

September 4, 2018

MEMORANDUM

TO: Florida State College at Jacksonville  
District Board of Trustees

FROM: Mr. Kevin E. Hyde   
Interim College President

RE: September 2018 Board Agenda

Enclosed please find materials in support of the September 11, 2018 Board meeting.

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

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

- Application Fee
- Strategic Enrollment Management 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**  
**September 11, 2018 – 1 p.m.**  
**Administrative Offices, Board Room 405**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**MOMENT IN MISSION: ATHLETICS**

**MINUTES OF THE JULY 25, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE MEETING (p. 59-61)**

**MINUTES OF THE AUGUST 8, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE MEETING (p. 62-64)**

**MINUTES OF THE AUGUST 14, 2018, DISTRICT BOARD OF TRUSTEES WORKSHOP (p. 65-66)**

**MINUTES OF THE AUGUST 14, 2018, DISTRICT BOARD OF TRUSTEES REGULAR MEETING (p. 67-89)**

**MINUTES OF THE AUGUST 22, 2018, DISTRICT BOARD OF TRUSTEES AD HOC COMMITTEE MEETING (p. 90-92)**

**REPORT OF THE COLLEGE PRESIDENT**

**COMMENTS BY THE PUBLIC**

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

**CONSENT AGENDA**

Trustees may remove any item from the Consent Agenda for individual consideration under Action Items.

1. Administration: Board Rules – Non-Substantive Changes and Review (p. 93-94)
2. Finance: Fees and Charges (p. 95)

**ACTION ITEMS**

1. Approval of Consent Agenda (p. 96)
2. Provost and Vice President, Academic Affairs: Textbook Affordability Report (p. 97-132)
3. Purchasing: Employee Group Plans for Health, Dental and Vision Insurance (p. 133-137)
4. Finance: Fiscal Year 2017-18 Operating Budget Amendment No. 4 (p. 138)
5. Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 1 (p. 139-140)
6. Finance: Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 1 (p. 141-143)

Subject: FSCJ DBOT Regular Meeting  
September 11, 2018 Board Agenda  
(Continued)

### **INFORMATION ITEMS**

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 144-146)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 147)

### **INTRODUCTION OF NEW EMPLOYEES**

### **REPORT OF THE BOARD CHAIR**

### **REPORT OF THE AD HOC COMMITTEE CHAIR**

### **REPORTS OF TRUSTEES**

**REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE** (Written report provided by Ms. Lori Cimino)

**REPORT OF THE CAREER EMPLOYEES COUNCIL** (Report provided by Mr. Robbie Peeples)

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

**REPORT OF THE STUDENT GOVERNMENT ASSOCIATION** (Written report provided by Collegewide Executive President Ms. Ta’Nasha Parker)

### **NEXT MEETING**

The next regular meeting of the Board is scheduled for Tuesday, December 11, 2018 at the College’s Betty P. Cook Nassau Center.

### **ADJOURNMENT**

**Florida State College at Jacksonville  
District Board of Trustees  
Ad Hoc Committee  
Minutes of the July 25, 2018, Meeting  
Administrative Offices, Room 403A, Noon**

**PRESENT:**

Thomas J. Majdanics, Ad Hoc Committee Chair  
Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Michael M. Bell  
Laura M. DiBella  
D. Hunt Hawkins

**CALL TO ORDER:**

Ad Hoc Committee Chair (Committee Chair) Majdanics called the meeting to order at 12:01 p.m. and welcomed those in attendance.

**INFORMATION/  
DISCUSSION:**

A. Summary of  
Committee Meeting,  
July 11, 2018:

Committee Chair Majdanics provided Trustees with a summary of the committee meeting held on Wednesday, July 11, 2018 on the topics “Marketing Fact Base Data” and “Program Fact Base Data.”

B. Overview of Student  
Recruitment Measures:

Vice President of Institutional Effectiveness and Advancement Dr. Marie Gnage and Director of Student Recruitment Mr. Allan Case provided Trustees with an overview of student recruitment measures. The overview included the following information:

- FSCJ Recruitment Organizational Chart
- Relationship Management and Student Populations
- Key Recruitment Populations
- What Gets Measured?
- School Recruiting Summary
- Duval County Public Schools Collaboration 2017-18
- Applications by Program Code
- Term Enrollment Conversion
- Fall 2018 Yield (Application to Registration)
- Enrollment Management Funnel
- Student Recruitment Funnel
- 30 Day Communication Plan
- Processes of Application Generation / Application Received

There was in-depth discussion by Trustees regarding trending numbers on recruiters versus applicants, Nassau County graduation rates, FAFSA completion rates, framing recruitment into marketing, recruitment matrix, high school recruiting visits, application fee process, understanding institutional waivers, application fee rule,



recruitment population, competitive position within the undergraduate education market, historical yield of applications to registration, transfer applicants, call and texting campaign, recruitment budget and the evaluation of budgets which impact student enrollment.

C. Overview of Student Enrollment Processes:

Vice President of Enrollment & Student Services Ms. Marianne Fingado and Associate Vice President of Student Services Dr. Erin Richman provided Trustees with an overview of student enrollment processes. The overview included the following information:

- Advising Centers Improvements – January-July 2018
- Recruitment Activities Moving Forward
- Internal Relationships
- Leveraging External Partnerships
- Student Application Process
- Utilizing Daily and Real Time Reporting
- Improving Data Processes

There was discussion by the Trustees regarding dual enrollment ambassadors, recruitment activities, student database, articulation agreements, international recruiting, business solution partners and improving touch points with students.

Due to time constraints, the topic “Overview of Student Enrollment Processes” was tabled to the August 8, 2018 committee meeting.

D. Next Steps:

Committee Chair Majdanics shared that the next meeting would yield a continuation of information surrounding “Student Enrollment Process.”

There was discussion regarding a future committee meeting to include the representation of Deans and Faculty members for a Q&A session.

Chair Bowling announced that she appointed Trustees Bell and McGehee to be Co-Chairs for the FSCJ Presidential Search Committee. The Co-Chairs will meet on August 2, 2018 to discuss next steps and will report to the full Board at its next meeting on August 14, 2018.

Chair Bowling shared that Governor Rick Scott appointed Mr. Palmer Clarkson to serve as a member of the FSCJ District Board of Trustees on July 20, 2018, with a term ending on May 31, 2022.

Trustee DiBella shared information on campus farmer markets, noting it represents free marketing and would be a great community-gathering place. There was additional discussion involving various ideas on how to seize marketing opportunities on campus.

