202
Office: (904) 632-3274 | Cell: (904) 207-2043
Email: rebecca.nelson@fscj.edu | cec@fscj.edu



****Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure.****



Date: August 12, 2025

To: Florida State College at Jacksonville District Board of Trustees

From: John A. Woodward, PhD

Re: August 2025 Faculty Senate Report

Chair Young and Trustees:

There will be no report provided by the Faculty Senate this month.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward", is written over a faint, light blue circular stamp.

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: August 12, 2025

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August 2025 Student Government Association Executive Board Report

Greetings Chair Young and Trustees:

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

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

- During the 2024-2025 academic year:
 - There were 418 student-led extracurricular events at FSCJ with a duplicated student attendance of 19,077.
 - Manta Ray Athletics hosted 114 sporting events, participated in 48 community service events, and the average team GPA was 3.15.
 - There were 20 student productions in Performing and Visual Arts. This includes Art Gallery Exhibits and Blocktoberfest as well as performances from the Chorale, danceWORKS, Drama Works, Jazz Band and Symphonic Band.
 - Nine new clubs were chartered (American Criminal Justice Association, Club of Inventors, Crochet Club, ELEVATE, For Reading Out Loud, Global Explorers Club, Latinx Club, Music Club and Psychology Club) bringing our current total to 70 student clubs, organizations and performing groups.
 - FSCJServes was utilized by 289 students and 8,514 hours of volunteer service were tracked.
- Throughout the summer, all campuses and centers have hosted a variety of extracurricular events where students can socialize and cool off.
- On July 3rd, the incoming and outgoing SGA Officers met to network, participate in teambuilding activities, receive training, and plan Collegewide programming for the upcoming year.
- On July 1-3rd, all campuses celebrated Independence Day.
- On July 5th, 34 students participated in a Beach Clean Up at Jacksonville Beach.
- The SGA is currently organizing a passive volunteer project where students may create dog chew toys out of old t-shirts. The chew toys will be donated to the Jacksonville Humane Society.
- On August 25-28th, every campus and center will host Welcome Back Week programming, where students will enjoy refreshments, snacks and friendly support on their first week of fall term.

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**

AGENDA ITEM NO. CA – 1.

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

6Hx7-4.1 – Budgets

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
	6Hx7-4.1	Budgets	4-1

- (1) ~~The~~ Florida State College at Jacksonville (FSCJ/College) shall develop a budget for revenue and expenses for the College's Current Unrestricted Fund at such time and in such form as prescribed by the State Board of Education. The budget must be approved by the District Board of Trustees (DBOT) and forwarded to the Chancellor with the signature of the College President certifying DBOT approval by June 30~~th~~, or on a later date established by the Chancellor.
- (2) The College shall develop a budget for the capital outlay needs of the College for the entire fiscal year. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources in the Unexpended Plant Fund as prescribed by the State Board of Education, and must be approved by the DBOT.
- (3) Execution of the budget shall be in accordance with State Board of Education Rules.

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

(Adopted 07/01/72, Revised 07/01/74, 06/30/80, 04/07/11, 12/02/14, Formerly 2.1)

(Reviewed 02/14/17, 09/09/25)

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

AGENDA ITEM NO. CA – 2.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	September 9, 2025

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

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2020C-15	Elevator Maintenance and Repair Services	Oracle Elevator Holdco, Inc.	10/01/2025	09/30/2026	5 of 5	\$500,000	0%
2.	2021C-02cC	Engineering Consultant Continuing Contracting Services (Civil)	CPH Consulting, LLC (Formerly known as CPH, Inc.)	10/01/2025	09/30/2026	5 of 5	\$750,000	2.9%
3.	2021C-02cH	Engineering Consultant Continuing Contracting Services (Civil)	Hanson Professional Services, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
4.	2021C-02cM	Engineering Consultant Continuing Contracting Services (Civil)	McKim & Creed, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
5.	2021C-02eIH2	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	H2 Engineering, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
6.	2021C-02eIH	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	Haddad Engineering, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
7.	2021C-02eIM	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	McKim & Creed, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
8.	2021C-02eIO	Engineering Consultant Continuing Contracting Services (Electrical, Mechanical & Energy/Commissioning)	Legence Subsidiary Holdings, LLC (Formerly known as OCI Associates, Inc.)	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
9.	2021C-02enG	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	GLE Associates, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	3.0%
10.	2021C-02enT	Engineering Consultant Continuing Contracting Services (Environmental & Bldg. Envelope Moisture)	Terracon Consultants, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
11.	2021C-02fO	Engineering Consultant Continuing Contracting Services (Fire Protection)	Legence Subsidiary Holdings, LLC (Formerly known as OCI Associates, Inc.)	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
12.	2021C-02fS	Engineering Consultant Continuing Contracting Services (Fire Protection)	Systech Fire Protection, LLC	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
13.	2021C-02gM	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Meskel & Associates Engineering, PLLC	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
14.	2021C-02gT	Engineering Consultant Continuing Contracting Services (Geo-Technical & Material Testing)	Terracon Consultants, Inc.	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
15.	2021C-02s	Engineering Consultant Continuing Contracting Services (Structural)	H.W. Keister Associates, Inc. dba/ Atlantic Engineering Services of Jacksonville	10/01/2025	09/30/2026	5 of 5	\$750,000	0%
16.	2021C-13A	Architectural Consultant Continuing Contracting Services	Akel, Logan & Shafer, PA	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
17.	2021C-13B	Architectural Consultant Continuing Contracting Services	Bhide & Hall Architects, PA	11/01/2025	10/31/2026	5 of 5	\$750,000	0%

Subject: Purchasing: Annual Contract Extensions
(Continued)

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
18.	2021C-13L	Architectural Consultant Continuing Contracting Services	LS3P Associates, LTD (Formerly known as Ebert Norman Brady Architects)	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
19.	2021C-13H	Architectural Consultant Continuing Contracting Services	Harvard Jolly, Inc.	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
20.	2021C-13K	Architectural Consultant Continuing Contracting Services	Kasper Architecture and Development, Inc. dba/ Kasper Architects + Associates	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
21.	2021C-13PC	Architectural Consultant Continuing Contracting Services	Pond and Company	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
22.	2021C-13P	Architectural Consultant Continuing Contracting Services	PQH Group	11/01/2025	10/31/2026	5 of 5	\$750,000	0%
23.	2021C-13T	Architectural Consultant Continuing Contracting Services	TTV Architects, Inc.	11/01/2025	10/31/2026	5 of 5	\$750,000	0%

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

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

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

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

AGENDA ITEM NO. CA – 3.

