

November 5, 2024

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: John Avendano, Ph.D.  
College President



RE: November 2024 Board Agenda

Enclosed please find materials in support of the November 12, 2024, Board meeting.

All meetings of the Board will be held at the College's Cecil Center – North, 5640 POW-MIA Memorial Parkway, Jacksonville, FL 32221.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room A-109. The Board Regular Meeting will begin at 1 p.m., Room A-109.

- Economic Impact Study
- Legislative Strategic Plan

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

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Regular Meeting**  
**A G E N D A**  
**November 12, 2024 – 1 p.m.**  
**Cecil Center – North, Room A-109**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**COMMENTS BY THE PUBLIC**

The District Board of Trustees welcomes comments before the Board relating to matters under the Board's consideration during today's meeting. Those who wish to address the Board are required to complete a Public Comment Request form\* prior to the meeting. Requesters will be called upon by the Board Chair. Comments are limited to three minutes per person, and the Board is not required to respond.

**MINUTES OF THE SEPTEMBER 10, 2024, DISTRICT BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE QUARTERLY MEETING (p. 181-183)**

**MINUTES OF THE SEPTEMBER 10, 2024, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 184-187)**

**MINUTES OF THE SEPTEMBER 10, 2024, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 188-205)**

**MINUTES OF THE OCTOBER 8, 2024, DISTRICT BOARD OF TRUSTEES DEEP DIVE WORKSHOP (p. 206-208)**

**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. 209-215)
2. Purchasing: Annual Contract Extensions (p. 216-217)
3. Purchasing: Construction Services – Pre-Qualification of General Contractor Renewal (p. 218-219)
4. Purchasing: Construction Services – Pre-Qualification of New General Contractors (p. 220-221)
5. Purchasing: South Campus Fire Academy-Driving Course, Skills Pad & W-1 Parking Lot (p. 222)

**ACTION ITEMS**

1. Approval of Consent Agenda (p. 223)
2. Finance: Fees and Charges (p. 224-225)
3. Finance: Fees and Charges (Academic Assessment) (p. 226)
4. Finance: Fees and Charges (Full Cost of Instruction) (p. 227)
5. Finance: FSCJ ACCESS Program (p. 228)
6. Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 2 (p. 229-231)
7. Academic Affairs: Activation of Business Analytics (Business Analysis Specialist) Associate in Science (p. 232)
8. Academic Affairs: Revised List of General Education Courses (p. 233-240)

Subject: FSCJ DBOT Regular Meeting  
November 12, 2024, Board Agenda  
(Continued)

## **INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 241-242)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 243)
- C. Finance: Annual Property Inventory Report (p. 244-246)
- D. Finance: Travel Report (p. 247)
- E. Facilities: Change Order – Downtown Campus – ARP Act – Chiller (CH-2) Replacement, AO Building (p. 248)

## **REPORT OF THE BOARD CHAIR**

## **REPORTS OF TRUSTEES**

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

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

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

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

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

**REPORT OF THE STUDENT GOVERNMENT ASSOCIATION** (Report provided by Vlad Sadowski)

## **NEXT MEETING**

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

The next regular meeting of the Board is scheduled for Tuesday, February 11, 2025, at the College's Administrative Offices, Board Room 405, 1 p.m.

## **ADJOURNMENT**

## **TOUR OF FSCJ CECIL CENTER**

Immediately following the DBOT regular meeting, Trustees will be provided with a guided tour of the College's Cecil Center, to include the North and South Centers.

**Florida State College at Jacksonville  
District Board of Trustees  
Finance & Audit Committee  
Minutes of September 10, 2024, Quarterly Meeting  
Administrative Offices, Room 406, 10:45 a.m.**

PRESENT: Thomas R. McGehee, Jr., Committee Chair  
O. Wayne Young  
Roderick D. Odom  
John Avendano  
Wanda Ford  
Stephen Stanford  
Mark Lacey  
Taylor Mejia

ABSENT: None

CALL TO ORDER: College President John Avendano, Ph.D. called the Finance and Audit Committee meeting to order at 10:45 a.m. and welcomed those in attendance.

INFORMATION /  
DISCUSSION:

- |   |   |
|---|---|
| I. Review of Committee Scope and Process:           | Vice President of Finance & Administration Dr. Wanda Ford read the Committee Scope and Process.   |
| II. Selection of Committee Chair and Charge:        | President Avendano asked if Trustee Thomas McGehee, Jr. would continue his role as Committee Chair. There were no objections.   |
| III. Discussion of Annual Financial Report Summary: | Vice President Ford and Associate Vice President of Administration Steve Stanford provided an overview of the annual financial report for 2023-24. Deferred maintenance created a decrease of \$13.5M. There was an increase in investments and cash to leave a net position of \$11.1M total decrease (5%). A slight increase of 0.56% in operating revenues was seen due to an increase in student tuition and fees with a decrease in sales and services of educational departments. Services can include assessments and facilities rentals. There was an increase of 8.6% in expenses due to personnel (retirements and pensions) and scholarships, waivers and dual enrollment expenses increased. Dual enrollment reimbursement is at a lower rate compared to state tuition (roughly \$77/credit hour is reimbursable). |

- IV. Discussion of Spending Plan and Proposed Budget Amendments:
- Vice President Ford and AVP Stanford discussed the Spending Plan and the Operating and Capital Outlay Budget Amendments that are pending Board approval. Due to FTE being below 15k, the College can only carry a Fund Balance of 5%. The proposed spending plan sent to the state will utilize some of the funds to offset the cost of moving to the state health insurance plans. The best-case scenario is if the State approves future funding of the insurance plans. If future state funding is not approved, the College will look at various ways to cut costs in other areas.
- The proposed change to the Operating Budget includes an allocation of funds to be utilized for the move to the state health insurance plans, for expenses that will be encumbered this year for capital projects, and the remaining Fund Balance will be put into reserves. After reconciling invoices, the Capital Outlay Budget Amendment decreases the budget by \$5.3M that resulted from the differences in the anticipated year-end expenses in May 2024 and the actual expenses as of June 30, 2024.
- V. State Health Group Insurance Plans:
- Vice President Ford and Chief Human Resource Officer Mark Lacey led the discussion on the 2024 State Employee Benefits. Continual communication is being sent to employees and retirees regarding the upcoming transition to the state insurance plans. Key changes include a two-tier platinum plan structure (employee individual only and employee + family), premium changes (individual no cost to employee will now be \$50/month, employee + family flat rate ~ \$180 down from \$274 +/-month), cost savings on copays, and prescription cost savings. This is an active enrollment. All employees must enroll or forfeit coverage for 2025. Payroll deductions will begin one month prior to new policy effective dates (December 2024). The College will continue 1x life insurance policy and long-term disability. The state does not provide dental or vision insurance to retirees.
- VI. Preliminary State Insurance Impact on FY 2025-26 Budget:
- Vice President Ford and AVP Stanford discussed the financial impact to the College with the transition to the state plans. A three-year projection plan was presented if no state appropriations are made to cover recurring state insurance costs. If the College has to cover the costs associated each year, the worst-case scenarios regarding Fund Balance are as follows, Fund Balance will take a hit for years 2024-25 ending with a fund balance of 11.49%, and 2025-26 with flat enrollment fund balance will end at 6.47% or with a -5% enrollment decline in 2025-26 fund balance will end at 5.1%. The College must keep a fund balance of 5%. The challenge will be in 2026-27 if the Fund Balance falls below 5%. To avoid financial probation, the College would need to consider the expense structure.

VII. Updates Regarding  
20 W. Adams:

President Avendano, Vice President Ford, and Director of Government and Community Relations Taylor Mejia provided an update on the 20 W. Adams property. No new tenants in the restaurant. There has been interest but the landlord/developer has not agreed to any new tenant. The College is exploring options for possible future student housing at South Campus. The housing occupancy rate is currently at 91%.

NEXT MEETING:

The next meeting of the Finance & Audit Committee is scheduled for Tuesday, November 12, 2024. The Committee will meet at 10:45 a.m. at the College's Cecil Center - North, Room A-101E.

ADJOURNMENT:

There being no further business, President Avendano and Committee Chair McGehee declared the meeting adjourned at 11:46 a.m.

APPROVAL OF  
MINUTES:

\_\_\_\_\_  
Committee Chair, Finance and Audit Committee

\_\_\_\_\_  
Vice President of Finance and Administration

Submitted by: Shannon Oliver, Administration Support Manager

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the September 10, 2024, Workshop  
Administrative Offices, Room 403A, Noon**

PRESENT:

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

ABSENT:

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 two discussion topics. He introduced Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine, who will present both topics. The first topic is that of the College's Strategic Plan Process, followed by FSCJ's Strategic Priorities – VIP 2.0, Core Priority: Community.

INFORMATION/  
DISCUSSION:

## A. Strategic Plan Process:

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

- Plan Process:
  - Inclusive with Planning with Both Internal and External Stakeholders.
  - Meeting with Campus/Center Stakeholders.
  - Sharing-out Success in the Past.
  - Establishing a Steering Committee to Obtain Feedback and Guidance from College Leadership, Representatives Across Employee Categories/Locations and Student Representation.
  - Meetings will be Informational, Efficient with Time, Using the Committee's Capacity in the Right Places and Action-Oriented.
- Campus and Community Conversations:
  - Town Halls:
    - Discussions at all campuses and centers are currently underway, with the first business and industry partner meetings following in October:
      - Healthcare.
      - Manufacturing, Logistics and Transportation.
      - IT, Cyber Security and FinTech.

- Marketing and Communications Strategies in Nassau County:
  - Spotlighted in Yulee News:
    - FSCJ President.
    - CDL Track.
    - Campus Dean.
  - Nassau Center Events:
    - Scholarship Presentations.
    - Nassau Takeover Days.
  - Continued Billboard Placements.
  - Post Cards (7) Sent to Nassau High School Seniors' Homes.
- Military and Veterans Affairs:
  - Supporting Pathways for the Veterans and Military Community:
    - TRiO Veterans Upward Bound – Federally Funded Grant.
  - Established Working Relations with 11 Organizations:
    - COJ Veterans Affairs.
    - Five Star Veterans Center.
    - Jacksonville Military Coalition.
    - K9's for Warriors.
    - Liberty Life Media.
    - Military Issues Committee of JAXUSA.
    - Operation New Uniform.
    - Stephen A. Cohen Military Family Center.
    - The Mission Continues.
    - University of North Florida.
    - Wounded Warrior Project.
  - Four Organizations Currently Support FSCJ:
    - COJ Veterans Affairs.
    - Five Star Veterans Center.
    - Liberty Life Media.
    - Wounded Warriors Project.
  - 16% Increase in Enrollment of VA Students.
- FSCJ EmpowerEd:
  - Goals:
    - Embed Community-based Opportunities for Workforce Training.
    - Increase Certificate, Industry Certification and Workforce Skills Attainment.
    - Increase Social and Economic Mobility.



- Finalized MOU with Goodwill:
  - Offering Adult Basic Education and ESOL.
  - Exploring Workforce Opportunities.
- Core Focus Group Invitees:
  - Advanced Manufacturing.
  - Financial Services.
  - General Services.
  - Healthcare & Life Sciences.
  - Mental Health Counseling.
  - Technology Services.
  - Transportation & Logistics.

Chair Young asked if there were any questions or comments by the Board related to the College's Strategic Plan Process. There was discussion by the Board regarding pathways/support for the military and veterans community, military representation within JAXUSA Partnership, being transparent, meaningful/thoughtful feedback, successful goals, identifying gaps, building community interaction, establishing relations with small businesses, leadership development, mental health counseling and providing additional names, organizations and community sectors to the Core Focus Group listing.