District Board of Trustees  
Minutes of the July 25, 2018, Ad Hoc Committee Meeting  
Page 3

COMMENTS BY THE  
PUBLIC:

During the meeting, Chair Majdanics opened the floor to the public.

FSCJ Professor of Business & Employment Law Dr. Harvey Slentz shared information relating to FSCJ's recruitment population and how the institution has a competitive advantage in various areas.

FSCJ Professor of Humanities Dr. Jason Gibson shared information concerning FSCJ's ESOL Program in relation to faculty and enrollment.

There were no additional comments made by members of the public present at the meeting.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 1:59 p.m.

APPROVAL OF MINUTES:

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Ad Hoc Committee Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

Submitted by: Ms. Kimberli Sodek, Secretary to the Ad Hoc Committee

**Florida State College at Jacksonville  
District Board of Trustees  
Ad Hoc Committee  
Minutes of the August 8, 2018, Meeting  
Administrative Offices, Room 403A, Noon**

**PRESENT:**

Thomas J. Majdanics, Ad Hoc Committee Chair  
Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Thomas R. McGehee, Jr., Vice Chair, Duval County  
Michael M. Bell  
Laura M. DiBella (via remote attendance)  
O. Wayne Young (via remote attendance)

**CALL TO ORDER:**

Ad Hoc Committee Chair (Committee Chair) Majdanics called the meeting to order at 12:04 p.m. and welcomed those in attendance. He acknowledged Trustees DiBella and Young's presence via remote attendance.

**INFORMATION/  
DISCUSSION:**

A. Summary of  
Committee Meeting,  
July 25, 2018:

Committee Chair Majdanics provided Trustees with a summary of the committee meeting held on Wednesday, July 25, 2018, noting the Board was provided overviews on the topics "Student Recruitment Measures" and "Student Enrollment Processes." However, due to the volume of information, "Student Enrollment Processes – Part II" would be presented today.

B. Overview of Student  
Enrollment Processes –  
Part II:

Vice President of Enrollment & Student Services Ms. Marianne Fingado and Associate Vice President of Student Services Dr. Erin Richman provided Trustees with an overview of student enrollment processes. The overview included the following information:

- Tracking Student Data in CRM
- Data and Process Improvements
- Recruitment Activities
- Internal Relationships
- Leveraging External Partnerships
- Forms of Communication
- Servicing Students
- Admissions
- Registrar/Student Records
- Academic/Retention Advising
- Career Development & Placement
- Measuring Touch Points
- Student Services Organizational Charts

There was in-depth discussion by Trustees regarding current challenges facing students, registration hindrances, transcript imaging, cross training of employees, management accountability, orientation processes, institutional culture, customer service training for staff, incorporating best practices and the use of student fees.

There was a request by the Board to receive a summary report of the post-advising student survey. AVP of Student Services Dr. Richman will provide Trustees with the summary report.

C. Adult Learners – FSCJ  
Programmatic Needs:

Due to time constraints, the topic “Adult Learners – FSCJ Programmatic Needs” was tabled to the August 22, 2018 committee meeting.

D. Next Steps:

Committee Chair Majdanics shared that the next meeting would yield information surrounding “Adult Learners.”

Additional discussion commenced pertaining to the information received thus far by the committee, understanding the silos, navigating the system, leadership accountability and understanding next steps in moving forward.

Presidential Search Committee Co-Chair Trustee Bell provided the Trustees with a brief update of the search process, noting the first steps of the search process is underway.

FSCJ Foundation Board Liaison Trustee Holloway shared that she attended the Foundation Board Nominating Committee meeting earlier today. She stated her intentions would be to provide a full report at the August 14, 2018 DBOT regular meeting.

COMMENTS BY THE  
PUBLIC:

During the meeting, Chair Majdanics opened the floor to the public.

FSCJ Professor of Humanities Dr. Jason Gibson shared information relating to student roadblocks associated with student orientation and advising processes.

FSCJ Professor of Chemistry Dr. Stephen Milczanowski shared information relating to admissions and his concerns with the advising processes.

There were no additional comments made by members of the public present at the meeting.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 1:39 p.m.

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Minutes of the August 8, 2018, Ad Hoc Committee Meeting  
Page 3

APPROVAL OF MINUTES:

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Ad Hoc Committee Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

Submitted by: Ms. Kimberli Sodek, Secretary to the Ad Hoc Committee

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the August 14, 2018, Board Workshop  
Administrative Offices, Room 403A, Noon**

**PRESENT:**

Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Thomas R. McGehee, Jr., Vice Chair, Duval County  
Michael M. Bell  
J. Palmer Clarkson  
Laura M. DiBella  
D. Hunt Hawkins  
Thomas J. Majdanics  
O. Wayne Young

**ABSENT:**

Laura M. DiBella

**CALL TO ORDER:**

Chair Bowling called the meeting to order at 12:06 p.m. and welcomed those in attendance. She shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Mr. Palmer Clarkson, noting his appointment is subject to confirmation by the Florida Senate.

**INTRODUCTIONS:**

Interim College President Mr. Kevin Hyde announced that today's meeting would begin with the discussion of the Fiscal Year (FY) 2018-19 DBOT Governance Structure; then adjourn for an Executive Session pertaining to faculty collective bargaining.

President Hyde apprised the Board on the following subject matters:

- 20West Housing Project – Final Installation
- Potential Grant Funding – Transportation Institute
- Potential Partnership – Florida Gateway College
- Trends on Enrollment – DBOT Data Dashboard
- Corporate Community – CEO Visits

**INFORMATION/  
DISCUSSION:**

A. Discussion of Fiscal  
Year 2018-19 District  
Board of Trustees  
Governance Structure:

President Hyde provided the Board with a brief overview of the FY 2018-19 Governance Structure. The overview included information pertaining to the upcoming election process, appointment of liaison to the FSCJ Foundation Board of Directors, seating of the Finance & Audit Committee members and approval of the Board's meeting schedule.

District Board of Trustees  
 Minutes of the August 14, 2018, Board Workshop  
 Page 2

1. Organization of the Board for Fiscal Year 2018-19: There was consensus among Trustees to propose at the August 2018 regular meeting the continuation of the current Board Officers as well as the liaison and committee appointments into FY 2018-19. All members moving forward with a second term allows for continuity within the Board structure.

Chair Bowling shared her thoughts in regards to the Finance & Audit Committee structure. She proposed Trustee Majdanics to continue as Committee Chair and Trustees Clarkson and Young to join the committee.

There was discussion by the Board regarding the FY 2018-19 meeting schedule, emphasizing their appreciation for the April 2019 meeting being added to the schedule.