Subject:	Purchasing: Semiconductor Simulation System
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees authorize 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. This system will support the development of a semiconductor advanced manufacturing workforce laboratory.

The purchase authority for this recommendation is based on the State of Kentucky’s publicly bid contract PCT-00564 and is allowable under the State of Florida’s State Board of Education Rule 6A-14.0734 – Procurement Requirements.

BACKGROUND: In 2023, Governor DeSantis announced a \$50M investment to grow Florida’s semiconductor industry, supporting workforce development and manufacturing. Florida ranks third in semiconductor establishments and fifth in manufacturing jobs. This initiative aligns with Florida’s Future Corridors and the FDEO Strategic Plan for Economic Development (2022).

Key Benefits to FSCJ and Its Students:

- **Workforce Readiness:** Hands-on training in wafer handling, ESD control, QA, AI and robotics.
- **Industry Curriculum:** Certification pathways via Festo Industry Certification Program (FICP), aligned with NC3.
- **Advanced Tools:** Includes MES4, AI vision inspection and mobile robots.
- **Scalable Design:** Modular system supports future tech and training needs.
- **Economic Impact:** Strengthens local talent pipeline and supports regional semiconductor growth.

This system will serve over 15 FSCJ Engineering & Industry courses and includes FESTO curricula. It will be the first of its kind in Florida.

RATIONALE: This initiative, positions FSCJ as a leader in advanced technical education and directly supports national priorities for semiconductor workforce development.

FISCAL NOTES: The projected cost of \$2,367,100 is comprehended in the College’s CAP Grant budget funded by the State of Florida.

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

AGENDA ITEM NO. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the Downtown Campus – ARP Act – URC Curtain Wall Replacement
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Downtown Campus – ARP Act – URC Curtain Wall Replacement Project to Warden Construction.

BACKGROUND: The Board of Trustees awarded Contracting Services to Warden Construction for the initial scope of the Downtown Campus – ARP Act – URC Curtain Wall Replacement Project in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to Warden Construction on October 2, 2023.

A Certificate of Final Inspection (CFI) for the project was executed on August 11, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the Downtown Campus – ARP Act – URC Curtain Wall Replacement Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 5.

Subject:	Facilities: Certificate of Final Inspection for the North Campus – New Criminal Justice Center (CJC) Pavilion
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the North Campus – New Criminal Justice Center (CJC) Pavilion Project to Warden Construction.

BACKGROUND: The Board of Trustees awarded Contracting Services to Warden Construction for the North Campus – New Criminal Justice Center (CJC) Pavilion Project in accordance with plans and specifications developed by Akel, Logan & Shafer, PA. The College issued the contract to Warden Construction on October 15, 2024.

A Certificate of Final Inspection (CFI) for the project was executed on August 7, 2025, by the College’s Facilities Management & Construction Building Code Official and the Architect of Record, Akel, Logan & Shafer, PA. It certifies that the North Campus – New Criminal Justice Center (CJC) Pavilion Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. A – 1.

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

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

Item ____, Title _____, page(s) _____

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

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

AGENDA ITEM NO. A – 2.

Subject:	Finance: Fees and Charges (Full Cost of Instruction)
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the following Full Cost of Instruction Fee for students taking certain repeat course enrollments at Florida State College at Jacksonville per Florida Statute 1009.285 to be effective Fall Term 2025 -26.

Course Type	Current Fee	Proposed Fee
Bachelor’s and Associate’s College Credit Courses – Full Cost of Instruction Fee	\$280.00	\$289.00

BACKGROUND: Florida Statute 1009.285, fees for repeated enrollment in college-credit courses, provides that students enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction. The statute further indicates that calculation of the full cost of instruction shall be based upon the system wide average of the prior year’s cost of undergraduate programs for Florida College System institutions. The fees being presented for the Full Cost of Instruction are taken from the 2025 Florida College System Fact Book, which is the most recent system information that is available.

RATIONALE: FSCJ will stay in compliance with Florida Statute 1009.285.

FISCAL NOTES: These fees are minimal and have historically only had small variances from year to year.

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

AGENDA ITEM NO. A – 3.

Subject:	Finance: Fiscal Year 2025-26 Carry Forward Spending Plan
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the 2025-26 Carry Forward Spending Plan.

BACKGROUND: Each Florida College System institution with a final Full Time Equivalence (FTE) less than 15,000 the prior fiscal year is required to maintain a minimum carry forward balance of 5 percent in operating funds. The College's FTE the prior fiscal year was less than 15,000, and the College's operating fund balance on June 30, 2025, is 15.32%. The College proposes a spending plan to use the excess carry forward funds of \$18,184,639 to fund moving FSCJ to the State Group Health Insurance Program.

RATIONALE: Florida Statute 1013.841 states that if a Florida College System Institute fails to maintain a 5 percent balance in operating funds or exceeds a fund balance of 5 percent, the institution shall submit a spending plan to be approved by the District Board of Trustees by September 30, 2025, and submitted to the Florida Department of Education by November 15, 2025.

FISCAL NOTES: This action will reduce the College's 2025-26 Year Ending Operating Fund Balance by an estimated \$9,219,008.

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

AGENDA ITEM NO. A – 4.

Subject:	Academic Affairs: FSC Affordability Report
Meeting Date:	September 9, 2025

RECOMMENDATION: It is recommended that the District Board of Trustees approve the attached FCS Affordability Report for submission to the Florida Department of Education.

BACKGROUND: By September 30th of each year, the Board of Trustees of each institution in the Florida College System must submit a report to the Chancellor which details information about tuition costs as compared to prior year, various fees as compared to prior year, selection processes, cost variance, initiatives to reduce textbook and instructional material costs, the timeliness of textbook adoptions and institutional financial aid policies and programs that promoted affordability. The report was developed according to a template provided by the Division of Florida Colleges.

RATIONALE: Approval of this item will allow submission of the required report as prescribed in s.1004.084 and 1004.085, Florida Statutes (F.S.).

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

MEMORANDUM

DATE: August 22, 2025

TO: College President Dr. John Avendano and Members of the College's District Board of Trustees

FROM: Dr. John Wall, Provost/Vice President of Academic Affairs

SUBJECT: Florida State College at Jacksonville's 2025 FCS Affordability Report

In accordance with sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.), the District Board of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor the factors that influence college affordability initiatives and the selection of textbook and instructional materials by September 30th. The annual Florida College System Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2025 Florida College System Affordability Report template requires that Florida College System institutions provide the following information:

- A comparison of tuition versus the prior year;
- A comparison of various fees versus the prior year;
- The selection process for textbook and instructional materials;
- Policies involving the adoption of required and recommended textbooks and instructional materials;
- Policies and initiatives implemented that were designed to reduce the cost of textbooks and instructional materials;
- Policies implemented regarding the posting of textbook and instructional materials;
- The number and percentage of course sections, by semester, that were not able to meet the textbook and instructional material posting deadlines for 2025 reporting year, including Fall 2024 and Spring 2025;
- Steps taken to make course materials selection searchable and downloadable;
- Identification of no-cost OER and no-textbook course sections;
- Posting of General Education course syllabi at least 45 days prior to the start of the class;
- Specific institutional financial aid policies or programs that promoted affordability.