**B. Strategic Priorities –  
Vision Impact Plan (VIP)  
2.0, Core Priority:  
Community:**

Vice President of Strategic and Institutional Effectiveness Dr. Deborah Fontaine provided Trustees with an overview of FSCJ's Strategic Priorities – Vision Impact Plan (VIP) 2.0, Core Priority: Community.

The overview included information pertaining to the following:

- Community Need/Impact.
- Environmental Landscape Survey.
- Review Health Care Programs:
  - Capacity.
  - Room for Growth.
  - Align with Needs.
- Making the Most Impact – Community and Students.

Chair Young asked if there were any questions or comments by the Board related to the College's Strategic Priorities – VIP 2.0, Core Priority concerning Community. There was discussion by the Board regarding the need for allied health professionals, growth need for health care workforce and marketing of programs.

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

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 12:59 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

\_\_\_\_\_  
Executive Secretary, District Board of Trustees

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

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the September 10, 2024, Regular Meeting  
Administrative Offices, Board Room 405, 1 p.m.**

PRESENT:

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

ABSENT:

Michael M. Bell

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 1:06 p.m. and welcomed those in attendance.

PLEDGE:

Chair Young led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

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

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

MINUTES:

(Ref. Board Agenda for September 10, 2024; Pages 202500080 – 110)

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 80 – 110: The July 9, 2024, Deep Dive Workshop, on agenda pages 80 – 85; August 13, 2024, Workshop, on agenda pages 86 – 90; and August 13, 2024, Regular Meeting, on agenda pages 91 – 110.

**MOTION:** (Shaw – McGehee) The motion was made to approve the FSCJ DBOT minutes as presented on pages 80 – 110, from the July 9, 2024, Deep Dive Workshop; August 13, 2024, Workshop; and August 13, 2024, Regular Meeting, as recommended.

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

Motion carried unanimously.

REPORT OF THE COLLEGE  
PRESIDENT:

Convocation Recap:

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

- He thanked all those who joined FSCJ for its annual Convocation to kick off the academic year. This year's theme was "Celebrate the FSCJ Experience," and that's just what the College did.
- Everyone was very excited about the gym transformation into "The Reef."
- Colleagues provided updates on FSCJ's strategic planning process, the Ritz-Carlton experience and the new student orientation.
- He was thrilled to have the opportunity to spotlight some of the successes FSCJ achieved together over the past year as well as share his excitement for the year ahead.

Commercial Vehicle Driving  
Press Conference:

President Avendano shared with the Board information relating to FSCJ's Commercial Vehicle Driving Press Conference:

- As a reminder, on Thursday of this week, the College will hold a grand opening event for the FSCJ Commercial Vehicle Driving facility at Nassau Center.
- This project was made possible by a \$3 million Florida Job Growth Grant FSCJ received from the Florida Department of Economic Opportunity and Enterprise Florida to support the Nassau County Transportation Education Institute.
- Senator Clay Yarborough will be in attendance.
- You are welcome to join us, so please let us know if you need additional information.

Great College to Work For:

President Avendano shared with the Board information relating to Great College to Work For:

- He was excited to share with everyone, that as of September 20, FSCJ will be part of the Great Colleges to Work For program.
- The College's selection was based on a survey of 216 colleges and universities. In all, 75 achieved "Great College to Work For" recognition for specific best practices and policies.
- FSCJ was also chosen for the Great Colleges Honor Roll, a status granted to only 42 colleges each year who are highlighted most across the recognition categories.

- Duval County School Board Superintendent:
- President Avendano shared with the Board that he would be visiting the new Superintendent, Dr. Chris Bernier tomorrow, September 11 at the Duval County School Board Building.
- Scholarships:
- President Avendano shared with the Board information relating to scholarships:
- FSCJ received great feedback on the AJ Laguerre, Jr. Endowed Scholarship established by the PGA TOUR and THE PLAYERS Championship.
- Heart Walk:
- President Avendano shared with the Board information relating to the 2024 Heart Walk:
- FSCJ will once again participate as a team in the 2024 Heart Walk, which is scheduled for Saturday, October 5.
  - He invited everyone to join the College in its fundraising efforts and to walk with FSCJ on the day of the event. The link will be shared with those who wish to register or donate.
- Tours and Visits:
- President Avendano shared with the Board information relating to recent tours and visits:
- Councilman Joe Carlucci toured Downtown Campus.
  - He and Director of Government and Community Relations Taylor Mejia visited with Representatives Sam Garrison and Jessica Baker.
- Data Dashboard:
- President Avendano shared with the Board information relating to the September 2024 Data Dashboard/high-level view of the institutional data sets:
- Fall Term College Credit Enrollment:
    - Positive variance of 9.4% credit hours for fall 2024 over fall 2023.
    - Positive variance of 47.8% compared to the same day in the enrollment cycle for Fall Term 2023 relating to career certificate enrollment.
  - Spotlights on:
    - FSCJ student enrollment by zip code and median household income.
    - Largest occupations in Duval and Nassau Counties in terms of job openings.
  - Finance Report shows actual revenues and expenditures compared to budget for the period ending July 31, 2024 and July 31, 2023.

- Unrestricted fund revenues were up approximately \$2.3 million compared to prior year, primarily due to an increase in student fee revenue.
- Expenditures were up approximately \$1.3 million, mainly due to an increase in personnel and current expenses.
- The restricted fund revenues and expenditures reflect both student and grant activities. Revenues and expenditures are tracking about the same as the prior year.
- Grants Report:
  - For the 2024-25 award year, FSCJ received more than \$2.2 million in grants.
  - The total received for the 2023-24 fiscal year was more than \$11.6 million.

STRATEGIC  
PROGRAMMATIC  
DISCUSSION:

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

CONSENT AGENDA:  
(Ref. Board Agenda for  
September 10, 2024; No  
Consent Items)

Chair Young shared with Trustees that there were no Consent Items on today's agenda. Therefore, the Board would move directly to the Action Items section of the agenda.

ACTION ITEMS:  
(Ref. Board Agenda for  
September 10, 2024; Items 1  
through 9, Pages 202500111 –  
156)

President Avendano presented the administration's recommendation on Action Item 1, Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services, on agenda pages 111 – 112.

MOTION: (McGehee – Odom) The motion was made to approve revised Board Rule 6Hx7-10.16 – Acceptance of Credit for Prior Learning under Section 10, 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, Administration: Request to Pursue Regional Accreditation with the Higher Learning Commission (HLC), on agenda pages 113 – 116.

MOTION: (McGehee – Shaw) The motion was made to approve the Request to Pursue Regional Accreditation with HLC, 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 3, Human Resources: Collective Bargaining Agreement (CBA) (Full-Time Faculty), on agenda pages 117 – 125. The CBA was ratified by the Faculty last week.

MOTION: (McGehee – Shaw) The motion was made to approve the CBA (Full-Time Faculty), as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Human Resources: Employer Group Plans for Life and Long-Term Disability Insurance, on agenda page 126.

MOTION: (McGehee – Shaw) The motion was made to approve the Employer Group Plans for Life and Long-Term Disability Insurance, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Purchasing: Annual Contract Extensions, on agenda pages 127 – 130.

MOTION: (Shaw – McGehee) The motion was made to approve the Annual Contract Extensions, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Finance: Fiscal Year 2024-25 Operating Budget Amendment No. 1, on agenda pages 131 – 132.

MOTION: (McGehee – Shaw) The motion was made to approve the Fiscal Year 2024-25 Operating Budget Amendment No. 1, as recommended.

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

Trustee Thomas McGehee, Jr. stated that today was the first meeting of the Finance & Audit (F&A) Committee for Fiscal Year 2024-25. The Committee reviewed and discussed various Action Items from today's agenda, noting inquiries were responded to by the administration. Additionally, there was a consensus among committee members to support approval of this item.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 1, on agenda pages 133 – 135.

MOTION: (McGehee – Shaw) The motion was made to approve the Fiscal Year 2024-25 Capital Outlay 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, Finance: Fiscal Year 2024-25 Carry Forward Spending Plan, on agenda pages 136 – 137.

MOTION: (McGehee – Shaw) The motion was made to approve the Fiscal Year 2024-25 Carry Forward Spending Plan, as recommended.

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



F&A Committee Chair McGehee shared the following information relating to Action Item A-8:

Vice President of Finance and Administration Dr. Wanda Ford and Associate Vice President for Administrative Services Steve Stanford provided an overview of the 2024-25 Carry Forward Spending Plan, noting there was in-depth discussion on the topic as it related to funds needed to cover transitioning into the State Group Insurance Plan.

The bill was approved by the Florida Senate and House of Representatives for all state colleges to move into this Plan. However, as we have all heard, the Governor vetoed the \$80m funding statewide to cover the cost of transitioning to the Plan. This places FSCJ in a bind not to mention other sister institutions as they may not have had enough funds available to cover this outlay, which now becomes an unfunded mandate.

Therefore, Trustee McGehee wished to go on record stating that we all need to do everything we can to make sure in the next legislative year we go through the same process and approval process for funding for both the House and Senate and do everything we can to make sure the funding does not get vetoed again. This could be very detrimental to FSCJ's Spending Plan going forward.

Chair Young thanked Trustee McGehee for his comments concerning the transition cost to the State Group Insurance Plan and how it is affecting the College. He added that FSCJ is one of 28 colleges within the Florida College System (FCS) to whom this happened and by all practical measures one could have been very optimistic that the College would not be in this situation. As previously stated, both the Florida Senate and House of Representatives approved the bill; then the funding cost of the Plan was a line item veto by the Governor.

Chair Young shared that FSCJ as well as the other 27 corresponding colleges do not wish to see this occur again going into the next year. Therefore, the College and Trustees will go full-fledged on doing what is needed on The Hill in order to try to get approval throughout the entire process. In the meantime, he gave credit to the faculty and staff for considering other options if the funding doesn't happen, noting the hope is that it does.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Academic Affairs: FSC Affordability Report, on agenda pages 138 – 156.

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

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

Motion carried unanimously.

INFORMATION ITEMS:  
(Ref. Board Agenda for  
September 10, 2024; Items  
A – E, Pages 202500157  
– 178)

Chair Young asked the Board if there were any questions or comments related to Information Items A – E, on agenda pages 157 – 178, and there were none.

REPORT OF THE BOARD  
CHAIR:

Chair Young provided a brief report, noting as mentioned earlier in the meeting, the College has begun a new academic year and Convocation 2024 was fantastic. He always enjoys attending Convocation as the event is met with much enthusiasm.

Chair Young thanked Trustee McGehee for his continued service as the chair of the F&A Committee. The Committee met for the first time today in Fiscal Year 2024-25. He hopes everyone gains an appreciation for the information/comments provided by Committee Chair McGehee relating to the discussion that takes place at the meetings. The information is vital with regard to the Board's overall operation, being transparent, sharing information discussed and noting how the decisions are made with respect to recommendations being brought before the Board.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE BOARD  
FINANCE & AUDIT  
COMMITTEE CHAIR:

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

The next meeting of the FSCJ F&A Committee is scheduled for Tuesday, November 12, 2024, at the College's Cecil Center – North. The Committee will meet at 10:45 a.m.