2. Board Expectation & Accountability Metrics: President Hyde provided Trustees with the Board's Expectation & Accountability Metrics, which was adopted by the Board at its December 2017 regular meeting.

There was discussion by the Board relating the Board's attendance records, self-assessment, ambassadorship and annual giving.

B. Adjourn for Executive Session:

Chair Bowling asked President Hyde to present the Board with information pertaining to the Executive Session.

President Hyde shared with the Board that a closed Executive Session, which is allowed by Florida Statute 286.011, had been publicly noticed and was on today's agenda to discuss faculty collective bargaining. He noted the attendees of the Executive Session and that the session would take approximately 30 minutes.

Chair Bowling declared the public meeting adjourned at 12:38 p.m., and Trustees convened into Executive Session.

COMMENTS BY THE PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bowling declared the public meeting adjourned at 12:38p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees

**Florida State College at Jacksonville  
District Board of Trustees  
Minutes of the August 14, 2018, Regular Meeting  
Administrative Offices, Board Room 405, 1 p.m.**

**PRESENT:**

Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Thomas R. McGehee, Jr., Vice Chair, Duval County  
Michael M. Bell  
J. Palmer Clarkson  
D. Hunt Hawkins  
Thomas J. Majdanics  
O. Wayne Young

**ABSENT:**

Laura M. DiBella

**CALL TO ORDER:**

Chair Bowling called the meeting to order at 1:06 p.m. and welcomed those in attendance. She shared information relating to newly appointed Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) member Mr. Palmer Clarkson. The Board welcomed Trustee Clarkson.

**MINUTES:**

(Ref. Board Agenda for  
August 14, 2018; Pages  
201900004 – 37)

Chair Bowling asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the June 7, 2018, Ad Hoc Committee Formation Meeting, on agenda pages 4 – 6; June 12, 2018, Workshop, on agenda pages 7 – 8; June 12, 2018, Regular Meeting, on agenda pages 9 – 30; June 27, 2018, Ad Hoc Committee Meeting, on agenda pages 31 – 33; July 11, 2018, Ad Hoc Committee Meeting, on agenda pages 34 – 35; and July 18, 2018, Workshop, on agenda pages 36 – 37; and there were none.

MOTION: (Holloway – Hawkins) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the June 7, 2018, Ad Hoc Committee Formation Meeting; June 12, 2018, Workshop; June 12, 2018, Regular Meeting; June 27, 2018, Ad Hoc Committee Meeting; July 11, 2018, Ad Hoc Committee Meeting; and July 18, 2018, Workshop, as recommended.

Motion carried unanimously.

**REPORT OF THE COLLEGE  
PRESIDENT:**

Award of Child Care Access  
Means Parents in School  
Grant:

College President Kevin Hyde announced that FSCJ was recently awarded the Child Care Access Means Parents in School Grant from the U.S. Department of Education. Beginning October 1, 2018, the four-year grant will provide child care scholarships for full- and part-time FSCJ students



who demonstrate financial need. Over the four-year project period, a total of 70 students will be served, giving them the freedom and peace of mind to better focus on their own education, rather than the financial and emotional stress that is often associated with finding an affordable and reputable child care provider. FSCJ's on-campus child care facility, Chappell School, will provide these services at the Downtown Campus.

FSCJ Author Series:

President Hyde shared with the Board that the College was excited to incorporate the Author Series into the upcoming academic year. Since 2009, the Author Series has engaged FSCJ students, faculty and staff in a learning community around a published memoir and the social issues it illuminates. This year's selected text is titled, "Black Man in a White Coat: A Doctor's Reflections on Race and Medicine," by Dr. Damon Tweedy. The book goes into great detail on the inequities many minorities must face in medicine and higher education.

In March, Dr. Tweedy will visit Kent and South Campuses where he will lead discussions with students, faculty and staff, noting event information will be forthcoming. Each Trustee was provided a copy of the book.

Accreditation Council for  
Education in Nursing Site  
Visit:

President Hyde shared with the Board that The Accreditation Council for Education in Nursing would be making a site visit to the College's Nursing A.S. program early next year. Since 2015, FSCJ's scores have been 2-8% below the target, which triggered a conversation with the accrediting body. After implementing a plan to improve outcomes, the program was able to voluntarily identify having pass rates on the R.N. licensure test at or above the national average as one of its accreditation outcomes.

The focused visit will allow the Council to see the program, including faculty and students, and identify any curricular or programmatic barriers to achieving an improved pass rate. President Hyde noted that he would keep the Board apprised as the process moves forward.

FY 2017-18 Department of  
Athletics Overview:

President Hyde shared that at each Trustees' seat was a copy of the Department of Athletics overview for Fiscal Year 2017/18 for your information, noting the September 2018 "Moment in Mission" will highlight "Athletics." Director of Athletics Ginny Alexander will provide a full presentation to the Board at that time.

District Board of Trustees  
 Minutes of the August 14, 2018, Regular Meeting  
 Page 3

Data Dashboard Schedule: President Hyde noted that at each Trustees' seat was a copy of the latest data dashboard for their information and review.

There was a request by the Board to hold one of the topics for a future Deep Dive Workshop as a conversation regarding FSCJ's performance funding position.

In addition, President Hyde provided Trustees with a copy of a Q&A document for their information and review, which address queries relating to enrollment and personal.

COMMENTS BY THE  
 PUBLIC:

Chair Bowling 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. It was noted that under the Administrative Procedures Act, a public hearing would be considered as to Action Items 2 & 3 on the agenda, and any comments regarding the Rule would be stated at that time.

At Chair Bowling's discretion, FSCJ Professor of Business & Employment Law Dr. Harvey Slentz addressed the Board and provided a brief farewell as the outgoing Faculty Union President.

There were no additional comments made by members of the public present at the meeting.

CONSENT AGENDA:  
 (Ref. Board Agenda for  
 August 14, 2018; Items 1  
 through 7, Pages 201900038 –  
 46)

Chair Bowling noted the Trustees had fully reviewed all Consent Agenda items prior to today's meeting and had the opportunity to discuss questions and/or concerns with the College President and members of the Executive Cabinet through individual Trustee conference calls. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of Board meetings. She then asked if there were any items the Trustees would like to remove from the Consent Agenda for individual consideration and discussion as Action Items.

Trustee McGehee requested the removal of the following item from the Consent Agenda:

CA-1. Purchasing: Annual Contract Extensions, on agenda pages 38 – 40.

Chair Bowling asked if there were any additional items the Board would like removed for individual consideration and discussion, and there were none.