Enclosed herein is Florida State College at Jacksonville's 2025 Florida College System Affordability Report, collaboratively prepared by staff members representing all units of senior college leadership.

The report appendices contain the following supporting evidence:

- Appendix A: Collective Bargaining Agreement, Article 20: Textbook Selection
- Appendix B: Administrative Procedural Manual 09-0701: Textbook Affordability and Instructional Material Adoption
- Appendix C: Reasons for Late Adoption Postings

Upon your approval, the report will be submitted electronically (via the provided link) to the Florida College System office.

Please let us know if we can furnish any additional information about Florida State College at Jacksonville's 2025 Florida College System Affordability Report, and we will gladly do so.

Thank you.

College Affordability

Institution Contact Information

1. College Name

Florida State College at Jacksonville

2. Contact Information

Name	Richard Turner
Title	Associate Vice President of Academic Operations
Email Address	Rich.Turner@fscj.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?

☒ Yes

☐ No

If you answered "no," provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

☒ Yes

☐ No

If you answered "no," provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

5. Did your institution eliminate administrative fees over the prior year?

☐ Yes

☒ No

If you answered "yes," provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

☒ Yes

☐ No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

7. Did your institution eliminate user fees over the prior year?

☐ Yes

☒ No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

The College, working in concert with Follett, opens the textbook adoption process for each term no later than 91 days prior to the start of each term with a goal of being 95% compliant on all textbook adoptions at 75 days prior to the start of each term. Academic Operations works closely with Academic Deans and Faculty to reach the target of 95% compliance 75 days before the term/session starts. Once a faculty member completes the adoption process, that data is transferred via Follett Discover back into the myFSCJ portal where students can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. The College has also added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs associated with the class.

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

The selection process for all textbook and instructional materials, including those for general education courses and other high-enrollment courses as well as those with a wide cost variance, is codified in Florida State College at Jacksonville's Collective Bargaining Agreement (CBA), Article 20: Textbook Selection (see

Appendix A). The CBA is available on the College's internal website and is also widely disseminated to faculty and academic administrators, who follow the process as described in Article 20 and summarized herein:

"The selection of textbooks and supplementary materials to be used is the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law."

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- ☒ Adoption of Open Educational Resources (OER)
- ☒ Usage of digital textbooks and learning objects
- ☒ Textbook affordability committees
- ☒ Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- ☒ Program(s) with no textbook costs
- ☐ Faculty grants for development of textbooks
- ☐ Bulk textbook purchasing
- ☐ Offering students opt-in provisions for the purchase of materials
- ☒ Offering students opt-out provisions for the purchase of materials
- ☒ Consideration of the length of time that textbooks and instructional materials remain in use
- ☒ Course-wide adoption, specifically for high-enrollment general education courses
- ☐ Other (please specify):

Forty-Five (45) Day Posting Requirement

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Florida State College at Jacksonville has codified its policies pursuant to s. 1004.085(6), Florida Statutes (F.S.), in Administrative Procedure Manual APM 09-0701: Textbook Affordability and Instructional Material Adoption (see Appendix B). To ensure that adoptions are made in a timely manner, to confirm availability of requested materials, and to provide maximum availability of used textbooks, the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract-defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term). The e-adoption process is executed via Follett Discover, as early as feasible, but not less than forty-five (45) days prior to the first day of class. In practice, the College has created a process that targets 95% compliance at 75 days prior to the start of the term, thereby enhancing institutional effectiveness. Additionally, Follett Discover transfers faculty-adopted resources back into the myFSCJ portal where students

can easily view all adopted materials, different modalities the materials are available in, new and used options, as well as purchasing and rental options (when applicable and available). The unique ISBN is also displayed, allowing students to search for other sources for their textbook needs. We have added to myFSCJ the ability for students to search for classes that are in the FSCJ ACCESS program as well as classes that have zero textbook costs associated with the class.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the terms below. Please specify how many sections there were with and without reasonable exceptions.

Reporting Requirements	Fall 2024	Spring 2025
<i>Total Number of Course Sections</i>	2806	2665
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>	2,621/93.4%	2,548/95.6%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>	73/2.6%	55/2.1%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>	185/6.6%	117/4.4%

*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

Searchable Textbooks and Instructional Materials List

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components for this reporting cycle by answering Yes or No.

Required Components	Yes/No
<i>Course subject</i>	Yes
<i>Course number</i>	Yes
<i>Course title</i>	Yes
<i>Name of the instructor of the course</i>	Yes
<i>Title of each assigned textbook or instructional material</i>	Yes
<i>Each author of an assigned textbook or instructional material</i>	Yes

If any component of your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance.

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

The College created a link to the materials on the Academics landing page of the Florida State College at Jacksonville webpage. The page is public-facing and does not require any type of login or password to access.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Check all that apply.

- ☐ Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- ☐ Through the bookstore website (vendor or college-managed).
- ☐ Through the course registration system.
- ☒ Other (please specify): Online Class Search

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance.

FSCJ currently utilizes a Class Attribute and a Class Note to inform students of class sections where no textbook is required or no-cost OER is used. Zero textbook cost course sections are displayed on the online class search with the following Class Attribute: "No Textbook Purchase Required." Additionally, zero textbook course sections display the following Class Note: "No textbook purchase is required for this course" on FSCJ's class search and registration system. FSCJ students have the ability to search for specific course sections associated with the "No Textbook Purchase Required" attribute. When students click on the "Course Materials" link of zero textbook course sections, the Follett site displays appropriate notes to indicate the adoption of free materials. Notes from the Follett site include one of the following statements: "Free Open Educational Resources are required for this course. Please see your Instructor" or "No books required for this course. Please see your Instructor." FSCJ continues to explore the possibility of creating an icon such as the ZTC indicator developed by the Florida Postsecondary Academic Library Network in the college's local class search and registration system.

For the Fall Term 2024 the College had 726 sections where there was zero textbook cost associated with the section. For the Spring Term 2025 the College had 635 sections where there was zero textbook cost associated with the class.

General Education Core Course Syllabi Components and Forty-Five (45) Day Posting Requirement

16. Indicate whether all general education core course syllabi included the required components for this reporting cycle by answering Yes or No.