REPORT OF THE  
ADMINISTRATIVE AND  
PROFESSIONAL  
COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Terence Wright addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix B)

REPORT OF THE CAREER  
EMPLOYEES' COUNCIL  
(CEC):

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

REPORT OF THE FACULTY  
SENATE (Senate):

Faculty Senate President Dr. John Woodward provided the Board with a written report relating to current Senate initiatives and activities. (Appendix D)

REPORT OF THE STUDENT  
GOVERNMENT  
ASSOCIATION (SGA):

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

NEXT MEETING:

Chair Young announced the Board will meet on Tuesday, October 8, 2024, at the College's South Campus – Wilson Center for a Deep Dive Workshop. The workshop will convene at noon in the Lakeside Room.

The next regular meeting of the Board is scheduled for Tuesday, November 12, 2024.

ADJOURNMENT:

There being no further business, Chair Young declared the meeting adjourned at 1:34 p.m.

APPROVAL OF MINUTES:

\_\_\_\_\_  
Chair, District Board of Trustees

\_\_\_\_\_  
Executive Secretary, District Board of Trustees

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

REPORT OF THE FINANCE & AUDIT COMMITTEE  
COMMITTEE CHAIR, TRUSTEE THOMAS MCGEHEE, JR.  
SEPTEMBER 10, 2024

Vice President of Finance and Administration Dr. Wanda Ford reviewed the Finance and Audit (F&A) Committee charge and process. The committee's charge is to review and discuss issues with a financial impact on the College. In addition, initiatives that have a significant impact on the College's finances may be referred to the Committee for review and discussion prior to consideration by the full Board.

President John Avendano, Ph.D. led the discussion regarding the selection of the Committee Chair position for 2024-25. Trustee Thomas McGehee, Jr. was unanimously selected to continue as the F&A Committee Chair.

Vice President Ford and Associate Vice President of Administrative Services Steve Stanford provided an overview of the Annual Financial Report Summary. The College's assets and deferred outflows totaled \$339m and reflects a .33% decrease from last fiscal year primarily resulting from pension activity. The College's net position year-end balance is \$211m. The operating revenues totaled \$38m representing an .56% increase from last year mainly due to an increase in net student tuition and fees. Operating expenses totaled \$224m and increased due primarily to an increase in personnel services and scholarships and waivers.

Vice President Ford and Associate Vice President Stanford provided an overview of the College's Proposed Budget Amendments and Spending Plan, which were included on today's Board Agenda for approval.

Chief Human Resource Officer Mark Lacey led the discussion related to the College transitioning to the State Group Insurance Plan. The Florida Colleges are scheduled to transition to the plan effective January 1, 2025. Coverage will include health, dental, vision, life and other supplemental plans.

Although the bill passed to add the State Colleges to the State Group Insurance Plan, the \$80m that was budgeted to fund the cost of transitioning to the plan was vetoed. Recently, the colleges were asked to provide a plan for funding the transition cost beginning December 2025 through FY 2026-27. The College's estimated cost ranges from \$5m to \$8m annually.

Vice President Ford and Associate Vice President Stanford presented two budget scenarios outlining the probable budget impact. The scenarios for FY 2025-26 included consideration of a flat and a 5% decrease in enrollment. Both reflect a less than 7% ending fund balance, which is concerning. Assumptions include 60% of employees electing family coverage and an increase of 10% in the employer insurance premium cost.

The F&A Committee discussed future plans regarding the 20 West residential and restaurant space. The team is currently entertaining proposal for the restaurant space and will continue to keep the board abreast of any updates.

This concludes my report.



Date: September 6, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: September 2024 Administrative and Professional Collaborative Report

Chair Young and Trustees:

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

On August 20, the new and returning APC Officers and Campus/Center Representatives met for the first time during the 2024-2025 academic year. All officers and representatives were formally installed to serve on APC as part of the meeting agenda. The meeting was spent developing a plan of action for the upcoming year. A priority for the group this year is a focus on campus engagement by the representatives with their constituents. We will accomplish this by partnering with the campus deans to host introductory social events at each campus. So, campus constituents will have an opportunity to meet their representatives and discuss any issues or concerns. Additionally, we added a fall campus meeting (in the past we only had a spring meeting), which gives APC representatives the opportunity to share any pertinent communication and updates in a timely manner. A discussion was held about possible APC employees to spotlight over the coming months and how many Brown Bag Professional Development events to host during the upcoming year. We also decided to review our bylaws during the next year to make sure they are still relevant to our current mission and goals.

All new members volunteered to serve on the various APC committees and task forces listed below;

<b>Task Force</b>	<b>Current Members</b>	<b>New Members</b>
Bylaws and Outreach	Shannon Groff	Nick Bodnar, Susan Mythen
Events and Service	Monica Franklin	Steve Beard, Tara Haley
Communications & Spotlight	Robin Herriff, Ashli Archer	Taylor Mejia
Prof Dev and Guest Speakers	Kerri Burns	Lauren Finch, Jerry Thor
Employee Benefits Adv Council	Tara Haley, Mandi Miller	Terence Wright
Sick Leave Pool	Mandi Miller	Ed Stringer

Members also shared leadership/organizational updates from various areas and departments throughout the College (Academic Affairs; Baccalaureate, Career, and Technical; Business Services; Institutional Effectiveness & Advancement; Online and Workforce Education; and Student Services).

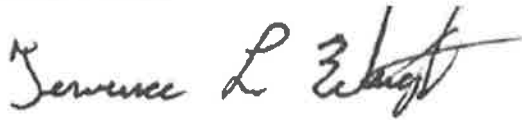
Administrative and Professional Collaborative Report

September 6, 2024

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This year the APC looks forward to discussing issues such as the implications of the move to the state health insurance. We will continue to host Brown Bag Professional Development events and invite various FSCJ leaders to speak at our monthly meetings. In addition, we will continue to invite College President Dr. John Avendano to our monthly meetings to provide us with updates and take time to address higher-level issues.

Respectfully,

A handwritten signature in black ink, appearing to read "Terence L. Wright". The signature is written in a cursive style with a large, stylized initial "T".

Terence L. Wright

Director of Campus Enrollment and Student Services

Kent Campus Dean

Administrative and Professional Collaborative Chair, 2024-2025



Date: September 6, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: September 2024 Career Employees' Council Report

Chair Young and Trustees:

On September 9, 2024, the CEC board will meet to discuss ongoing communication strategies and role assignments in regard to the same. As Chair, I will address my approach to timely decision making that is required of the CEC and best practices for doing so in order to avoid creating a negative impact on others. As a board, we will also continue to map a plan for continued engagement by fellow CEC representatives and address any lingering concerns about how to increase membership. It is my goal to ensure the CEC creates a culture of positivity, service and inclusion of all Career Employees who are interested to join and support their fellow colleagues. At this same meeting, we will identify a date/time to hold our first meeting of the 2024-25 academic year with September 24, 2024, surfacing as the leading option for most board members to be in attendance.

### Operational Effectiveness

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

On August 30, 2024, the office of Employee Relations & Engagement confirmed the appointment of Rebecca A. Nelson, Career Employee Council Chair to the Succession Planning Committee for the roles of Academic Dean and the Director of Campus Enrollment & Student Services.

### College and Community Engagement

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

On August 19, 2024, the office of Human Resources held an EBAC meeting with Jamaiah Bowman, Career Employee Representative for South Campus and Administrative Assistant I, serving as the Career representative and Ronny Elmore, Career Employee Council Vice-Chair 2024-25 and Laboratory Manager serving as the alternate for Rebecca A. Nelson, Career Employee Council Chair 2024-25 and Curriculum Coordinator. The committee reviewed the upcoming changes to the benefit offerings at the College including the transition to the state health insurance plan and attendees were provided with a summary of the changes along with



estimated cost sharing prior to the Collegewide communication of the same. It is with great appreciation to Jamaiah Bowman, who kindly shared her notes Rebecca A. Nelson, who was not in attendance. Additionally, communication was exchanged with Human Resources regarding the process for naming alternates to the EBAC for CEC representation in anticipation of forthcoming modifications.

On September 4, 2024, the office of Human Services contacted Rebecca A. Nelson, Career Employee Council Chair 2024-25 and Curriculum Coordinator, to inquire about the replacement of one (1) CEC representative on the College's Sick Leave Pool Committee. Currently, Brandy Williams, Career Employee Council Treasurer serves as one (1) of two (2) members on this important committee. At the Chairs request, Ronny Elmore, Career Employee Council Vice-Chair and Laboratory Manager, was offered the opportunity to serve as the second CEC representative to this committee and he accepted.

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

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

Respectfully,



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



Date: September 6, 2024

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

From: John A. Woodward, PhD

Re: September Report

Chair Young and Fellow Trustees:

Senate is back to monthly meetings after the summer break. We have a number of things on our agenda for the year that I will sketch out in this letter.

We continue to work on improving our processes around reporting academic dishonesty. We have come to think about pursuing other avenues, including a new grade scale with an “F for cheating” option. However, we also recognize that there is a significant amount of work we need to engage in to change pedagogy to promote honesty and curb dishonesty. This connects with our concerns about the use of generative AI by our students – sometimes its usage leads to a suspicion of dishonest behavior. No one has a solution to this and there is little in the way of professional development in the US for faculty to maneuver in this new space, so we will work on developing more specific guidance this year.

Senate has been asked yet again to recognize for appreciation Brandi Bleak and her team’s work in the transition to Simple Syllabus, our new product for creating, disseminating, and archiving syllabi. We have already recognized Brandi’s work in 2020 for helping faculty quickly transition to Canvas and live-online instruction. Without her acumen and brilliant ability to help faculty understand new technologies, we might not have been as successful as we were during the pandemic. Moreover, before 2020 she was key to supporting the faculty transition to Canvas, one of the most difficult and complicated technological transitions we have made since the move to PeopleSoft – and the move to Canvas was accomplished with virtually no complications for faculty and students. She has also been essential to our RSI (Regular and Substantive Interaction) improvements by providing faculty with the means and training to record regular videos for their students in online courses. Brandi is the go-to support for all faculty working with technology. We will be formally recognizing her in our September meeting for her outstanding work in supporting our mission and look forward to her and her team continuing to support faculty teaching.

Senate will also continue to promote discourse around academic freedom. We will seek ways of communicating the value and protections of academic freedom to our students and our colleagues. One method is to discuss the legal history of academic freedom in public forums. In *Sweezy v. New Hampshire* (1957) the Supreme Court wrote in the majority opinion: “The essentiality of freedom in the community of American universities is almost self-evident. No one should underestimate the vital role in a democracy that is played by those who guide and train our youth. To impose any strait jacket upon the intellectual leaders in our colleges and universities would imperil the future of our Nation. No field of education is so thoroughly comprehended by man that new discoveries cannot

yet be made. Particularly is that true in the social sciences, where few, if any, principles are accepted as absolutes. Scholarship cannot flourish in an atmosphere of suspicion and distrust. Teachers and students must always remain free to inquire, to study and to evaluate, to gain new maturity and understanding; otherwise, our civilization will stagnate and die.” And then later in *Keyishian v. Board of Regents* (1967), the court found: “Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us, and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom.” I think it is a vital component of our mission to teach our students about the responsibility and burdens of free speech, not necessarily only about how these ideas inform higher education but also how they inform their lives as American citizens and members of our community.

These and other issues are on our agenda for the year. We are very positive about the current direction of the institution under Dr. Avendano’s and Dr. Wall’s leadership and our enrollment growth – seeing so many new faces on campus is always invigorating – and we are excited about the years to come.

I also want to take this time to congratulate Dr. Ujjwal Chakraborty for being selected as the new Associate Provost of Liberal Arts and Sciences. I have known Ujjwal since he was a faculty member, as have many of the senators, and we are very happy for him in his new position. I know all of Senate respects his work as a faculty member and as the dean of Open Campus, and we look forward to working with him in his new role.