District Board of Trustees  
Minutes of the August 14, 2018, Regular Meeting  
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ACTION ITEMS:

(Ref. Board Agenda for  
August 14, 2018; Items 1  
through 4, Pages 201900047 –  
52)

MOTION: (McGehee – Young) The motion was made to approve the Consent Agenda, as recommended with the exception of Consent Agenda Item 1, which was moved to Action Items. (Appendix A)

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 2, Administrative Procedure Act – Board Rules, Section 8 – Facilities, Planning & Construction, on agenda pages 48 – 49.

MOTION: (McGehee – Hawkins) The motion was made to approve revisions to Board Rule 6Hx7-8.3, Naming of College Facilities and Facility Dedication Plaques, as recommended.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 3, Administrative Procedure Act – Board Rules, Section 13 – College Relations & Development, on agenda pages 50 – 51.

MOTION: (Hawkins – Holloway) The motion was made to approve revisions to Board Rule 6Hx7-13.3, Florida State College at Jacksonville Foundation, Inc., as recommended.

Chair Bowling asked if there were any questions or comments by the Board. There was discussion by the Board regarding the Foundation's use of property, facilities and personal services.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Action Item 4, Administration: College President Search, on agenda page 52.

MOTION: (Young – Hawkins) The motion was made to approve the College President Search, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. FSCJ Presidential Search Committee Co-Chairs Trustees Bell and McGehee provided the Board with a status update. The update included information relating to the first steps of the search process, review of the survey matrix, selection of the executive search firm, timeline and scope of work, needs assessment, composition and charge of the committee, and posting of updates on the College's webpage. For information on the 2018 FSCJ President Search, please visit [fscj.edu/president-search](http://fscj.edu/president-search).

There was a brief discussion by the Board regarding the range of cost for the executive search firm and the fiscal impact on the College.

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

Motion carried unanimously.

President Hyde presented the administration's recommendation on Consent Agenda Item 1, Purchasing: Annual Contract Extensions, on agenda pages 38 – 40.

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

Chair Bowling asked if there were any questions or comments by the Board. Trustee McGehee declared a conflict of interest on Consent Agenda Item CA-1 and recused himself from voting on the item. He stated he has family members who are associated with the supplier, W.W. Gay Mechanical Contractor, Inc. (Appendix B)

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

Motion carried unanimously.

INFORMATION ITEMS:

(Ref. Board Agenda for August 14, 2018; Items A – B, Pages 201900053 – 56)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 53 – 56, and there were none.

INTRODUCTION OF NEW  
EMPLOYEE(S):

Chair Bowling invited any new employee(s) and/or appointee(s) to stand and be recognized. She welcomed the employee on behalf of the District Board of Trustees.

REPORT OF THE BOARD  
CHAIR:

Chair Bowling reported that today marks the end of her first year as Board Chair, noting it had been action packed. She commended the Board and leadership team for their collaboration, stating everyone has the same agenda – “we all care.” She was encouraged by the new feedback tool for students in hopes that next year there will be tools for all stakeholders.

Ending her report, she shared an inspirational quote, “It is amazing what you can accomplish if you do not care who gets the credit.” – Harry S. Truman

REPORT OF THE AD HOC  
COMMITTEE CHAIR:

Ad Hoc Committee Chair Majdanics provided the Board with an overview of the written report relating to the committee meetings held on June 27, July 11, July 25 and August 8, 2018. He requested that the full report be entered into the record. (Appendix C)

REPORT OF THE BOARD  
FINANCE & AUDIT  
COMMITTEE CHAIR:

Finance & Audit Committee Chair Majdanics noted that the committee had not met this summer; therefore, there is no report at this time.

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

FSCJ Foundation Board Liaison Holloway provided the Board with an overview of the written report relating to the FSCJ Foundation Board of Directors June 2018 meeting. Trustee Majdanics requested that the full report be entered into the record. Going forward, he requested all written reports follow the same guidelines, which aids in memorializing the remarks. (Appendix D)

REPORT OF THE  
PRESIDENTIAL SEARCH  
COMMITTEE CO-CHAIRS:

The report of the Presidential Search Committee Co-Chairs was provided earlier in the meeting during the discussion of Action Item 4, Administration: College President Search, on page 52.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

ORGANIZATION OF THE  
BOARD:

Chair Bowling turned the meeting over to President Hyde to conduct the Board’s annual election of officers and for acceptance of the proposed Board meeting schedule for Fiscal Year 2018-19.

A. Election of Officers: President Hyde stated that before the Board was the election of three officers: Board Chair, Vice Chair for Duval County, and Vice Chair for Nassau County.

The first officer position to be considered was that of the Board Chair. He opened the floor for nominations of Board Chair.

Trustee Majdanics nominated Trustee Karen E. Bowling to continue in the officer position of Board Chair. Trustee Bowling accepted the nomination to remain Board Chair.

President Hyde asked if there were additional nominations or any discussion on the nominations, and there were none.

MOTION: (Majdanics – Hawkins) To close the nominations and approve Trustee Karen E. Bowling as Board Chair, as recommended.

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

Motion carried unanimously.

President Hyde stated the second officer position to be considered was that of the Vice Chair for Duval County. He opened the floor for nominations of Vice Chair, Duval County.

Trustee Hawkins nominated Trustee Thomas R. McGehee, Jr. to continue in the officer position of Vice Chair, Duval County. Trustee McGehee accepted the nomination to remain as Vice Chair, Duval County.

President Hyde asked if there were additional nominations or any discussion on the nomination, and there were none.

MOTION: (Hawkins – Bell) To close the nominations and approve Trustee Thomas R. McGehee, Jr. as Vice Chair for Duval County, as recommended.

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

Motion carried unanimously.

President Hyde stated the third officer position to be considered was that of the Vice Chair for Nassau County. He opened the floor for nominations of Vice Chair, Nassau County.

Trustee Young nominated Trustee Candace T. Holloway to continue in the officer position of Vice Chair, Nassau County. Trustee Holloway accepted the nomination to remain as Vice Chair, Nassau County.

President Hyde asked if there were additional nominations or any discussion on the nomination, and there were none.

MOTION: (Young – McGehee) To close the nominations and approve Trustee Candace T. Holloway as Vice Chair for Nassau County, as recommended.

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

Motion carried unanimously.

B. Approval of Board's Meeting Schedule for Fiscal Year 2018-19:

President Hyde stated that before the Board was the establishment of the Board's meeting schedule for Fiscal Year 2018-19, noting a copy of the proposed schedule was previously provided to Trustees and was at each member's place. He asked that the Board take a moment to review the schedule.