Required Components	Yes/No
<i>Curriculum</i>	Yes
<i>Goals</i>	Yes
<i>Objectives</i>	Yes
<i>Student expectations of the course</i>	Yes
<i>How student performance will be measured</i>	Yes

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

17. Indicate whether your institution posted the course syllabi for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by answering Yes or No.

Reasonable exceptions include:

- A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline.
- The course section is added after the forty-five (45) day notification deadline.

Posting Requirements	Yes/No
<i>The syllabi for at least 95% of the general education core course sections <u>were posted</u> 45 days before the first day of classes this reporting cycle.</i>	
<i>The syllabi for at least 95% of the general education core course sections <u>were not posted</u> 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.</i>	
<i>The syllabi for at least 95% of the general education core course sections <u>were not posted</u> 45 days before the first day of classes this reporting cycle.</i>	Yes

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation, and identify activities to come into compliance.

For the Fall term 2024 we were 91.0% compliant and for the Spring term 2025 we were 93.0% compliant with the syllabi posting requirement of at least 95% of general education core syllabi 45 days prior to the start of

the session. This past year the College adopted a new syllabus development and posting platform that we believe will help enable us to be compliant with syllabi posting requirements in the future.

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years by September 1, 2025, by answering Yes or No.

Preceding 5 Academic Years	Yes/No
2019-20	Yes
2020-21	Yes
2021-22	Yes
2022-23	Yes
2023-24	Yes

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance.

19. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components by answering Yes or No.

Required Components	Yes/No
Course subject	Yes
Course number	Yes
Course title	Yes
Name of the instructor of the course	Yes
Title of each assigned textbook or instructional material	Yes
Each author of an assigned textbook or instructional material	Yes

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance.

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fscj.edu%2Fdocs%2Fdefault-source%2Facademics%2Ffscj-textbook-adoptions.xlsx%3Fsfvrsn%3D2d22318d_5&wdOrigin=BROWSELINK

Financial Aid Policies That Promote Affordability

21. Identify specific institutional financial aid policies or programs that promote affordability. Check all that apply.

- ☒ Targeted aid to students close to completing (including Last Mile)
- ☒ Targeted aid to students who were in need, but not eligible for Pell Grants
- ☒ Emergency student aid fund for students in emergency financial situations with unplanned costs
- ☒ Single online scholarship application management system for all institutional scholarships
- ☒ Partnerships with community-based organizations
- ☐ Other (please specify):

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. Optional.

In the Spring term 2021 the College launched FSCJ ACCESS, an opt-out, inclusive ACCESS program with Follett. Since that initial launch, the program has continued to expand. In the Fall term 2024 the College had 1,539 classes in the program with 29,372 duplicated enrollments which resulted in a total savings to students of \$896,139.72. In the Spring term of 2025, the College had 1,527 classes in the program with 29,826 duplicated enrollments which resulted in a total savings to students of \$909,991.26.

By using the Class Attribute and a Class Note indicating class sections where no textbook is required or no-cost OER is used, FSCJ is now able to track cost savings to students enrolled in these sections. Using \$100 as the average textbook cost, during Fall term 2024, the College had 726 sections with 13,801 duplicated enrollments which resulted in \$1,380,100 in total textbook cost savings. In Spring term 2025 the College had 635 sections with 11,940 duplicated enrollments which resulted in \$1,119,400 in total textbook cost savings.

FSCJ continues to offer a Zero Textbook Cost Micro-Credential. The micro-credential is comprised of an asynchronous workshop (1 hour) and a synchronous workshop (2 hour): Our asynchronous workshop, "PD 3901 Open Educational Resources (OER)"; A very brief introduction is a pre-requisite to the live online workshop, "PD 1860 Identifying, Finding, and Adopting ZTC Materials."

Training and Organizational Development (TOD), the Academy for Teaching and Learning (ATL), and the FSCJ Library collaborate each year to promote and host workshops during Open Education Week at FSCJ. This annual event celebrates global advancements in Open Education and provides an opportunity for the FSCJ community to actively share and explore Open Educational Resources (OER). Faculty are invited to hear from colleagues as they present strategies, practices, and practical tips for incorporating OER into their teaching. In addition to live events, self-paced professional development modules on OER use and development are available in MyLearning to support ongoing faculty engagement.

FSCJ presented at the FLVC OER 2025 Summit as part of a panel discussion and presented at the FLVC OER Bootcamp training

Beginning the Spring term 2022, Florida Shines online course catalog allowed institutions to designate zero textbook cost (ZTC) online course sections in the catalog. FSCJ uploaded 353 zero textbook cost course sections during the Fall term 2024 and 347 zero textbook cost sections during the Spring term 2025 to the Florida Shines catalog.

In January 2025, FSCJ joined the FLVC OER Open Publishing Program. As of August 2025, FSCJ is one of six Florida state colleges and universities collaborating on this project. Since joining the program, FSCJ has contributed eight OER textbooks to the Open FL Pressbooks catalog. These OER textbooks are publicly available and can be used and adapted by other institutions under the Creative Commons license CC-BY.

FSCJ also collaborated as part of a statewide team and created OER training modules. The first series, focused on the topic of Adopting Open Educational Resources, is now available through Open FL. FSCJ continues to contribute to this committee and is currently collaborating to develop the next section on Adapting OER.



2025 FLORIDA COLLEGE SYSTEM AFFORDABILITY REPORT:

APPENDICES

APPENDIX A:
Collective Bargaining Agreement, Article 20:
Textbook Selection

ARTICLE 20: TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The faculty and the administration are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability. A committee, with equal representation from the Union and the Administration, shall be jointly established to annually develop non-binding recommendations addressing textbook affordability, inclusive of concerns that arise in the State audit process ensuring the Committee utilizes the State audit report. The initial meeting of this committee shall be no later than November 1, 2021 with recommendations delivered to the Provost and the President of the Faculty Senate by the end of each academic year.

Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty.

In the interests of students, academic departments or discipline shall agree upon texts to be used collegewide in sequential* courses using the following procedure:

- Faculty within each department or discipline representing each campus shall serve on a collegewide committee to select by majority vote one textbook to be used in each course in the sequence.
- An accompanying list of supplemental texts and ancillary instructional materials may be selected by each faculty in addition to the course text, to meet the needs of the particular discipline.

Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the collegewide committee determines that a shorter period is appropriate, on a case-by-case basis.

The list of selected textbooks will be submitted by the established deadline or the textbooks in current use will be reordered.


* A sequential course is a course as defined by the collegewide committee.