Finally, I would like to take a moment to thank Chairman Young for his address to the College community at our Convocation. I and others were moved by it and deeply appreciated the emphasis placed on teaching and learning, and the faculty, as so vitally core to our mission.

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

That concludes my report to the Board.

Respectfully,



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



Date: September 6, 2024

To: Florida State College at Jacksonville District Board of Trustees

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

Re: September 2024 Student Government Association Executive Board Report

Greetings Chair Young and Trustees:

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

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

- On August 22nd, Downtown Campus hosted International Student Orientation where new students learned about resources and ways to get involved in extracurricular activities such as the International Club.
- On August 26th, the FSCJ Volleyball Team traveled to Rockford, IL to participate in the 2024 Opening Weekend Tournament.
- From August 26th - 29th, FSCJ celebrated Welcome Week where students enjoyed games, refreshments, music, caricature portraits, and Manta Ray swag. Students were able to learn about ways to get involved in extracurricular activities and receive help understanding their class schedules.
- The Duval and Nassau County Supervisor of Elections Offices visited multiple campuses and centers during the first three weeks of the 2024 Fall Term to provide voter registration opportunities.
- Between September 4th - 9th, Deerwood, Kent, North, and South hosted Club Rush where students had the opportunity to learn about the FSCJ clubs and volunteer with nonprofit agencies.
- On September 13th, SGA Officers will participate in the virtual Florida College System Student Government Association Presidents' Assembly where they will vote to help determine the organization's legislative planks and learn how to track bills.
- On September 17th, the SGA will host Constitution Day Trivia events at each campus and center. Following that, Dr. Daniel Cronrath, FSCJ Professor of Political Science, will compare and contrast how state constitutions work and then provide an overview of the amendments and initiatives appearing on the November 7 ballot at the South Campus Wilson Center. The event will be live-streamed on [live.fscj.edu](http://live.fscj.edu).
- On October 5th and 6th, members of the FSCJ Chapter of the National Cybersecurity Student Association will travel to the University of Central Florida to participate in the Horse Plinko Cyber Challenge (HPCC).
- On October 8th, students on the Choose Kindness Campaign Planning Committee will host a panel discussion to discuss the values of civility, kindness, and respect before the November 5th National Election Day.
- On October 12th, after an eight-year hiatus, FSCJ Brain Bowl Team members will travel to Santa Fe College to participate in the Fall Invitational.

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

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

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Minutes of the October 8, 2024, Deep Dive Workshop**  
**South Campus – Wilson Center, Lakeside Room, Noon**

PRESENT:

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

ABSENT:

Andrew B. Shaw, Vice Chair, Duval County

CALL TO ORDER:

Chair Wayne Young called the meeting to order at 12:06 p.m. and welcomed those in attendance.

WELCOME/  
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance, noting today's agenda was centered on two topics. He introduced Provost/Vice President of Academic Affairs Dr. John Wall, who will present the Board with an overview of the College's Top 10 Programs with Highest Demand in the Community and Lowest 5 Programs for Demand and Success, followed by Associate Vice President of Institutional Effectiveness Dr. Jerrett Dumouchel providing Trustees with information pertaining to FSCJ's Economic Impact Study.

FSCJ Athletics and Mascot  
 Appearance:

Prior to presenting the workshop topics, President Avendano introduced Director of Athletics Jerry Thor and the College's Mascot. Director Thor provided the Board with information pertaining to FSCJ Athletics over the past year. The overview included information pertaining to the following:

- Community Perception.
- Recruitment Team.
- Eight Varsity Sports.
- Average GPA Among the Best in the Nation.
- Completed 48 Service Projects as a Department.
- Athletics' Recent Success:
  - State Championship in Baseball:
    - Participated in the World Series in Oklahoma.
  - First Ever State Championship in Men's Basketball:
    - Qualified for the National Tournament in Illinois.
- Appearance of FSCJ Mascot:
  - Mascot Naming Contest.
  - School Pride.
  - Marketing Opportunities.

Director Thor invited Trustees to visit the newly renovated gym, "The Reef" following today's workshop.

INFORMATION/  
DISCUSSION:

A. Top 10 FSCJ Programs with Highest Demand in Community & Lowest 5 FSCJ Programs for Demand and Success:

Provost/Vice President of Academic Affairs Dr. John Wall provided Trustees with an overview of FSCJ's Top 10 Programs with Highest Demand in the Community and Lowest 5 Programs for Demand and Success. The overview included information pertaining to the following:

- FSCJ Academic Programs: Enrollments, Outcomes and Alignment with Regional Workforce Needs:
  - The Data:
    - Five Reporting Years (15 Terms).
    - 75,968 Students Generating 195,998 Duplicated Term Enrollments.
  - Enrollment Across Program Types.
  - Identifying "Top" Programs.
  - Programs with Highest Duplicated Enrollments over Five Years.
  - Healthcare Programs:
    - Strong on Completion Basis.
  - Low-Enrolled Programs.
  - Enrollments and Completions.
- Estimated Wages of FSCJ Program Completers, Selected Programs.

Chair Young asked if there were any questions or comments by the Board related to the College's programs. There was in-depth discussion by the Board regarding top programs, ensuring FSCJ programs are aligned with community and workforce, duplicated enrollment, persistence, graduation rates, tracking transfers, outcomes of Baccalaureate Programs, proud graduates, how FSCJ is perceived, completion ratios, national standards, top programs by demand/salary, national trends, business community perception, data for elevator speech, pass rates for programs, low-enrolled programs, demand in business community and repurposing degrees.

B. Economic Impact Study:

Due to time constraints, President Avendano tabled the overview of FSCJ's Economic Impact Study to next month's workshop, Tuesday, November 12, 2024.

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

TOUR OF FSCJ SOUTH  
CAMPUS:

Chair Young announced that following today's workshop Trustees would be provided with a guided tour of the College's South Campus, to include the Veteran Center for Excellence and the Reef. He asked Trustees to remain if they were available to attend the tour.

ADJOURNMENT:

There being no further business, Chair Young declared the workshop adjourned at 1:57 p.m.

TOUR OF FSCJ SOUTH  
CAMPUS:

South Campus Dean Andrew Pierce, Vice President of Student Development Elliott Strickland, Executive Director of Military Affairs & Veteran Services Mishaw Cuyler and Director of Athletics Jerry Thor led the Trustee tour of the Veteran Center for Excellence and The Reef. President Avendano, Chair Young and Trustees Michael Bell and Roderick Odom were in attendance.

While in the Veteran's Center the group spoke with several staff that included the Director of Military and Veterans Services Chris Johnson, Academic and Career Advisor Valerie Smith, and Student Success Advisor I Sabrina Abid.

While visiting the Reef the group was greeted by members of the volleyball team, men's and women's basketball team, as well as the cross- country team. The coaches of each of the teams were also present (Volleyball – Coach Chelsea Hinck, Women's Basketball – Coach Jessica Eaton, Men's Basketball – Coach John Putyrski, and Cross-Country – Coach Jody Hale). Associate Vice President of Student Support and Engagement Pamela Walker was also at the Reef to greet the Trustees.

There were no decisions made while the tour was conducted. The tour convened from 2 – 3:10 p.m.

APPROVAL OF MINUTES:

\_\_\_\_\_  
Chair, District Board of Trustees

\_\_\_\_\_  
Executive Secretary, District Board of Trustees

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

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

**AGENDA ITEM NO. CA – 1.**

Subject:	Administration: Board Rules – Non-Substantive Changes and Review
Meeting Date:	November 12, 2024

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

6Hx7-1.4 – District Board of Trustees

6Hx7-2.8 – Political Activities of Employees

6Hx7-2.9 – Intellectual Property subject to Copyrights, Patents & Royalties

6Hx7-2.13 – Flag Display

**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.



<b>RULES OF THE BOARD OF TRUSTEES</b>		
NUMBER	TITLE	PAGE
6Hx7-1.4	District Board of Trustees	1-12

- (1) The District Board ~~of Trustees~~ **DBOT** is vested with the responsibility and authority for the proper operation and improvement of the College. In carrying out this responsibility, the ~~Board~~ **DBOT**, acting as a Board, upon consideration of recommendation(s) of the President as appropriate, shall exercise all powers and perform all duties specified by law, State Board of Education Rules, and the Rules of the ~~Board~~ **DBOT** as provided herein.
- (2) Duly appointed committees of the ~~Board~~ **DBOT** may, when warranted, act on matters within the scope of the Committee's appointment. Such action shall be confirmed by the full ~~Board~~ **DBOT** at the next regular or special meeting following the action of the Committee.
- A. The President is authorized to act on the basis of the Committee's action.
- (3) Each ~~District Board of Trustees~~ **DBOT** member may only be dismissed for cause and by due process, in accordance with the Florida Constitution and Florida Statutes. The Florida Governor may suspend a Trustee for malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, permanent inability to perform official duties, incompetence, commission of a felony or failure to attend three consecutive regular ~~board~~ **DBOT** meetings in any one **(1)** fiscal year. Additionally, the Florida Senate may, in proceedings prescribed by law, remove from office or reinstate a suspended Trustee.
- (4) Members of the ~~District Board of Trustees~~ **DBOT** are prohibited from engaging in contractual, employment, personal, familial, and/or financial activities that are inappropriate and unlawful pursuant to Florida Statutes, Chapters 112, included, but not limited to, the following:
- A. Subject to certain exemptions in section 112.313, Florida Statute, members of the ~~District Board of Trustees~~ **DBOT** shall not have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, the College, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract.
- B. Subject to certain exemptions in section 112.313, Florida Statute, members of ~~the District Board of Trustees~~ **DBOT** of the College are prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between private interests and public duties, or which will impede the full and faithful discharge of public duties.
- C. Subject to certain exemptions in section 112.313, Florida Statute, no Trustee acting in ~~his or her~~ **their** official capacity, shall either directly or indirectly purchase, rent, or lease any realty,



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-1.4	District Board of Trustees	1-12.1


goods, or services for the College from any business entity of which the Trustee or the Trustee's spouse or child is an officer, partner, director, or proprietor or in which such Trustee or the Trustee's spouse or child, or any combination of them, has a material interest. Nor shall a Trustee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the College. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

1. October 1, 1975.
2. Qualification for elective office.
3. Appointment to public office.
4. Beginning public employment.

D. Pursuant to section 112.3143, Florida Statutes, no Trustee shall participate in any matter which would inure to the Trustee's special private gain or loss; which the Trustee knows would inure to the special private gain or loss of any principal by whom the Trustee is retained or to the parent organization or subsidiary of a corporate principal by which the Trustee is retained; or which the Trustee knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of the Trustee's interest in the matter. A written memorandum, which indicates the nature of the conflict, shall be filed with the President's Office, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other Trustees, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

1. If the conflict is unknown or not disclosed prior to the meeting, the Trustee must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum must be filed with the President's Office within fifteen (15) days of the disclosure being made and must be provided to the other members of the Board DBOT with the disclosure being read publicly at the next scheduled meeting.
2. For purposes of this subsection, the term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction.


E. Further, no Trustee shall vote in an official capacity upon any measure, which would inure to the Trustee's special private gain or loss; which the Trustee knows would inure to the private gain or loss or any principal by whom the Trustee is retained or to the parent organization or subsidiary or a corporate principal by which the Trustee is retained; or which the Trustee knows would inure to the special private gain or loss of a relative or business associate of Trustee. Such Trustee shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which ~~he or she~~ is they are abstaining from voting and, within fifteen (15) days after the vote occurs,

	<b>RULES OF THE BOARD OF TRUSTEES</b>	
	<b>NUMBER</b>	<b>TITLE</b>
	<b>PAGE</b>	
	6Hx7-1.4	District Board of Trustees
		1-12.2

disclose the nature of ~~his or her~~ **their** interest as a public record in a memorandum filed with the President's Office who will incorporate the memorandum in the minutes.