MOTION: (Hawkins – McGehee) To accept the proposed meeting schedule for the Board, as recommended. (Appendix E)

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

Motion carried unanimously.

C. 2018-19 Liaison/Committee Appointments:

President Hyde stated that before the Board was the selection of the 2018-19 Liaison and Committee Appointments.

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

President Hyde then turned the meeting over to Chair Bowling to move forward with the appointments.

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

Chair Bowling appointed Trustee Candace T. Holloway to continue to represent the Board as the 2018-19 Liaison to the FSCJ Foundation Board of Directors. Trustee Holloway accepted the appointment.

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

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

Chair Bowling appointed Trustees J. Palmer Clarkson, D. Hunt Hawkins, Thomas J. Majdanics and O. Wayne Young to represent the Board as the 2018-19 Finance & Audit Committee, noting that Trustee Majdanics would serve as Committee Chair. Trustees Clarkson, Hawkins, Majdanics and Young accepted the appointments.

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

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair  
 Dr. Jametoria Burton provided the Board with a written report relating to current APC initiatives and activities. (Appendix F)

REPORT OF THE CAREER  
 EMPLOYEES COUNCIL  
 (CEC):

Career Employees Council Chair Mr. Robbie Peoples provided the Board with a written report relating to current CEC initiatives and activities. (Appendix G)

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 H)

REPORT OF THE STUDENT  
 GOVERNMENT  
 ASSOCIATION (SGA):

Student Government Association Collegewide Executive President Ms. Ta’Nasha Parker addressed the Board and presented an overview of the written report relating to current SGA initiatives and activities. (Appendix I)

NEXT REGULAR BOARD  
 MEETING:

Chair Bowling announced the next meeting of the Board is scheduled for Tuesday, September 11, 2018, at the College’s Administrative Offices.

ADJOURNMENT:

There being no further business, Chair Bowling declared the meeting adjourned at 2:04 p.m.

APPROVAL OF MINUTES:

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Chair, District Board of Trustees

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Executive Secretary, District Board of Trustees



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

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

<del>Subject:</del>	<del>Finance: Fees and Charges</del>
<del>Meeting Date:</del>	<del>August 14, 2018</del>

**RECOMMENDATION:** ~~It is recommended that the District Board of Trustees approve the removal of fees for the following courses to be effective Fall Term 2018-2019, pursuant to Board Rule 6Hx7-4.19.~~

Course Number	Course	Current Fee	Recommended Fee
NUR1020C	Nursing Concepts: Health and Wellness Across the Lifespan	\$473.00	\$0.00
NUR1460C	Health Illness Concepts Across the Lifespan I	\$464.00	\$0.00
NUR1025C	Health Illness Concepts Across the Lifespan II	\$308.00	\$0.00
NUR2243C	Nursing Concepts: Family Crisis Complex Health Problems I	\$309.00	\$0.00

**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.~~

~~Currently, there is a fee charged to students in the Nursing program associated with the courses listed above for the costs of electronic textbook content, digital learning products (self-learning quizzes and simulation products consistent with course outlines) and assignment creation service fees through Elsevier. The department will no longer purchase these products. Instead, the students will start purchasing these products from the bookstore. Therefore, the current user fees should be removed from the courses listed above.~~

**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.~~

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

LASTNAME—FIRSTNAME—MIDDLE NAME McGehee, Jr., Thomas R.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Florida State College at Jacksonville District Board of Trustees	
MAILING ADDRESS 501 West State Street, Suite 408		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED August 14, 2018		NAME OF POLITICAL SUBDIVISION: Florida State College at Jacksonville	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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

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

**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Thomas R. McGehee, Jr., hereby disclose that on August 14, 2018:

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

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☒ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☐ inured to the special gain or loss of \_\_\_\_\_,
- by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_,
- which is the parent organization or subsidiary of a principal which has retained me.

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

Consent Agenda Item CA-1  
Purchasing: Annual Contract Extensions  
Pages 201900038-40

I have family members who are associated with the supplier, W.W. Gay Mechanical Contractor, Inc.

8/14/18  
Date Filed

  
Signature

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

FSCJ Ad Hoc Committee on Enrollment Report  
August 14, 2018  
Tom Majdanics, Chair

Dear FSCJ community & trustees:

The Ad Hoc committee on enrollment has met several times since our June board meeting – on June 27, July 11, July 25, and August 8. At the first session, a game plan was established, and the other three have been dedicated to fact-finding. Every trustee has participated in at least two of these sessions. I'm grateful for their investment of their time given their busy schedules. I'm also thankful for the time of those FSCJ staff who have been tapped thus far for data and insight.

As a reminder, the core reason by this committee is meeting is simple and it is urgent.

FSCJ enrollment is markedly down. Markedly.

Since joining this board in May of 2013, FSCJ enrollment has declined in every subsequent academic year. As a result of the strong economy and low unemployment rates, it must be noted that the enrollment environment for the Florida College System as a whole has been challenging.

That said, FSCJ's enrollment has declined faster than the FCS system as a whole. Arguably, after scanning the data, this committee was needed a year ago.

At this time last year, FSCJ's FTE enrollment had declined by 17% since the 2012-13 school year, while the rest of the system was off by 8%. Put another way, at the end of 2013 year, FSCJ was the 4th largest college system in Florida. Since then, FSCJ enrollment declined faster than the system in 2014, 2015, 2016, and 2017.

FSCJ ended the 2017 school year with a count of 18,900 FTE students, ranking 7th largest in Florida.

And then last year happened, with the disruption caused from the ERP implementation.

In Tallahassee, the summer enrollment estimating conference met earlier this month and they finalized final FTE enrollment counts for the 2017-18 year. FSCJ's final FTE enrollment landed at 16,807 students, a drop of 11.1%, or 2,100 students, from last year. Meanwhile, the rest of the Florida college system had a slight enrollment increase of 0.4%. Updated to reflect the latest figures, FSCJ's FTE enrollment has declined by 26% since the 2012-13 school year, while the rest of the system is off by 7%.

Simply put, these enrollment trends are not sustainable. Most of the enrollment dip from last year can be attributed to ERP implementation. I'm pleased that the ERP system appears to be more functional, and that enrollment trends for this year are perking up. But even if enrollment grows this year to fully erase last year's drop – presuming the rest of the college system repeats its slight growth, we will still be faced with an enrollment shortfall of ~17% since the end of 2013, while the rest of the system will have dropped only ~6%. FSCJ would still be the 7th largest system in the state and our FTE enrollment will be smaller than anytime this century.