APPENDIX B:

Administrative Procedural Manual 09-0701:

Textbook Affordability and

Instructional Material Adoption


	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	March 13, 2024	

Purpose

The purpose of this procedure is to describe the processes the College uses to comply with Section 1004.085, Florida Statutes and State Board Rule 6A-14.092(3) "Textbook and Course Material Affordability and Transparency", relative to textbook affordability and the adoption of student textbooks and other instructional material.

Procedure

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville (FSCJ) campus and the Deerwood Center.
- B. Each faculty member must submit an electronic adoption that includes the author, title, publisher, edition, and ISBN. The faculty member must also indicate whether procurement of the text and materials by the student is required or optional. In some cases, (e.g., to execute a departmental adoption, to meet a statutory deadline), the appropriate Academic Department staff may submit the adoption on behalf of the assigned faculty member.
- C. Pursuant to Section 1004.085(4), Florida Statutes and State Board Rule 6A-14.092(3) "Textbook and Course Materials Affordability and Transparency", the person submitting the adoption must submit and maintain, for record, before each instructional material adoption is finalized, an electronically submitted adoption certification for each class section attesting:
 1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
 2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit the required electronic adoption via the instructional material adoption portal, 75 days prior to the start of each session or as soon as is practicable for late added sections.
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085, Florida Statutes.
- F. Pursuant to Section 1004.085, Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of the class, a list of each textbook required for each class offered by the College during the upcoming term.

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	2 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	March 13, 2024	

The listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date, retail price(s), or indicate that a section has either a no instructional materials requested or that no-cost open education resources have been adopted.

- G. College faculty and academic departments are requested to participate in the development, adaptation, and review of open-access textbooks, and in particular, open access textbooks for high-demand general education courses.

REFERENCES: F.S. 1001.64, 1001.65, 1004.085, SBE Rule 6A-14.092

Adopted Date: May 1, 1981

Revision Date: July 14, 1986, February 5, 2013, February 3, 2015, August 31, 2016, March 13, 2024

APPENDIX C:
Reasons for Late Adoptions
(Fall 2024, Spring 2025)

APPENDIX C: REASONS FOR LATE BOOK ADOPTIONS (FALL 2024, SPRING 2025)

Term	Course ID	Section	Reason for Late Adoption	Explanation
Fall 2024	MAN3505	5612	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AER1081C	4944	9. Other ; Please specify =>	Automotive students use same text throughout program
Fall 2024	AER1081C	4950	9. Other ; Please specify =>	Automotive students use same text throughout program
Fall 2024	AER1498C	4956	9. Other ; Please specify =>	Automotive students use same text throughout program
Fall 2024	AER2896	4962	9. Other ; Please specify =>	Automotive students use same text throughout program
Fall 2024	BCN2793	5538	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	ETD2395	5537	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	ETS1352C	4874	7. Oversight/Human Error (adoption not completed on time)	FRCSCE class.....textbooks provided
Fall 2024	ETS1352C	4910	7. Oversight/Human Error (adoption not completed on time)	FRCSCE class.....textbooks provided
Fall 2024	ETS1511C	4937	9. Other ; Please specify =>	No textbook
Fall 2024	ETS1542C	4915	9. Other ; Please specify =>	No textbook
Fall 2024	ETS1633C	5563	9. Other ; Please specify =>	No textbook
Fall 2024	PMT1203C	4931	9. Other ; Please specify =>	No textbook
Fall 2024	ARH2000	6134	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ARH2000	6149	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	BSC2085C	5056	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	BSC2085C	5926	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	BSC2086C	5058	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	BSC2086C	5536	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	CGS1060C	5840	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	CGS2512C	6013	9. Other ; Please specify =>	Department adoption; Full time Faculty
Fall 2024	CNT1015C	5690	9. Other ; Please specify =>	The original class was cancelled due;new textbook for new course shell
Fall 2024	CNT1015C	5691	9. Other ; Please specify =>	new textbook for new CeL shell
Fall 2024	CNT1015C	5692	9. Other ; Please specify =>	new textbook for new CeL shell
Fall 2024	CTS1120C	5794	9. Other ; Please specify =>	Department adoption
Fall 2024	CTS2662	5661	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	FSE1000*	3627	9. Other ; Please specify =>	Department adoption
Fall 2024	FSE1000	5569	9. Other ; Please specify =>	Department adoption
Fall 2024	FSE2061*	5571	9. Other ; Please specify =>	Department adoption
Fall 2024	FSE2061	5571	9. Other ; Please specify =>	Department adoption
Fall 2024	GEB3213	6051	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HSC1531	5930	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUN1201	6049	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUS3105	5856	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUS3201	5853	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUS3323	5855	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUS3505	5854	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0022	5940	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5928	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MUL2010	5884	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MUL2010	6058	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MUL2010	6059	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	SPC2065	6106	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	BSC2085C	5676	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	BSC2085C	5722	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	BSC2085C	5932	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	BSC2085C	5960	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	CAP2140C	5681	6. Technical/System Error (adoption did not process)	
Fall 2024	CAP2140C	5682	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CAP2140C	5683	6. Technical/System Error (adoption did not process)	
Fall 2024	CGS1100C	6127	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	CNT1015C	5687	8. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2024	CNT1015C	5688	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CNT1015C	5693	6. Technical/System Error (adoption did not process)	
Fall 2024	CNT2001C	5677	8. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2024	CNT2001C	5678	8. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2024	CNT2001C	5679	8. Data Reporting Error (book was adopted on time, but reported as late)	
Fall 2024	COP1000C	5695	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5696	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5698	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5699	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	COP1000C	5700	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	COP1000C	5701	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	COP1000C	5702	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5703	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5704	6. Technical/System Error (adoption did not process)	
Fall 2024	COP1000C	5784	6. Technical/System Error (adoption did not process)	
Fall 2024	COP2800C	5708	9. Other ; Please specify =>	Doesn't recall being late
Fall 2024	COP2822C	5709	6. Technical/System Error (adoption did not process)	
Fall 2024	COP2822C	5710	6. Technical/System Error (adoption did not process)	
Fall 2024	COP2822C	5711	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1120C	5712	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1120C	5714	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CTS1120C	5715	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1120C	5717	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1120C	5718	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1154C	5724	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1154C	5727	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CTS1154C	5728	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1154C	5729	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1154C	5730	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1334C	5732	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CTS1334C	5734	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS1334C	5737	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	CTS2302C	5924	6. Technical/System Error (adoption did not process)	
Fall 2024	CTS2370C	5740	9. Other ; Please specify =>	Doesn't recall being late
Fall 2024	ISM3113C	5482	6. Technical/System Error (adoption did not process)	