(General Authority: F.S. Chapter 112, 112.313, 112.3143, 1001.61, 1001.63, 1001.64, SBE Rule 6A-14.024, 6A-14.060)

(Adopted 07/01/72, Revised 06/23/80, 06/23/87, 04/07/11, 12/04/12, **11/12/24**, Formerly 1.10)  
(Reviewed 2/11/14, 01/12/16)

	<b>RULES OF THE BOARD OF TRUSTEES</b>	
	<b>NUMBER</b>	<b>TITLE</b>
	6Hx7-2.8	Political Activities of Employees
	<b>PAGE</b>	2 – 20

- (1) Except as otherwise provided by law, a College employee who declares ~~himself/herself~~ themselves a candidate for public office shall certify to the College that campaign and other political activity will be conducted during non-duty hours and will not interfere with the employee's work obligations at the College.
  - A. The certification required above shall be in writing on a form provided by the Office of the College President and the form shall be updated to reflect any changes that may occur.
  - B. The certification is due on or before such time that the employee becomes an announced candidate.
  - C. The certification will be submitted to the College President's office and filed in the employee's Personnel File with a copy to the Office of General Counsel and the supervising administrator.
- (2) College employees are hereby expressly prohibited from soliciting student or other support for any political candidate or activity during the employee's work hours.
- (3) College employees who interrupt or otherwise interfere with their required duties at the College to participate in any or other political activity, shall first request appropriate leave or resign their position at the College.
- (4) The use of College facilities and/or resources to promote or support the political activity of any employee who is a declared or undeclared candidate for public office is strictly prohibited.

(General Authority: F.S. 104.31, 106.143, 112.311, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 06/23/80, 05/26/82, 06/23/87, 2/17/94, 04/07/11, 05/13/14, 11/12/2024  
Formerly 5.31)  
(Reviewed 06/14/16)




## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.9	Intellectual Property subject to Copyrights, Patents & Royalties	2-21

- (1) Pursuant to Florida Statute 1004.726, Florida State College at Jacksonville (FSCJ) is empowered to develop and produce work products relating to educational endeavors that are subject to trademark, copyright or patent statutes. The FSCJ District Board of Trustees supports and encourages its full-time and part-time students, non-faculty employees and adjunct instructors to create scholarly, artistic and commercial works. Such activities increase professional knowledge, provide creative models for students, and bring recognition to the College. These developments may involve the use of College time and resources.
  
- (2) As such, the College President shall implement procedures that consider the relative contribution by the personnel employed in the development of such work products, and as necessary, shall enter into agreements with such personnel, organizations, corporations or government entities, which agreements shall establish the percentage of ownership of such trademarks, copyrights or patents.

(General Authority: FS 1001.64, 1001.65, 1004.726, U.S. Patent Act, 35 U.S.C., U.S. Copyright Law, Title 17)

(Adopted 10/14/76, Revised 6/23/80, 8/3/93, 09/02/03, 02/03/04, 06/05/12, 06/13/17, Formerly 5.53)  
 (Reviewed 2/11/14, 11/12/24)

	<b>RULES OF THE BOARD OF TRUSTEES</b>		
	<b>NUMBER</b>	<b>TITLE</b>	<b>PAGE</b>
	6Hx7-2.13	Flag Display	2 - 25

- (1) The flags of the United States and the State of Florida shall be displayed daily at the College per statutory requirements.

(General Authority: F.S. 1000.06)

(Adopted 07/01/72, Revised 06/23/80, 06/23/87, 06/10/14 Formerly 3.9)

(Reviewed 06/14/16, 11/12/24)

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

**AGENDA ITEM NO. CA – 2.**

<b>Subject:</b>	Purchasing: Annual Contract Extensions
<b>Meeting Date:</b>	November 12, 2024

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

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2020C-07C	HVAC and Chiller Maintenance and Warranty Services – SC & DWC (Chillers Lots 1, 3 & 6)	Chiller Medic, Inc.	12/01/2024	11/30/2025	5 of 5	\$325,000	0%
2.	2020C-07T	HVAC and Chiller Maintenance and Warranty Services – SC, DWC & ATC (AHUs Lots 2, 4, 5 & 6)	Thermodyne Services, Inc.	12/01/2024	11/30/2025	5 of 5	\$325,000	0%
3.	2020C-08K	Electrical Delivery Order Contracting Services	Kim's Electric, Inc.	02/01/2025	01/31/2026	5 of 5	\$500,000	0%
4.	2020C-08T	Electrical Delivery Order Contracting Services	The Titan Electric Group, Inc.	02/01/2025	01/31/2026	5 of 5	\$500,000	5.0%
5.	2020C-08V	Electrical Delivery Order Contracting Services	Vanguard Electrical Contractors, Inc.	02/01/2025	01/31/2026	5 of 5	\$500,000	0%
6.	2020C-08W	Electrical Delivery Order Contracting Services	Watson Construction Group, Inc.	02/01/2025	01/31/2026	5 of 5	\$500,000	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.**

<b>Subject:</b>	Purchasing: Construction Services – Pre-Qualification of General Contractor Renewal
<b>Meeting Date:</b>	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to renew pre-qualification of the following twenty-five (25) construction general contractors for the period of January 1, 2025 through December 31, 2025 in accordance with Florida Statute 1013.46(2) and State Requirements for Educational Facilities (SREF), Chapter 4(4.1), and College Board Rule 6Hx7-8.8 “Design and Construction Delivery”:

Company Name	A* Maximum Dollar Value per Project	B** Maximum Dollar Value Under Contract at Any One Time
A <sup>2</sup> Group, Inc.	\$14.7M	\$35.0M
ABBA Construction, Inc.	\$11.5M	\$11.5M
ACON Construction Co., Inc.	\$15.0M	\$30.0M
Allstate Construction, Inc.	\$88.0M	\$107.6M
C. C. Borden Construction, Inc.	\$7.2M	\$7.2M
CGC, Inc.	\$6.2M	\$21.1M
Charles Perry Partners, Inc.	\$179.6M	\$179.6M
D.E. Scorpio Corp.	\$31.8M	\$31.8M
E. Vaughan Rivers, Inc.	\$20.0M	\$27.0M
Elkins Construction, LLC	\$130.9M	\$165.2M
KBT Contracting Corp.	\$2.0M	\$4.0M
LEGO Construction Company	\$18.1M	\$74.5M
Marand Builders, Inc.	\$25.0M	\$50.0M
Pars Construction Services, LLC	\$4.5M	\$16.8M
Perry-McCall Construction, Inc.	\$72.1M	\$72.1M
Sauer Construction, LLC	\$81.4M	\$81.4M
Scherer Construction of North Florida, LLC	\$40.0M	\$55.3M
ShayCore, LLC	\$6.3M	\$6.3M
The Haskell Company	\$250.0M	\$463.0M
The Whiting-Turner Contracting Company	\$500.0M	\$4.0B
Thomas May Construction Company	\$21.5M	\$21.5M
Tim Young Construction, Inc.	\$10.0M	\$14.4M
Warden Construction Corporation	\$15.0M	\$20.0M
WELBRO Building Corporation	\$100.0M	\$360.0M
Wharton-Smith, Inc.	\$250.0M	\$724.6M

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

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

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

25 firms responded to the College's request for qualifications (RFQ) for pre-qualification renewals. Pursuant to SREF Chapter 4(4.1) and College Board Rule 6Hx7-8.8(3), the RFQ included an evaluation of construction contractor's professional qualifications, financial and bonding capacity, performance, and past experience. The evaluation committee reviewed the submissions and recommended pre-qualification of the above 25 firms.

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

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

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

**AGENDA ITEM NO. CA – 4.**

<b>Subject:</b>	Purchasing: Construction Services – Pre-Qualification of New General Contractors
<b>Meeting Date:</b>	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to prequalify the following six (6) new construction general contractors for the period of January 1, 2025, through December 31, 2025, in accordance with Florida Statute 1013.46(2) and State Requirements for Educational Facilities (SREF), Chapter 4(4.1), and College Board Rule 6Hx7-8.8 “Design and Construction Delivery”:

Company Name	A* Maximum Dollar Value per Project	B** Maximum Dollar Value Under Contract at Any One Time
The Morganti Group, Inc.	\$140.8M	\$140.8M
Baker Consulting & Engineering, LLC dba Baker Design Build	\$13.2M	\$13.2M
Foresight Construction Group, Inc.	\$15.0M	\$16.4M
Ajax Building Company, LLC	\$220.1M	\$220.1M
The Robins & Morton Group	\$539.0M	\$1.4B
J.D. Hinson Company	\$15.0M	\$30.0M

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

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

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

Seven (7) firms responded to the College’s request for qualifications (RFQ) for new pre-qualification. Pursuant to SREF Chapter 4(4.1) and College Board Rule 6Hx7-8.8(3), the RFQ included an evaluation of construction contractor’s professional qualifications, financial and bonding capacity, performance, and past experience. The evaluation committee reviewed the submissions and recommended pre-qualification of the above six (6) firms. The evaluation committee rejected one (1) firm, Stratum Contracting and Construction Management, for failure to meet the RFQ solicitation pre-qualification requirements to have been established for more than 5 years and to submit a copy of their State of Florida General Contractors License.

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

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

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

**AGENDA ITEM NO. CA – 5.**

Subject:	Purchasing: South Campus Fire Academy-Driving Course, Skills Pad & W-1 Parking Lot
Meeting Date:	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees authorize College administration to enter into a satisfactory construction contract in the amount not to exceed \$2,172,234.00 with Pars Construction Services, LLC as the responsive low bidder meeting the construction documents for the South Campus Fire Academy-Driving Course, Skills Pad & W-1 Parking Lot.

**BACKGROUND:** The South Campus Fire Academy-Driving Course, Skills Pad & W-1 Parking Lot was identified to be at end of life on the Deferred Maintenance Program 2020 submission for the Capital Improvement Plan (CIP) FY 2021/2022. On October 26, 2022, a total amount of \$27,329,608 was awarded to FSCJ from the Florida Department of Education of the Federal American Rescue Plan (ARP) Act of 2021, Coronavirus State Fiscal Recovery Fund – Deferred Maintenance Program which includes \$2,104,704 designated for Critical Life Safety, Environmental Deficiencies under the Project Title Site Upgrades – pavement for multiple buildings. On August 29, 2024, a budget amendment was approved that increased pavement for multiple buildings total to \$4,425,565.82. The funding is to be fully obligated by December 31, 2024, and fully expended with all construction completed by December 31, 2026.

Faced with the challenges described above the College selected Hanson Professional Services, Inc. as the Engineer of Record for this project based on their extensive experience in civil engineering projects.

A formal Invitation to Bid solicitation was issued to 46 licensed general and paving contracting firms. As required by the State Requirements for Educational Facilities Section 4.1, the solicitation was also posted on the Florida's My Florida Market Place Bidding System and published in the Florida Times Union. Two firms submitted cost bids, and one firm submitted No Bids on October 14, 2024. Pars Construction Services, LLC is being recommended as the successful low bidder meeting the qualifications and contracting experience.

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

**FISCAL NOTES:** The required funding will come from The State of Florida Department of Education Federal American Rescue Plan (ARP) Act of 2021, Coronavirus State Fiscal Recovery Fund – Deferred Maintenance Program.