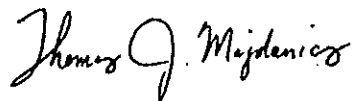
This begs the question – why is enrollment down and decreasing a rate faster than our Florida peers? How can we catch up?

We're in the midst of fact-finding and data collection mode, with questions focused around two general topics. First, what are the systems and processes to engage new students with marketing, get them to apply, and then convert that accepted student via financial aid, registration and advising into a paid student occupying a chair in one of our classrooms? Do these systems and processes exist? How are they measured and who owns what? Are we losing potential enrollment because these systems are not tight? How do we know?

Second, even if our processes to market to and enroll new students are perfect, if we don't offer the right programs in the right locations at the right times and the right modalities to meet student and community needs, then enrollment will suffer. So that data and its accompanying reporting and systems are being examined as well.

I'd say we're about ½ way through gathering input, which has been more focused on numbers and data, and is more quantitative in nature. We'll pivot shortly to more qualitative questions on how key college stakeholders view the systems that support the enrollment process and to make sure that we have the right programs in place, in the right way, for the college. After that, we will write-up key insights and recommendations shortly thereafter.

Regards,

A handwritten signature in black ink, reading "Thomas J. Majdanics". The signature is written in a cursive, flowing style with a large initial 'T'.

Tom Majdanics

## FLORIDA STATE COLLEGE AT JACKSONVILLE FOUNDATION

## REPORT TO THE DISTRICT BOARD OF TRUSTEES - AUGUST 14, 2018

The Foundation's board of directors most recently met on June 13 on the FSCJ Kent Campus.

On behalf of President Hyde, I shared notes from the June 12<sup>th</sup> DBOT meeting regarding the College budget, enrollment issues, and progress with implementation of the new ERP system.

Mr. Wilson Studstill, Foundation Treasurer, provided a report from the Finance and Investment Advisory Committees letting us know we are in good standing; the Foundation is currently operating under budget and right on target with its revenue goals for the year.

Mr. Bob Cook, Development Committee Chair, provided year-to-date highlights to include the new look of FSCJ WORKS campaign materials. On the Instrumentation & Controls Lab & Program, Mr. Cook reported that of the \$853,000 fundraising goal, \$457,000 has been raised through an NSF grant and verbal commitments from Rayonier Advanced Materials, Maxwell House and Kraft. President Hyde recorded a video email in support of our efforts to raise the final \$396,000. FSCJ could begin I&C courses as early as January 2019.

Staff provided a recap of the 2<sup>nd</sup> annual donor development event held on Saturday, May 12<sup>th</sup> in the Sawgrass Suites at the Tournament Players Championship. This year's event was attended by more than 75 existing and prospective donors. Mark your calendar for March 14-17 of 2019.

Ms. Velma Monteiro-Tribble, chair of the Ad Hoc Nominating Committee brought forward two action items:

- Proposed by-laws amendments to set staggered terms for all board members. Amendments approved; and
- Slate of seventeen members was presented and approved. The slate includes ten existing members and adds seven new members to the board's diverse make up of professional, philanthropic and civically engaged community stakeholders.

The Nominating Committee most recently met on August 8<sup>th</sup> as work continues to search for additional members before rounding out the membership at approximately twenty-five total members.

Also underway, plans for a "Board Retreat" to be held September 25<sup>th</sup> in the Lakeside Room on the FSCJ South Campus. The retreat will include a new member orientation, lunch with members and a sampling of FSCJ scholarship award recipients. The quarterly board meeting will follow lunch to review and approve the Foundation's 2018-19 budget and a discuss implementation strategies for the Capital Campaign.



**PROPOSED DBOT MEETING SCHEDULE  
FISCAL YEAR 2018-19  
FINANCE & AUDIT COMMITTEE QUARTERLY MEETINGS,  
BOARD WORKSHOPS and REGULAR MEETINGS**

DATE/TIME	EVENT	LOCATION
<b>August 2018</b>		
Tuesday, August 14	<b>August 2018 DBOT Meetings</b>	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 1 p.m. 1 – 2:30 p.m.	Board Workshop Regular Meeting	Room 403A Board Room 405
<b>September 2018</b>		
Tuesday, September 11	<b>September 2018 DBOT Meetings</b>	Administrative Offices 501 West State St., Jacksonville, FL 32202
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room 104A Room 403A Board Room 405
<b>November 2018</b>		
Tuesday, November 13	<b>November 2018 DBOT Deep Dive Workshop</b>	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
<b>December 2018</b>		
Tuesday, December 11	<b>December 2018 DBOT Meetings</b>	Nassau Center 76346 William Burgess Blvd., Yulee, FL 32097
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room T-106 Room T-117 Room T-126
<b>January 2019</b>		
Tuesday, January 8	<b>January 2019 DBOT Deep Dive Workshop</b>	Administrative Offices 501 West State St., Jacksonville, FL 32202
Noon – 2 p.m.	Deep Dive Workshop	Room 403A
<b>February 2019</b>		
Tuesday, February 12	<b>February 2019 DBOT Meetings</b>	Administrative Offices 501 West State St., Jacksonville, FL 32202
10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Room 104A Room 403A Board Room 405

Appendix E (Page 2 of 2)		LOCATION 201900083
DATE/TIME	EVENT	
<b>April 2019</b>		
Tuesday, April 9  10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	<b>April 2019 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 104A Room 403A Board Room 405
<b>May 2019</b>		
Tuesday, May 21  Noon – 2 p.m.	<b>May 2019 DBOT Workshop</b>  Budget Workshop (Combine Finance & Audit Committee with full Board to review the FY 2018/19 College Budget)	Administrative Offices 501 West State St., Jacksonville, FL 32202  Board Room 405
<b>June 2019</b>		
Tuesday, June 11  Noon – 1 p.m. 1 – 2:30 p.m.	<b>June 2019 DBOT Meetings</b>  Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 403A Board Room 405
<b>August 2019</b>		
Tuesday, August 13  10:45 – 11:45 a.m. Noon – 1 p.m. 1 – 2:30 p.m.	<b>August 2019 DBOT Meetings</b>  Finance & Audit Committee Quarterly Meeting Board Workshop Regular Meeting	Administrative Offices 501 West State St., Jacksonville, FL 32202  Room 104A Room 403A Board Room 405

**For more information, contact:** District Board of Trustees Project Coordinator Kimberli Sodek – 904-632-3205





Date: August 8, 2018  
To: Florida State College at Jacksonville District Board of Trustees  
From: Dr. Jametoria Burton, Chair, Administrative and Professional Collaborative  
Re: August 2018 APC Report

Chair Bowling and Trustees:

As we close our academic year 2017-18 and move full steam ahead into 2018-19, the Administrative and Professional Collaborative is postured to once again represent the interests and concerns of this employee group. Last month, you were provided with a summary of our accomplishments from the previous year which emphasized the theme of practical leadership through communication, collaboration, academic excellence and operational consistency.