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Fall 2024	ISM4302	4601	6. Technical/System Error (adoption did not process)	
Fall 2024	ISM4480	4605	6. Technical/System Error (adoption did not process)	
Fall 2024	FSE1150	5796	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	FSE2202*	5570	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	FSE2202	5570	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	RTE1503C	4029	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	RTE1503C	4030	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	ASL1130	5694	5. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Fall 2024	ASL2510	5665	5. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Fall 2024	FFP2610	3105	1. Text Not Available/Publisher Delays	
Fall 2024	INT1000	5836	1. Text Not Available/Publisher Delays	
Fall 2024	INT1202	5835	1. Text Not Available/Publisher Delays	
Fall 2024	MMC4131C	3954	1. Text Not Available/Publisher Delays	
Fall 2024	PLA1003	5906	1. Text Not Available/Publisher Delays	
Fall 2024	HUS3105	5970	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	NUR3125	4314	6. Technical/System Error (adoption did not process)	
Fall 2024	NUR3164	4530	6. Technical/System Error (adoption did not process)	
Fall 2024	NUR3805	6088	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	NUR3846	4296	6. Technical/System Error (adoption did not process)	
Fall 2024	NUR4169C	5634	6. Technical/System Error (adoption did not process)	
Fall 2024	ENC0025	1331	6. Technical/System Error (adoption did not process)	
Fall 2024	SPC2017	1483	7. Oversight/Human Error (adoption not completed on time)	
Fall 2024	LIT2100	4523	4. Schedule Change/New Faculty Assignment	
Fall 2024	ENC1101	5369	9. Other ; Please specify =>	Encoded by Dual Enrollment
Fall 2024	ENC1101	5370	9. Other ; Please specify =>	Encoded by Dual Enrollment
Fall 2024	ENC1101	5371	9. Other ; Please specify =>	Encoded by Dual Enrollment
Fall 2024	ENC0025	5595	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	5762	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC0022	5858	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	5859	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	REA0022	5861	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	REA0022	5879	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6043	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6044	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6070	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6081	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC0025	6105	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6121	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	ENC1101	6145	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAC1105	5385	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5387	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5388	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5389	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5390	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5391	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5396	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5397	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5398	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5399	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5400	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAC1105	5442	9. Other ; Please specify =>	Dual Enrollment Adoption
Fall 2024	MAT1033	5549	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAC1105C	1094	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MGF1130	5025	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5040	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5041	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5098	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MAT1033	5506	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5509	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	STA2023	5512	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0022	5598	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAC2311	3589	6. Technical/System Error (adoption did not process)	
Fall 2024	MAT1033	5507	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAT1033	5508	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAT0028	5510	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAT0028	5511	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAC1105	5513	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAT0022	5599	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MAT1033	5660	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Fall 2024	MGF1130	5786	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5787	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MAC1140	5790	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MGF1130	5793	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5795	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MGF1130	5852	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Fall 2024	MAT1033	5878	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5943	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5944	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0028	5945	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5949	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5950	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0028	5951	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAC2313	5952	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	5994	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0028	6109	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT1033	6110	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	MAT0028	6114	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AMH2020	5500	2. Class scheduled late (inside 45 days prior to start of session)	

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Fall 2024	AMH2020	5514	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AMH2020	5515	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AMH2020	5925	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AMH2020	6040	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	AMH2020	6113	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	IDS1107	6125	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	POS2041	6020	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	PSY1012	5182	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	PSY1012	5909	2. Class scheduled late (inside 45 days prior to start of session)	
Fall 2024	HUM2020	5910	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	AMT1751C	5435	9. Other ; Please specify =>	Aviation students use same text throughout program
Spring 2025	ATT1120	5608	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	BCN1251	5347	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	ETD1100C	3046	9. Other ; Please specify =>	Online Assignments, no textbook
Spring 2025	ETD1100C	5524	9. Other ; Please specify =>	
Spring 2025	ETD2542	4829	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	AMH2020	5643	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	ANT2511	2651	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	DEP2002	5711	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	DEP2004	2714	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	DEP2004	2716	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	IDS1107	5677	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	INR2002	5828	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	POS2112	2548	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	PSY1012	1811	4. Schedule Change/New Faculty Assignment	
Spring 2025	PSY1012	1896	4. Schedule Change/New Faculty Assignment	
Spring 2025	PSY1012	5636	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	PSY1012	5733	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	PSY1012	5853	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	BSC2010C	1494	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	BSC2085C	2389	6. Technical/System Error (adoption did not process)	
Spring 2025	BSC2085C	2422	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	BSC2085C	2463	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	BSC2085C	5674	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	BSC2086C	2587	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	BSC2086C	5515	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	ESC1000	5717	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	MCB2010C	2604	6. Technical/System Error (adoption did not process)	
Spring 2025	MCB2010C	2606	6. Technical/System Error (adoption did not process)	
Spring 2025	MCB2010C	2608	6. Technical/System Error (adoption did not process)	
Spring 2025	MCB2010C	2610	6. Technical/System Error (adoption did not process)	
Spring 2025	CGS1100C	5466	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	COP1000C	3910	6. Technical/System Error (adoption did not process)	
Spring 2025	DEH1800	2755	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2825	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2852	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2855	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2860	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2865	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2869	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2878	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH1800L	2884	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DEH2400	2764	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DES1600	3027	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DES1600L	3034	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DES1600L	3048	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DES1600L	3076	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	DES1600L	3079	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	HSC1531	5644	9. Other ; Please specify =>	Class scheduled late(within 30 days of session start date)
Spring 2025	HSC2721	4511	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	HSC2732	5112	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	STS1302	4226	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	STS2944C	4216	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	PAD4204	4463	5. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
Spring 2025	HUS3105	5748	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	NUR3125	5504	6. Technical/System Error (adoption did not process)	
Spring 2025	NUR3125	5505	6. Technical/System Error (adoption did not process)	
Spring 2025	ENC1102	1221	6. Technical/System Error (adoption did not process)	
Spring 2025	SPC2608	1430	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	SPC2608	1433	7. Oversight/Human Error (adoption not completed on time)	
Spring 2025	ENC1102	4205	4. Schedule Change/New Faculty Assignment	
Spring 2025	REA0022	5637	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	ASL1300	5574	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	BSC2085C	5553	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	BSC2085C	5554	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	COP2551C	5675	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	CTS1154C	5676	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	DIG2000C	5605	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	ENC1101	5454	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	ENC1101	5538	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	ENC1101	5715	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	FES4823	4443	9. Other ; Please specify =>	Department adoption; No CeL master
Spring 2025	HSC1531	5783	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	HSC1531	5784	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025	MAC2233	3169	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	MAT0028	5623	9. Other ; Please specify =>	Course material change due to Access
Spring 2025	MAT0028	5691	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025	MAT1033	5456	9. Other ; Please specify =>	
Spring 2025	MAT1033	5692	9. Other ; Please specify =>	Course material change due to Access