**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) \_\_\_\_\_

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Item \_\_\_\_, Title \_\_\_\_\_, page(s) \_\_\_\_\_

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

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

**AGENDA ITEM NO. A – 2.**

<b>Subject:</b>	Finance: Fees and Charges
<b>Meeting Date:</b>	November 12, 2024

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

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

Spring Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
NUR1521C	Psychiatric/Mental Health Nursing (115320)	\$0.00	\$5.00

Insurance fees for liability are collected on all lab, clinical, and practicum courses to cover the cost of the policy plus claims from the previous year. The above fee needs to be modified to align with other labs, clinicals, and practicums Collegewide.

Spring Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
NUR1021C	Nursing Concepts: Health and Wellness Across the Lifespan II (115299)	\$2.00	\$0.00

Due to course discontinuation or program closure, this fee is no longer applicable and should be removed.

Spring Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
MCB2010C	Microbiology (113675)	\$132.00	\$85.00
CHM2205C	Integrated Organic Chemistry and Biochemistry (105722)	\$9.00	\$0.00
OCE2001	Survey of Oceanography (115386)	\$9.00	\$0.00

The Natural Sciences program has historically charged a special fee to recover the costs of essential supplies. This fee has been recalculated to align with current expenses and enrollment numbers, as well as remove fees from courses that are inactive. The College's bulk purchasing of these supplies provides cost efficiency, benefiting students financially while maintaining the quality of their learning experience.

Spring Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
COS0002C	Cosmetologist and Hairdresser 1 (122392)	\$475.00	\$627.00
COS0003C	Cosmetologist and Hairdresser 2 (122393)	\$0.00	\$475.00

The Cosmetology program kits fee aims to recover the costs incurred by the College for the Cosmetology kits. The fee change is necessary to align with the per-kit rate quoted by the supplier.

Spring Term 2025

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
ATF1108	Primary Flight I (102929)	\$4,047.00	\$2,000.00
ATF1109	Primary Flight II (102930)	\$3,657.00	\$2,000.00
ATF1600C	Private Pilot Simulator (102931)	\$38.00	\$0.00
ATF2211	Commercial Pilot Flight (102942)	\$23,002.00	\$0.00
ATF2510	CFI Multi-Engine (102950)	\$9,835.00	\$0.00
ATF2530	Certified Flight Instrument Instructor (102951)	\$4,210.00	\$0.00

The Aviation program aims to charge a single, common, flat rate for all flight courses. Students would expend this initial amount on training, and then add funds as necessary to continue. This fee has been adjusted to align with other flight courses, as well as remove fees from courses that are inactive.

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

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



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

**AGENDA ITEM NO. A – 3.**

<b>Subject:</b>	Finance: Fees and Charges (Academic Assessment)
<b>Meeting Date:</b>	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve changes to the current testing fees to ensure partial recovery of costs associated with providing assessments at Florida State College at Jacksonville pursuant to Board Rule 6Hx7-4.19 to be effective Spring Term 2024-25.

Course Type	Current Fee	Proposed Fee
Remote Testing Fee	\$0.00	\$8.00

**BACKGROUND:** Board Rule 6Hx7-4.19, Fees and Charges, provides the authority for the College to charge student fees. The assessment fees are designed to cover the costs of purchasing tests as well as the cost related to administering, scoring, interpreting, and processing the test.

**RATIONALE:** Assessment of the recommended fees will provide partial recovery of the costs associated with providing these tests. The District Board of Trustees is authorized under Florida Statute 1009.22 and 1009.23 to establish fees to recover costs of services provided.

**FISCAL NOTES:** This will have no net fiscal impact on the College. These fees are to partially recover costs associated with providing assessments to students.

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

**AGENDA ITEM NO. A – 4.**

<b>Subject:</b>	Finance: Fees and Charges (Full Cost of Instruction)
<b>Meeting Date:</b>	November 12, 2024

**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 Spring Term 2024-25.

Course Type	Current Fee	Proposed Fee
Bachelor's and Associate's College Credit Courses – Full Cost of Instruction Fee	\$266.00	\$280.00

**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 2024 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 – 5.**

Subject:	Finance: FSCJ ACCESS Program
Meeting Date:	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the FSCJ ACCESS Program for Spring Term 2025, pursuant to Board Rule 6Hx7-4.19.

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

Florida Statutes allow inclusive access programs when there is documented evidence that the options reduce the cost of textbooks and course materials for students. Students enrolling in courses under this program benefit from significantly reduced textbook costs, as publishers are willing to sell for less when more students purchase the course materials. In most cases, the FSCJ ACCESS Program utilizes electronic textbooks and online software. In accordance with Florida Statute 1004.085, Textbook and Instructional Materials Affordability, the FSCJ ACCESS Program will utilize an opt-out approach, where students are charged for their books along with their tuition in the participating courses unless the student opts-out of the program. The additional course fees would be exactly what the bookstore provider charges for the course materials. Students enrolled in FSCJ ACCESS classes for Fall Term 2024 had total savings of over \$950,000.

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

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

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

**AGENDA ITEM NO. A – 6.**

<b>Subject:</b>	Finance: Fiscal Year 2024-25 Capital Outlay Budget Amendment No. 2
<b>Meeting Date:</b>	November 12, 2024

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

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

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

**FISCAL NOTES:** This increases the Fiscal Year 2024-25 Capital Outlay Budget from \$56,981,694 to \$60,618,159.

## 2024-25 Capital Outlay Budget

<u>Total Funds by Source</u>	<b>2024-25 Budget</b>	<b>2024-25 Amendment 2</b>
Capital Improvement Fee Budget	\$ 18,090,422	\$ 18,090,422
Capital Outlay & Debt Service (CO&DS) Budget	\$ 2,409,100	\$ 2,409,100
Transfer Fund Budget	\$ 14,237,120	\$ 14,237,120
Local Funds	\$ 9,393,057	\$ 13,993,057
Deferred Maintenance	\$ 11,888,460	\$ 11,888,460
Public Education Capital Outlay (PECO) Budget	\$ -	\$ -
<b>Total Capital Outlay Budget</b>	<b>\$ 56,018,159</b>	<b>\$ 60,618,159</b>

### Project Budgets

#### **Capital Improvement Fee Projects**

North Campus Nursing Remodel Design Services	\$ 1,100,000	\$ 1,100,000
Collegewide Life Safety Upgrades	\$ 2,044,015	\$ 2,044,015
Collegewide Classroom Tech Upgrades	\$ 1,297,977	\$ 1,297,977
Collegewide Site Upgrades	656,934	656,934
Collegewide Signage	\$ 962,830	\$ 962,830
IT Infrastructure	\$ 1,500,000	\$ 1,500,000
Computer Lab Refresh	\$ 1,141,728	\$ 1,141,728
Upgrade Science Labs Collegewide	\$ 2,418,126	\$ 2,418,126
Energy Performance Upgrades	\$ 355,684	\$ 355,684
Building Envelope Repairs	\$ 930,760	\$ 930,760
HVAC Upgrades	495,940	495,940
Dental Classrooms Renovation	\$ 137,800	\$ 137,800
Recurring Maintenance	\$ 2,885,922	\$ 2,885,922
Collegewide Interior Upgrades	\$ 844,876	\$ 844,876
Collegewide Interior Renovations	\$ 1,317,831	\$ 1,317,831
<b>Total Capital Improvement Fee Budget</b>	<b>\$ 18,090,422</b>	<b>\$ 18,090,422</b>

#### **Capital Outlay & Debt Service (CO&DS) Projects**

Replace Fire Alarm Panels at Downtown, South & North	\$ 1,829,100	\$ 1,829,100
Repair Parking Lots Fire College at South Campus	\$ 285,000	\$ 285,000
ADA Upgrades	\$ 295,000	\$ 295,000
<b>Total CO&amp;DS Budget</b>	<b>\$ 2,409,100</b>	<b>\$ 2,409,100</b>

#### **Transfer Funded Projects**

Collegewide Signage	\$ 12,223	\$ 12,223
Classroom Technology Upgrades	\$ 610,753	\$ 610,753
Collegewide Renovations	\$ 1,614,144	\$ 1,614,144
Emergency Hurricane Recovery	\$ 12,000,000	\$ 12,000,000
<b>Total Transfer Funded</b>	<b>\$ 14,237,120</b>	<b>\$ 14,237,120</b>

**Project Budgets**

	<b>2024-25</b>	<b>2024-25</b>
	<b>Budget</b>	<b>Amendment 2</b>
<b>Local Funds Projects</b>		
South Campus Veterans' Center	\$ 5,866	\$ 5,866
Design Services for Administrative Office Relocation	\$ -	\$ 250,000
ERP Maintenance	\$ 1,116,751	\$ 1,116,751
HVAC Upgrades & Improvements	\$ 747,759	\$ 747,759
Collegewide Site Upgrades	\$ -	\$ -
Collegewide Digital Emergency Communication	\$ 10,910	\$ 10,910
Cardiovascular Technology Relocation	\$ -	\$ -
Develop Five-Year Master Plan	\$ 15,959	\$ 15,959
Collegewide Renovations and Repairs	\$ 921,826	\$ 671,826
Sell of Main Street Property	\$ -	\$ 4,600,000
Emergency HVAC Replacement	\$ 1,500,000	\$ 1,500,000
Emergency Structural Repair	\$ 1,073,986	\$ 1,073,986
Emergency Hurricane Recovery	\$ 4,000,000	\$ 4,000,000
<b>Total Local Fund Budget</b>	<b>\$ 9,393,057</b>	<b>\$ 13,993,057</b>
<b>Deferred Maintenance Projects</b>		
Deferred Maintenance Projects	\$ 11,888,460	\$ 11,888,460
<b>Total Energy Performance</b>	<b>\$ 11,888,460</b>	<b>\$ 11,888,460</b>
<b>Public Education Capital Outlay (PECO) Projects</b>		
South Campus Veterans' Center	\$ -	\$ -
<b>Total Public Education Capital Outlay (PECO)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Capital Outlay Budget</b>	<b>\$ 56,018,159</b>	<b>\$ 60,618,159</b>

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

**AGENDA ITEM NO. A – 7.**

<b>Subject:</b>	Academic Affairs: Activation of Business Analytics (Business Analysis Specialist) Associate in Science
<b>Meeting Date:</b>	November 12, 2024

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve a new Business Analytics (Business Analysis Specialist) (60 credit hours) Associate in Science degree program effective Spring Term 2025.

**BACKGROUND:** The Business Analytics (Business Analysis Specialist) Associate in Science degree program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2025.

The new Business Analytics (Business Analysis Specialist) Associate in Science degree program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards as outlined by the Florida Department of Education's curriculum framework. Program graduates acquire high-demand skills that they can use to pursue employment within the Business Management and Administration career cluster field including roles such as Management Analyst, Budget Analyst, Database Administrator, and Operations Research Analyst. The curriculum content includes the principles, procedures, and theories of producing financial and market intelligence by querying databases and creating reports, and developing methods for identifying data trends existing in information sources. For increased employment options and advanced opportunities, program graduates may choose to pursue one the College's bachelor's degrees in Business Administration, Financial Services, or Supervision and Management.

**RATIONALE:** The College currently offers a wide range of Associate in Science degree programs which are included as part of the Florida Department of Education Business Management and Administration career cluster. It is anticipated that the implementation of this Associate in Science degree program will provide graduates with a broad range of technical skill proficiencies and contribute to their academic knowledge, higher-order reasoning, problem-solving abilities, and employability.