To quickly recap, practical leadership can either implicitly or explicitly refer to the idea that leaders have to be flexible and agile to respond, not react, to the changes around them or the changes needed to be implemented in order to move an organization forward. The transition period constitutes a phase between surviving and thriving. Transitions included problem-solving decision-making. Part of the idea comes out of the need to adjust to the necessary course corrections needed in order for the organization to not only survive, but to eventually thrive again. The employees who comprise the Administrative and Professional Collaborative, along with our fantastic faculty and committed career employees stand ready, willing and committed to ensure that our students remain at the heart and soul of our work both in the short-term and the long-term view.

Finally, we desire for FSCJ to not only survive its challenges but to successfully thrive at the highest levels in organizational operations, academic excellence and responsive leadership to facilitate student success. In doing so, the APC looks forward the upcoming year with much anticipation and participation in the Presidential Search process, providing continued professional development and networking opportunities and most importantly, representing the interests of our employee by promoting institutional cohesiveness and organizational stability. Finally, Lori Cimino will serve as the new APC Chair for 2018-19 and is already making great strides toward that end. She officially starts her role in September. The new slate of APC representatives and officers will be shared in our September update, so please stay tuned. Thank you for support over the past year in my service as APC Chair. We look to welcoming and supporting Lori for the 2018-19 academic year!

Most Appreciably,  
Dr. Jametoria Burton  
Immediate Past Chair, Administrative and Professional Collaborative



August 14, 2018

To: Florida State College at Jacksonville District Board of Trustees  
From: Robbie Peeples, Career Employees' Council Chair  
Re: August 2018 CEC Report

Chair Bowling and Trustees:

I would like to congratulate you and Vice Chair Holloway for your continued service and leadership roles on the District Board of Trustees and welcome trustee J. Palmer Clarkson to FSCJ. We are thankful for your leadership and service to FSCJ.

President Hyde attended our Career Employee Council meeting in June. He shared information regarding opportunities with businesses in the community and expressed the importance of feedback from employees. I asked him to address the concern some have about open communication and possible fallout an employee may face by expressing concerns. He affirmed the channels available to communicate with him and he assured employees that he would address any actions resulting from an employee sharing concerns. We are thankful for his emphasis on an open and collaborative environment. We believe this is essential to finding the best solutions to resolving issues and providing the best service to our students.

I want to thank the board for the opportunity to participate in the college presidential search committee. I get frequent inquiries about where we are in that process so I am thankful for the recent inquiry about our continued interest in serving on that committee and look forward to participating as CEC Chair. I am grateful for the leadership President Hyde is providing as interim and hope he will consider it on a permanent basis. However, I believe we need to have a permanent president in place to stabilize the operational culture of the college for the long term. I want to thank Trustees Mac McGehee and Mike Bell for serving as co-chairs on this committee and look forward to serving with them.

Sincerely,

A handwritten signature in blue ink that reads "Robbie Peeples".

Robbie Peeples  
Career Employees' Council Chair  
Florida State College at Jacksonville  
904-381-3702 / robbie.peeples@fscj.edu





August 8, 2018

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

From: John A. Woodward, PhD

Re: August Report

Trustees:

The summer has been busy for many faculty. Most of our fulltime faculty work throughout the summer teaching and performing service for the College, even when they are not "on contract," such is their dedication to the institution.

The summer is also a time for reflection. As faculty, we spend time writing and rewriting course material, syllabi, exams, quizzes, lectures, and other material. I think this summer was a time for the institution as a whole to reflect on the purpose of the College and its importance to the community as well as the centrality of the faculty to the College's mission. We need faculty voices raised in meetings, in offices, in hallways; and faculty need to feel comfortable that their professional opinions will be weighed assiduously and with unrelenting attention. There are many important changes in higher education that have occurred over the past few months, and faculty need time and intellectual vigor to engage with these questions surrounding educational theory and research, technology in education, costs of education, among other topics. We have had little opportunity to engage with these questions, even on a one-on-one level over the past few years for various reasons. I think now is a time to begin to work towards a more careful planning of schedules and meetings in order to encourage them. These are questions without solutions and discussions without specific outcomes. I think the Achieve the Dream framework has helped us move towards those discussions. We simply need to engage it more academically and orient it towards the concerns of the faculty more intentionally.

Senate will spend some effort this upcoming academic year working towards finding ways to integrate faculty more deeply into decision-making processes so our unique perspective can be made more central to decision-making at the institution. I know we have strong support for this endeavor from Dr. Wall, but we have not yet had a chance to really tackle processes for inclusion due to the outsized difficulties of the ERP implementation. I am still not personally confident that faculty concerns and interests are taken into consideration in many important areas throughout the institution, especially those that are ancillary to instruction. But I would also caution against monolithic thinking regarding those interests—we need to think about the faculty as members of various different (and at times conflicting) intellectual areas and remember to balance the decision-making accordingly.

We hope to see significant changes to faculty travel and a more carefully planned relationship between the administration and faculty in the coming year. There are already many positive steps forward—for example the process for transitioning to the new LMS is a good and well-informed one, as well as our more intentional and faculty-oriented approach to online course design. However, there are many places for improvement. We will work hard over the coming year to identify those places and seek mutually agreeable solutions.

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  
997-2703  
john.a.woodward@fscj.edu





August 14, 2018

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June to August 2018 SGA Report

Chair Bowling 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 of June to August 2018.