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Spring 2025 MUL2010	5697	9. Other ; Please specify =>	Course material change due to Access
Spring 2025 MUL2010	5698	9. Other ; Please specify =>	Course material change due to Access
Spring 2025 PLA2950	4553	9. Other ; Please specify =>	Department adoption; No CeL master
Spring 2025 SPC2065	5693	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025 SPC2065	5797	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MGF1130	1336	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Spring 2025 STA2023	1392	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025 MAT0018	1463	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025 MAT0018	1838	3. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
Spring 2025 STA2023	3065	4. Schedule Change/New Faculty Assignment	
Spring 2025 MGF1130	3271	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Spring 2025 MGF1130	3279	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Spring 2025 MGF1130	3357	9. Other ; Please specify =>	Publisher Issue, New Mathematics Pathway Course
Spring 2025 MAC1105	3722	4. Schedule Change/New Faculty Assignment	
Spring 2025 MAC2233	3737	4. Schedule Change/New Faculty Assignment	
Spring 2025 MAC2311	3741	6. Technical/System Error (adoption did not process)	
Spring 2025 MAC1105	5428	9. Other ; Please specify =>	Dual Enrollment Adoption
Spring 2025 MAC1105	5429	9. Other ; Please specify =>	Dual Enrollment Adoption
Spring 2025 MAC1105	5431	9. Other ; Please specify =>	Dual Enrollment Adoption
Spring 2025 MAT0028	5508	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAT1033	5509	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAC1105	5530	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAC1105	5587	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAC1105	5589	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 STA2023	5590	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAT0022	5622	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MGF1106	5688	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAT0028	5794	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAT1033	5795	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MAT1033	5893	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 FRE1120	5712	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 FRE1121	5422	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 HUM2020	5681	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 HUM2020	5703	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 HUM2020	5793	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 HUM2020	5865	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MUT1111	5819	2. Class scheduled late (inside 45 days prior to start of session)	
Spring 2025 MUT1241	5820	2. Class scheduled late (inside 45 days prior to start of session)	

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 9, 2025

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

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

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

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of September 9, 2025**

Faculty Full-Time Appointments

Anderson	Kasey	Professor of Culinary Arts
Durrance	Michael	Professor of Mathematics
Esterle	Logan	Professor of Aviation Maintenance
Folisi	Simona	Professor of English for Academic Purposes
George-Grizzell	Kelle	Professor of Mathematics
Juch	Caitlyn	Professor of Emergency Medical Technology
Marconi	Jessica	Professor of Mathematics
Omberg	Robert	Professor of Economics
Parkhurst	Roy	Temporary Professor of Humanities
Pollard	Lori	Professor of Surgical Technology
Ruddock-Williams	Wendy	Professor of Mathematics
Trajkov	Nevena	Professor of Political Science
Vizgirda	Jolanta	Professor of Nursing

A&P Full-Time Appointments

Boese	Marc	Interim Dean of Education and Human Services
King	Asha	Instructional Program Manager
Lee	Christopher	Associate Dean of Engineering and Industry
Motzny	Cynthia	Department Chair
Nuccio	Paul	Engineer II Client Support
Perry	Martina	Interim Executive Director of Organizational Development
Rosario	Jason	Executive Director of IT Operations
Shelton	Selena	Instructional Program Manager

Career Full-Time Appointments

Akimenko	Vadim	Culinary Program Food Service Manager
Fisher	Brittani	Senior Specialist
Litchfield	Calvin	Security Officer
Olivier	Dedra	Student Records Analyst I
Ruiz	Carmen	Plant Service Worker
Shelton	Kahnah	Security Officer
Vinson-Anderson	Valerie	Department Coordinator
Williams	Leila	Contact Center Representative II

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Order Over \$195,000
Meeting Date:	September 9, 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
PO00018130	\$366,821	Instructure, Inc.	Canvas Learning Management System (LMS)	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6Hx7-5.1 FSCJ's Approved Technology Plan
PO00018237	\$1,074,126	ERP Analysts, Inc.	PeopleSoft Content Migration, Hosting and Managed Services	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6Hx7-5.1 FSCJ's Approved Technology Plan FSCJ Contract 2018-04
PO00018179	\$454,352	Presidio Corporation	Fortinet Firewall Network Switches	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
PO00018182	\$374,731	Presidio Corporation	Cisco Network Switch Upgrades	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
PO00018205	\$354,072	Presidio Corporation	Fortigate Firewall Switches and Maintenance	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1; Cooperative Agreement: National Cooperative Purchasing Alliance TD SYNEX NCPA Contract 01-170 QUOTE: 2001725064615-01
PO00018166	\$222,840	Hargray of Florida LLC	Dark Fiber Services	Purchase Authority: SBE 6A-14.0734(2)(g) & Board Rule 6Hx7-5.1 FSCJ's Approved Technology Plan FSCJ Contract 2021-18

Subject: Purchasing: Purchase Orders Over \$195,000
(Continued)

Contract/ PO No.	Total	Supplier	Description	Authority
PO00018387	\$274,410	Davenport Group, Inc.	PowerEdge R660 Servers & Dell ME5024 Data Storage	Purchase Authority: SBE 6A- 14.0734 & & Board Rule 6Hx7-5.1; Cooperative Agreement FL (Dell) 43210000-23-NASPO-ACS Estimate Number DG14201 ACS

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

RATIONALE: This listing provides the District Board of Trustees an opportunity to review all College purchases \$195,000 or greater. 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 \$3,121,352.

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

INFORMATION ITEM I – C.

Subject:	Finance: Investment Reports for Quarter Ended June 30, 2025
Meeting Date:	September 9, 2025

INFORMATION: The Investment Reports for the Surplus Fund Account (Operating Fund) and the Quasi Endowment Fund for the quarter ending June 30, 2025 are presented to the District Board of Trustees (DBOT) for information.

BACKGROUND: The investment objective of the Operating Fund is to maximize income while minimizing market rate risk, and to insure the availability of short-term liquidity to meet the cash flow needs of the College. Consistent with the DBOT approved Investment Policy Statement, the Operating Fund Portfolio is of high credit quality and invested in U.S. Treasury, Federal Agency/GSE, Federal Agency/CMO, Corporate Note, Asset-backed, Mortgage-backed, Municipal and Supranational Securities. The Operating Fund Portfolio's quarterly total return performance of 1.38% outperformed the benchmark performance of 1.22%. Over the past year, the Portfolio's total return was 6.14%, compared to 5.82% for the benchmark.