**FISCAL NOTES:** The financial impact of this program is comprehended in the College's budget.

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

**AGENDA ITEM NO. A – 8.**

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

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

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

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

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

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

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



## Revised General Education Course List, Florida State College at Jacksonville

General Education Area	Course	Course Title	General Education Classification
Communications	ENC1101	ENGLISH COMPOSITION I	State Core
Communications	ENC1101C	ENGLISH COMPOSITION I ENHANCED	State Core
Communications	ENC1102	WRITING ABOUT TEXTS	FSCJ Institutional
Communications	SPC2017	INTRODUCTION TO SPEECH COMMUNICATION	FSCJ Institutional
Communications	SPC2065	SPEECH COMMUNICATION FOR BUSINESS & PROFESSIONALS	FSCJ Institutional
Communications	SPC2608	FUNDAMENTALS OF PUBLIC SPEAKING	FSCJ Institutional
Humanities	ARH2000	ART IN THE HUMANITIES	State Core
Humanities	HUM2020	TOPICS IN THE HUMANITIES	State Core
Humanities	LIT2000	LITERATURE IN THE HUMANITIES	State Core
Humanities	MUL2010	MUSIC IN THE HUMANITIES	State Core
Humanities	PHI2010	PHILOSOPHY IN THE HUMANITIES	State Core
Humanities	THE2000	THEATRE IN THE HUMANITIES	State Core
Humanities	AML2010	AMERICAN LITERATURE: COLONIAL TIMES TO 1900	FSCJ Institutional
Humanities	AML2020	AMERICAN LITERATURE: 1865 TO PRESENT	FSCJ Institutional
Humanities	ARH2050	ART HISTORY PREHISTORY TO 15TH CENTURY	FSCJ Institutional
Humanities	ARH2051	ART HISTORY FROM 15TH TO 21ST CENTURY	FSCJ Institutional
Humanities	DAN2100	DANCE IN THE HUMANITIES	FSCJ Institutional
Humanities	ENG2100	FILM STUDIES	FSCJ Institutional
Humanities	ENL2012	ENGLISH LITERATURE TO 1750	FSCJ Institutional
Humanities	ENL2022	ENGLISH LITERATURE SINCE 1750	FSCJ Institutional
Humanities	HUM2210	HUMANITIES: PREHISTORY TO THE 15TH CENTURY	FSCJ Institutional
Humanities	HUM2230	HUMANITIES: MAINSTREAMS OF CULTURES, 14TH TO 19TH CENT	FSCJ Institutional
Humanities	HUM2250	HUMANITIES: 20TH AND 21ST CENTURY CULTURAL PERSPECTIVES	FSCJ Institutional
Humanities	LIT2100	GREAT IDEAS IN WORLD LITERATURE	FSCJ Institutional
Humanities	REL2000	RELIGION IN HUMANITIES	FSCJ Institutional
Humanities	REL2300	WORLD RELIGIONS	FSCJ Institutional
Math	MAC1105	COLLEGE ALGEBRA	State Core

Math	MAC1105C	COLLEGE ALGEBRA ENHANCED	State Core
Math	MAC2311	CALCULUS WITH ANALYTIC GEOMETRY I	State Core
Math	STA2023	ELEMENTARY STATISTICS	State Core
Math	MAC1114	COLLEGE TRIGONOMETRY	FSCJ Institutional
Math	MAC1140	PRECALCULUS ALGEBRA	FSCJ Institutional
Math	MAC1147	PRECALCULUS ALGEBRA AND TRIGONOMETRY	FSCJ Institutional
Math	MAC2233	CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	FSCJ Institutional
Math	MAC2312	CALCULUS WITH ANALYTIC GEOMETRY II	FSCJ Institutional
Math	MAC2313	CALCULUS WITH ANALYTIC GEOMETRY III	FSCJ Institutional
Math	MAP2302	DIFFERENTIAL EQUATIONS	FSCJ Institutional
Math	MGF1106	TOPICS IN COLLEGE MATHEMATICS	FSCJ Institutional
Math	MGF1107	EXPLORATIONS IN MATHEMATICS	FSCJ Institutional
Natural Science	AST1002	INTRODUCTION TO ASTRONOMY	State Core
Natural Science	BSC1005	LIFE IN ITS BIOLOGICAL ENVIRONMENT	State Core
Natural Science	BSC2010C	PRINCIPLES OF BIOLOGY I	State Core
Natural Science	BSC2085C	HUMAN ANATOMY AND PHYSIOLOGY I	State Core
Natural Science	CHM1020	CHEMISTRY FOR LIBERAL ARTS	State Core
Natural Science	CHM2045C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I	State Core
Natural Science	ESC1000	EARTH AND SPACE SCIENCE	State Core
Natural Science	OCE2001	SURVEY OF OCEANOGRAPHY	State Core
Natural Science	PHY1020C	PHYSICS FOR LIBERAL ARTS WITH LABORATORY	State Core
Natural Science	PHY2048C	PHYSICS I WITH CALCULUS	State Core
Natural Science	PHY2053C	GENERAL PHYSICS I	State Core
Natural Science	AST1002L	ASTRONOMY LABORATORY	FSCJ Institutional
Natural Science	BOT1010C	INTRODUCTION TO BOTANY	FSCJ Institutional
Natural Science	BSC1005L	BIOLOGY LABORATORY	FSCJ Institutional
Natural Science	BSC2011C	PRINCIPLES OF BIOLOGY II	FSCJ Institutional
Natural Science	BSC2020C	HUMAN BIOLOGY	FSCJ Institutional
Natural Science	BSC2050	BIOLOGY OF ENVIRONMENTAL SYSTEMS	FSCJ Institutional
Natural Science	BSC2086C	HUMAN ANATOMY AND PHYSIOLOGY II	FSCJ Institutional
Natural Science	CHM1025C	INTRODUCTION TO GENERAL CHEMISTRY	FSCJ Institutional
Natural Science	CHM1032C	PRINCIPLES OF GENERAL CHEMISTRY	FSCJ Institutional

Natural Science	CHM2046C	GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II	FSCJ Institutional
Natural Science	ESC1000L	EARTH AND SPACE SCIENCE LABORATORY	FSCJ Institutional
Natural Science	GLY1010C	PHYSICAL GEOLOGY AND LABORATORY	FSCJ Institutional
Natural Science	ISC1075	PRINCIPLES OF SCIENCE AND INVESTIGATION	FSCJ Institutional
Natural Science	MCB2010C	MICROBIOLOGY	FSCJ Institutional
Natural Science	OCB2000C	FUNDAMENTALS OF MARINE BIOLOGY	FSCJ Institutional
Natural Science	OCE2001L	OCEANOGRAPHY LABORATORY	FSCJ Institutional
Natural Science	PHY2049C	PHYSICS II WITH CALCULUS	FSCJ Institutional
Natural Science	PHY2054C	GENERAL PHYSICS II	FSCJ Institutional
Natural Science	PSC1341	PHYSICAL SCIENCE	FSCJ Institutional
Natural Science	ZOO1010C	GENERAL ZOOLOGY	FSCJ Institutional
Social Sciences	AMH2010	UNITED STATES HISTORY TO 1877	State Core
Social Sciences	AMH2020	UNITED STATES HISTORY FROM 1877 TO PRESENT	State Core
Social Sciences	ANT2000	GENERAL ANTHROPOLOGY	State Core
Social Sciences	ECO2013	ECONOMICS I - PRINCIPLES OF MACROECONOMICS	State Core
Social Sciences	EVR1001	INTRODUCTION TO ENVIRONMENTAL SCIENCE	State Core
Social Sciences	POS2041	AMERICAN FEDERAL GOVERNMENT	State Core
Social Sciences	PSY1012	GENERAL PSYCHOLOGY	State Core
Social Sciences	AMH2070	HISTORY OF FLORIDA	FSCJ Institutional
Social Sciences	DEP2004	HUMAN GROWTH & DEVELOPMENT	FSCJ Institutional
Social Sciences	INR2002	INTERNATIONAL RELATIONS	FSCJ Institutional
Social Sciences	LAH2000	HISTORY OF LATIN AMERICA	FSCJ Institutional
Social Sciences	PHI2600	MORAL AND POLITICAL PHILOSOPHY	FSCJ Institutional
Social Sciences	PHI2603	INTRODUCTION TO APPLIED ETHICS	FSCJ Institutional
Social Sciences	POS2112	STATE AND LOCAL GOVERNMENT	FSCJ Institutional
Social Sciences	SYG2000	INTRODUCTORY SOCIOLOGY	FSCJ Institutional
Social Sciences	WOH1012	WORLD HISTORY TO 1500	FSCJ Institutional

## Summary of Changes to FSCJ General Education Course Options

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Humanities	PHI2010	PHILOSOPHY IN THE HUMANITIES	State Core
Humanities	THE2000	THEATRE IN THE HUMANITIES	State Core
Humanities	AML2010	AMERICAN LITERATURE: COLONIAL TIMES TO 1900	FSCJ Institutional
Humanities	AML2020	AMERICAN LITERATURE: 1865 TO PRESENT	FSCJ Institutional
Humanities	ARH2050	ART HISTORY PREHISTORY TO 15TH CENTURY	FSCJ Institutional
Humanities	ARH2051	ART HISTORY FROM 15TH TO 21ST CENTURY	FSCJ Institutional
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Natural Science	CHM1020	CHEMISTRY FOR LIBERAL ARTS	State Core
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Social Sciences	AMH2020	UNITED STATES HISTORY FROM 1877 TO PRESENT	State Core
Social Sciences	ANT2000	GENERAL ANTHROPOLOGY	State Core
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Social Sciences	LAH2000	HISTORY OF LATIN AMERICA	FSCJ Institutional
Social Sciences	PHI2600	MORAL AND POLITICAL PHILOSOPHY	FSCJ Institutional
Social Sciences	PHI2603	INTRODUCTION TO APPLIED ETHICS	FSCJ Institutional
Social Sciences	POS2112	STATE AND LOCAL GOVERNMENT	FSCJ Institutional
Social Sciences	SYG2000	INTRODUCTORY SOCIOLOGY	FSCJ Institutional
Social Sciences	WOH1012	WORLD HISTORY TO 1500	FSCJ Institutional
Social Sciences	WOH1022	WORLD HISTORY SINCE 1500	FSCJ Institutional
Removed	AMH2093	AFRICAN-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS TO 1877)	N/A
Removed	AMH2093	AFRICAN-AMERICAN HISTORY AND CULTURE (FROM 1877 TO THE PRESENT)	N/A

Removed	ANT2410	CULTURAL ANTHROPOLOGY	N/A
Removed	ANT2511	INTRODUCTION TO PHYSICAL-BIOLOGICAL ANTHROPOLOGY	N/A
Removed	HUM2410	HUMANITIES OF ASIA	N/A
Removed	HUM2450	HUMANITIES IN THE AMERICAS	N/A
Removed	INP1390	HUMAN RELATIONS IN BUSINESS AND INDUSTRY	N/A
Removed	SYG2010	SOCIAL PROBLEMS	N/A
Removed	SYG2430	MARRIAGE AND FAMILY	N/A
Removed	WST2010	INTRODUCTION TO WOMEN'S STUDIES	N/A

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

**INFORMATION ITEM I – A.**

<b>Subject:</b>	Human Resources: Personnel Actions
<b>Meeting Date:</b>	November 12, 2024

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

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

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



**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting  
as of November 12, 2024**

**Faculty Full-Time Appointments**

Alzide	Safana	<b><u>Job Title</u></b> Professor of Information Technology
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**A&P Full-Time Appointments**