The College utilizes the investment management services of PFM Asset Management LLC (PFM) for intermediate term fixed income investments. As of June 30, 2025, the College had surplus funds of approximately \$39.0 million under management with PFM.

Quasi Endowment Funds are derived largely from auxiliary activities. These funds are also managed by PFM and invested in a diverse portfolio of domestic and international equities, fixed income securities and cash equivalents. The account balance as of June 30, 2025 was \$8.9 million. The Quasi Endowment Fund portfolio (the "Portfolio") returned a gain of 8.8% (net of mutual fund fees) in the 2nd Quarter of 2025, outperforming its policy benchmark return of 8.79% by 0.01%. Over the past year, the Portfolio had a return of 8.38%, underperforming its 8.48% benchmark return. Since the inception date of July 1, 2016, the Portfolio returned 9.67% annually, outperforming its 9.55% benchmark by 0.12% annually. In dollar terms, the Portfolio gained \$721,851 in return on investment over the quarter and \$1,035,938 over the past 12-months.

The Investment Performance Review for the quarter ending June 30, 2025 will be available at the District Board of Trustees meeting as information. The report is also reviewed at regular meetings of the District Board of Trustees Finance and Audit Committee.

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

FISCAL NOTES: As of June 30, 2025, the College had investment balances totaling \$48.0 million, which compares to \$44.7 million as of June 30, 2024.

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

INFORMATION ITEM I – D.

Subject:	Finance: Travel Report
Meeting Date:	September 9, 2025

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7-4.23, Travel and Per Diem. Reimbursement for the following trips were posted during the period April 1, 2025 – June 30, 2025:

Name	Trip Purpose	Destination	Travel Dates	Number of Days	Airfare and Lodging Travel Cost
Jonathan Crews	Accreditcon 2025	Garden Grove, CA	5/27/25 – 6/5/25	7	\$2,118.23
Jerrett Dumouchel	AACC Annual Conference	Nashville, TN	4/11/25 – 4/16/25	6	\$2,157.95
Jennifer Hanna	AACC Annual Conference	Nashville, TN	4/11/25 – 4/16/25	6	\$2,227.26
Goran Lazic	Cisco Live 2025	San Diego, CA	6/8/25 – 6/11/25	5	\$2,008.12
Robert Peeples	Cisco Live 2025	San Diego, CA	6/8/25 – 6/11/25	5	\$2,061.11
Christine Russell	Rocabarti Writing Workshop	Barcelona, Spain	5/27/25 – 6/5/25	10	\$2,066.86
William Watts	Accreditcon 2025	Garden Grove, CA	5/27/25 – 6/5/25	7	\$2,118.23

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

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

FISCAL NOTES: These trips utilized College funding in the amount of \$14,757.76.

INFORMATION ITEM I – E.

Subject: Facilities: Change Orders – Downtown Campus – ARP Act – URC Curtain Wall Replacement
(Continued)

<ul style="list-style-type: none"> • Increase: Change Order #3 issued for AIA CO #2 to extend project duration as defined on Line #1 with additional SOW, Project PO is increased by \$45,701.90, from \$2,550,830.42 to \$2,596,532.32. 	CO #3 AIA CO #2	\$45,701.90
<ul style="list-style-type: none"> • No Monetary Value: Change Order #4 issued for AIA CO#3 to extend project duration as defined on Line #1 with no monetary change to project, therefore PO remains at \$2,596,532.32. 	CO #4 AIA CO #3	\$0.00
<ul style="list-style-type: none"> • No Monetary Value: Change Order #5 issued for AIA CO #4 to extend project duration as defined on Line #1 with no monetary change to project, therefore PO remains at \$2,596,532.32. 	CO #5 AIA CO #4	\$0.00
<ul style="list-style-type: none"> • No Monetary Value: Change Order #6 issued for AIA CO #5 to extend project duration as defined on Line #1 with no monetary change to project, therefore PO remains at \$2,596,532.32. 	CO # 6 AIA CO #5	\$0.00
Warden Construction Final Contract Amount: \$2,596,532.32		

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

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

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

INFORMATION ITEM I – F.

Subject:	Facilities: Change Orders – North Campus – New Criminal Justice Center (CJC) Pavilion
Meeting Date:	September 9, 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>North Campus:</u> Change orders issued to Warden Construction for the original contract dated October 15, 2024, for the North Campus – New Criminal Justice Center (CJC) Pavilion in accordance with FSCJ 2019C-18W. Warden Construction Original Contract Amount: \$574,013.23 <ul style="list-style-type: none"> Decrease: Change Order #1 issued to decrease PO by \$19,552.50 (\$18,375 Material + \$1,177.50 Taxes) for REQ0019557 issued to JB Coxwell Contracting Inc, decreasing the PO from \$574,013.23 to \$554,460.73 per PO CO Req 5963. Decrease: Change Order #2 issued to Decrease PO by \$20,089.92 (\$18,882.00 Material + \$1,207.92 Taxes) for REQ0019578 issued to Hard Rock Materials, decreasing the PO from \$554,460.73 to \$534,370.81 per PO CO Req 5982. Increase: Change Order #3 issued to increase PO by \$18,750.58 by adding Line #2 for additional SOW as defined on Line #2 generating a PO increase from \$534,370.81 to \$553,121.39 per PO CO Req 6058. 		
	CO #1	(\$19,552.50)
	CO #2	(\$20,089.92)
	CO #3	\$18,750.58

Subject: Facilities: Change Orders – North Campus – New Criminal Justice Center (CJC)
Pavilion
(Continued)

<ul style="list-style-type: none"> Decrease: Change Order #4 issued to decrease PO Line 1 by \$65,571.95 (\$61,789.58 Material + \$3,782.37 Tax) per REQ0019874 issued to Peachtree from \$534,370.81 to \$468,798.86, decreasing the PO from \$553,121.39 to \$487,549.44. 	CO #4	(\$65,571.95)
<ul style="list-style-type: none"> Decrease: Change Order #5 issued to decrease PO Line 1 by \$11,232.90 (\$10,526.32 Material + \$706.58 Tax) per REQ0019925 issued to CES from \$468,798.86 to \$457,565.96, decreasing the PO from \$487,549.44 to \$476,316.54 per PO CO Req 6291. 	CO #5	(\$11,232.90)
<ul style="list-style-type: none"> Increase: Change Order #6 issued to increase PO by \$31,868.71 for additional SOW as defined on Line #1 generating a PO increase from \$476,316.54 to \$508,185.25 per PO CO Req 6518. 	CO #6	\$31,868.71
Warden Contracting Final Contract Amount: \$508,185.25		

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.