Baumann	Jacquelyn	<b><u>Job Title</u></b> Director of Program Development
Cuyler	Mishaw	Executive Director of Military Affairs and Veteran Services
Henderson	Jennifer	Resource Development Officer
Im	Lynna	Institutional Research (IR) Analyst
Koya	Vamsi Krishna	Engineer V Software
LaValley	Kyle	Assistant Director of Enterprise Information Systems
McCown	Courtney	Program Manager
Watson	Jonita	Grant Project & Compliance Manager

**Career Full-Time Appointments**

Bradley	Melissa	<b><u>Job Title</u></b> Administration Support Manager
Brock	Stephanie	Enrollment Coach
Burns	Amy	Interim Foundation Support Manager
Condurelis	Angela	Student Financial Services Specialist
Cooper	Tianna	Plant Service Worker
Damas	Frantz	Case Manager/Career Specialist
Dawkins	Kaelan	Student Engagement Advisor I
DeLoach	Nancy	Interim Instructional Support Specialist
Franey	Carin	Financial Aid Advisor II
Guibbert	Catherine	Academic and Career Advisor
Hall	Harry	Armed Security Officer
Hawk	Bernard	Security Officer
Hill	Tracye	Assessment Coordinator
Hopson	Caleb	Plant Service Worker
Hughes	Courtney	Student Success Advisor I
Kasper	Jason	Supervisor - PSW
Kline	Kristel	Student Services Lead Specialist
Knight	Robert	Administrative Services Support Specialist
Lane	Jiddea	Security Officer
Lebron	Christian	Administrative Assistant I
Naffziger	Laurren	Payroll Technical Support Specialist
Oruamabo	Mary	Student Records Specialist
Prosper	Victoria	Security Officer
Reyes	Martin	Department Coordinator
Rischmaui	Nur	Academic Department Coordinator
Rodriguez	Natalia	Plant Service Worker
Shelborne	Teniesce	Student Services Lead Specialist
Sinette	Jasiah	Student Services Lead Specialist
Stoker	Reagan	Student Engagement Advisor I
Tejada Matute De Troc	Ashly	Plant Service Worker
Thakur	Alka	Academic Department Coordinator
Towery	Emily	Student Services Coordinator
Waite	Alexis	Benefits Coordinator
West	Ebony	Student Conduct Specialist
Wilson	Chasity	Security Officer

**Career Part-Time Appointments**

Blount	Reginald	<b><u>Job Title</u></b> Program Facilitator I
Dautel	Patricia	Clerical Specialist
Gaskin	Eriana	Program Facilitator I
Gomez	Sor	Program Facilitator I
McCoy	Jazmine	Program Facilitator I
Shea	Andrew	Academic Tutor
Thomas	Ortega	Program Facilitator I

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

**INFORMATION ITEM I – B.**

<b>Subject:</b>	<b>Purchasing: Purchase Orders Over \$195,000</b>
<b>Meeting Date:</b>	<b>November 12, 2024</b>

**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
PO00017287	\$200,010	Presidio Corporation	Cisco SmartNet Renewal for Network Equipment Support and Maintenance	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1 Strategic Technology Plan.
PO00017212	\$250,000	Giddens Security Corporation	Security Guard Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Cooperative Agreement: State of Florida Term Contract No. 92121500-20-1.
PO00017273	\$225,274	Eaton Corporation	Upgrades to Network Battery Backup Systems	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Cooperative Agreement: General Services Administration Contract GS-06F-0023R. Proposal #: POB-24-P-087 Rev B.
PO00017128	\$207,172	EAB Global, Inc.	EAB Navigate Data Software	Purchase Authority: SBE 6A-14.0734 (2)(a) & Board Rule 6Hx7-5.1 Strategic Technology Plan.

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

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

**FISCAL NOTES:** These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$882,456.

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

**INFORMATION ITEM I – C.**

<b>Subject:</b>	Finance: Annual Property Inventory Report
<b>Meeting Date:</b>	November 12, 2024

**INFORMATION:** The College's annual property inventory report for the period ending June 30, 2023 is presented to the District Board of Trustees for information.

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

Board Rule 6Hx7-4.15(2), Safeguarding and Disposition of Property, indicates that property on the College inventory with a net book value of five thousand dollars (\$5,000.00) shall first be declared surplus to the needs of the College or declared cannibalized, lost, stolen, damaged or missing-at-inventory by the Vice President of Finance and Administration or the Controller. During Fiscal Year 2023-24, none of the assets surveyed for disposal had a net book value of \$5,000 or more. Board Rule 6Hx7-4.15(2) requires the College to submit to the Board an annual property report as an Information Item including deletion of property with a net book value of less than five thousand dollars (\$5,000) in accordance with Sections 274.05 and 274.06 of the Florida Statutes.

**RATIONALE:** The results of the College's physical inventory of tangible personal property for the period ending June 30, 2024 are shown in the attached chart. The College has \$43,843,654.43 (at original acquisition cost) in total assets with \$90,700.97 (0.207%) reported as unable to be located, lost, or stolen. There were not any capitalized assets that had a net book value of \$5,000 or more.

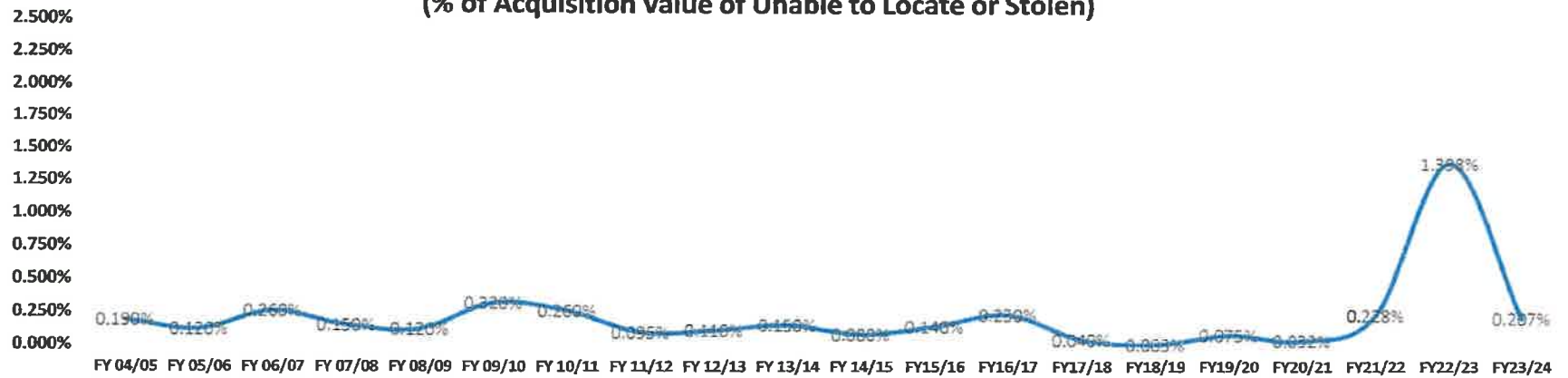
The attached chart of missing property from 2005 to 2024 indicates the College inventory process is stable and demonstrates excellent control with twenty consecutive years with better than 99.79% accuracy. For fiscal year 2024 accuracy was at 98.8%.

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

Subject: Finance: Annual Property Inventory Report  
(Continued)

Beginning Inventory 07/01/23					A <sub>1</sub>	4,649	A	\$ 43,007,590.26
	Items Valued Less Than \$5,000		Items Valued More Than \$5,000		Total			
	# of Assets	Acquisition \$ Value	# of Assets	Acquisition \$ Value	# of Assets	Acquisition \$ Value		
Lost/Unable to locate	4	5,667.87	7	85,033.10	11	90,700.97		
Stolen	0	-	0	-	0	-		
<b>Subtotal/Deletions</b>	<b>4</b>	<b>\$ 5,667.87</b>	<b>7</b>	<b>\$ 85,033.10</b>	<b>11</b>	<b>\$ 90,700.97</b>		
Damaged/Destroyed/ Returned to Agency	101	176,838.53	22	330,698.51	123	507,537.04		
Cannibalized	0	-	0	-	0	-		
	0	-	1	51,396.60	1	51,396.60		
<b>Subtotal/Deletions</b>	<b>101</b>	<b>\$ 176,838.53</b>	<b>23</b>	<b>\$ 382,095.11</b>	<b>124</b>	<b>\$ 558,933.64</b>		
Trade in	0	-	1	21,576.00	1	21,576.00		
Recycled	101	218,114.82	104	1,801,314.57	205	2,019,429.39		
Donated	5	14,449.37	2	11,339.09	7	25,788.46		
Sold	0	-	2	146,477.07	2	146,477.07		
Other	23	10,997.25	1	5,442.36	24	16,439.61		
<b>Subtotal/Deletions</b>	<b>129</b>	<b>\$ 243,561.44</b>	<b>110</b>	<b>\$ 1,986,149.09</b>	<b>239</b>	<b>\$ 2,229,710.53</b>		
<b>Total Deletions</b>	<b>234</b>	<b>\$ 426,067.84</b>	<b>140</b>	<b>\$ 2,453,277.30</b>	<b>B<sub>1</sub></b>	<b>374</b>	<b>B</b>	<b>\$ 2,879,345.14</b>
Reinstated	0	-	0	-	0	-		
<b>Total Reinstatements</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>C<sub>1</sub></b>	<b>0</b>	<b>C</b>	<b>-</b>
<b>Acquisitions FY24</b>	<b>30</b>	<b>\$ 65,346.01</b>	<b>147</b>	<b>\$ 3,650,063.30</b>	<b>D<sub>1</sub></b>	<b>177</b>	<b>D</b>	<b>\$ 3,715,409.31</b>
<b>Ending Inventory 6/30/24</b>					<b>E<sub>1</sub></b>	<b>4,452</b>	<b>E</b>	<b>\$ 43,843,654.43</b>

**Overall College Physical Inventory Analysis of Tangible Personal Property by Year  
(% of Acquisition Value of Unable to Locate or Stolen)**



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

**INFORMATION ITEM I – D.**

Subject:	Finance: Travel Report
Meeting Date:	November 12, 2024

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

Name	Trip Purpose	Destination	Travel Dates	Number of Days	Airfare and Lodging Travel Cost
Alisha Deleston	Conference: College Business Management Institute	Lexington, KY	7/20/24-7/26/24	7	\$2,654.56
Sabrina Mixon	Conference: Council for Opportunity in Education	New York, NY	9/7/24-9/11/24	5	\$2,494.67

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

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

**FISCAL NOTES:** These trips utilized College funding for airfare and lodging in the amount of \$5,149.23.

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

**INFORMATION ITEM I – E.**

<b>Subject:</b>	Facilities: Change Order – Downtown Campus – ARP Act – Chiller (CH-2) Replacement, AO Building
<b>Meeting Date:</b>	November 12, 2024

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

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

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

<b>Vendor</b>	<b>C.O.#</b>	<b>Amount</b>
<p><u>Downtown Campus:</u> Change order issued to W.W. Gay Mechanical Contractor, Inc. for the original contract dated August 3, 2023, for the Downtown Campus – ARP Act – AO Chiller (CH-2) Replacement Project in accordance with FSCJ 2020C-01W.</p> <p>W.W. Gay Mechanical Contractor, Inc. Original Contract Amount: \$224,855.44</p> <ul style="list-style-type: none"> <li>Deduct: Change Order #1 issued to Decrease PO for Tax Saving Direct Material Purchase by \$174,955.92 (\$164,982.00 Material + \$9,973.92 Tax) per REQ0017509 issued to Trane US, Inc.</li> </ul> <p>W.W. Gay Mechanical Contractor, Inc. Final Contract Amount: \$49,899.52</p>	CO #1	(\$174,955.92)

**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.