During this time, we have accomplished the following:

- In June, the FSCJ SGA Executive Board held our initial meeting with FSCJ President Kevin Hyde. We will continue meeting with President Hyde quarterly to maintain this positive relationship.
- SGA members assisted with "Ask Me" stations during the start of Summer B Term providing students with directions and answering questions about campus resources.
- SGA members continue to serve on the Activity & Service (A&S) Fee Proposal Committee. The A&S Fee Proposal Committee provides a mechanism for our student organizations to receive funding. In addition, SGA members are actively involved in other committees such as the Curriculum Committee, Student Publication Board, Innovation Team, and the Canvas Transition Team just to name a few.
- This year the SGA will publish our meeting agendas and minutes online for students and college employees to access. We want to educate our students about civic engagement opportunities and that we serve as a liaison between our students and their college.
- We are proud to share that Executive Board members Nadia Esha, Tavius Kelley, Sheena Arnaiz, Shelby Gallagher, Acsa Colombo, and Samantha Bertematti were recognized as members of the Florida College System Activities Association All-Academic Team.
- Finally, the SGA is excited about the announcement that Amendment 7 in the Florida 2018 Ballot Measure will include placing the current Florida College System (FCS) structure in the Florida Constitution. Currently only the State University System and K-12 Public Schools are mentioned in Florida Constitution. In February, three FSCJ SGA members had testified at the Constitution Revision Commission public hearing at the University of North Florida advocating for the FCS to be included in the Florida Constitution.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and President Kevin Hyde for continuing to provide us the opportunity to foster such a thriving environment. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,  
Ta'Nasha Parker  
Collegewide Executive President  
FSCJ Student Government Association

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Ad Hoc Committee**  
**Minutes of the August 22, 2018, Meeting**  
**Administrative Offices, Room 403A, Noon**

**PRESENT:**

Thomas J. Majdanics, Ad Hoc Committee Chair  
Karen E. Bowling, Chair  
Candace T. Holloway, Vice Chair, Nassau County  
Michael M. Bell (via remote access)  
Randle P. DeFoor  
Laura M. DiBella  
O. Wayne Young

**CALL TO ORDER:**

Ad Hoc Committee Chair (Committee Chair) Majdanics called the meeting to order at 12:10 p.m. and welcomed those in attendance. He acknowledged Trustee Bell's presence via remote attendance.

**INFORMATION/  
DISCUSSION:**

A. Summary of  
Committee Meeting,  
August 8, 2018:

Committee Chair Majdanics provided Trustees with a summary of the committee meeting held on Wednesday, August 8, 2018.

B. Adult Learners –  
FSCJ Programmatic  
Needs:

AVP Institutional Effectiveness Dr. Jerrett Dumouchel, Director of Recruitment Mr. Al Case and Associate Provost for Baccalaureate, Career and Technical Education Dr. Sheri Litt provided a presentation titled, "Adult Learners at FSCJ."

Dr. Dumouchel started the presentation and provided the following topics:

- What is an Adult Learner?
- FSCJ Student Age
- Program Enrollment by Age
- FSCJ Full-Time/Part-Time Enrollment
- FSCJ Retention

Mr. Case continued the presentation with the following topics:

- Adult Learner Recruitment
- Adult Learner Outreach
- Adults Inquire, Traditional Students Apply
- Adult Learner Behavior
- What do we need to serve the Adult Learner?

Dr. Litt continued the presentation with the following topics:

- Accelerated Programs
- How does the College determine new programs needed to serve Adult Learners?
- Largest Employers
- Largest Industries
- New Programs Implemented 2017-18
- New Programs in Development 2019-20
- New Articulations
- Program Review Launched 2017-18

Additional handouts were provided on:

SWOT and next steps – Non Traditional Student  
 Baccalaureate, Career & Technical Education Accelerated Programs  
 Baccalaureate, Career & Technical education Accreditation  
 Baccalaureate, Career & Technical Education Advisory Boards  
 Baccalaureate, Career & Technical Education Professional Affiliations  
 AS/BS Technical Certificate Advising

C. Next Steps:

Committee Chair Majdanics determined three more meetings:

September 12, 2018 (Dean/Faculty representatives)  
 September 19, 2018 (White board session)  
 October 3, 2018 (Finalization)

COMMENTS BY THE  
 PUBLIC:

During the meeting, Chair Majdanics opened the floor to the public.

Associate Provost Liberal Arts and Sciences Dr. Ian Neuhard shared his experiences for the Baccalaureate process. Further citing his experience with the State of Florida College System.

Provost/Vice President Academic Affairs Dr. John Wall provided insight on Student Life Skills (SLS) course.

FSCJ Professor Dr. Jason Gibson noted that all SLS course students are advised, on-boarded and tracked.

There were no additional comments made by members of the public present at the meeting.

ADJOURNMENT:

There being no further business, Committee Chair Majdanics declared the meeting adjourned at 1:32 p.m.



District Board of Trustees  
Minutes of the August 22, 2018, Ad Hoc Committee Meeting  
Page 3

APPROVAL OF MINUTES:

\_\_\_\_\_  
Ad Hoc Committee Chair, District Board of Trustees

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

Submitted by: Mr. Calvin Leavell, Secretary to the Ad Hoc Committee

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

**AGENDA ITEM NO. CA – 1.**

<b>Subject:</b>	<b>Administration: Board Rules – Non-Substantive Changes and Review</b>
<b>Meeting Date:</b>	<b>September 11, 2018</b>

**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.

**6Hx7-9.1 – Curriculum**

**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. Additionally, each agency shall perform a formal review of its rules every two years. The College administration is committed to reviewing and updating the Rules of the Board of Trustees to properly reflect the organizational structure as well as to reflect applicable Florida Statutes and State Board of Education rules. As part of this review, non-substantive changes are being brought to the Board's attention as consent items. Non-substantive changes primarily pertain to technical revisions such as changes to position titles, words, definitions, grammar corrections, obsolete language and changes to supporting state or federal statutes and/or rules.

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

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



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-9.1	Curriculum	9-1

- (1) Pursuant to State Board of Education rules, the District Board of Trustees (DBOT) shall approve the programs of instruction developed and offered to meet the workforce and educational needs of the College's service area prior to their implementation.
  - A. Board DBOT approval of programs shall be based upon the results of a needs analysis, the consistency of the offering with the purpose, mission, and goals of the College, and the recommendation of the College President.
- (2) The College President shall establish procedures and processes for the continuing review and evaluation of existing instructional programs and for the development, modification, inactivation and approval of instructional courses.
  - A. The College President shall, based upon program review, make recommendations to the ~~District Board of Trustees~~ DBOT on programs that should be inactivated.
  - B. The College President shall, based upon program review, make recommendations regarding significant modifications or changes to programs, as originally approved by the ~~District Board of Trustees~~ DBOT, for Board DBOT approval of the particular modifications or changes.
- (3) All Board DBOT approved programs shall be maintained in the College's official curricular files.
- (4) All courses approved by the College President shall be maintained in the College's official curricular files.
- (5) The College President shall establish procedures for the implementation of this Rule.

(General Authority: F.S. 1001.64, 1001.65, 1004.65, 1007.33, SBE Rule 6A-14.060, 6A-14.095, ~~6A-14.0261~~)

(Adopted 02/13/80, Revised 06/23/80, 06/20/84, 01/16/85, 5/27/93, 04/06/99, 03/10/15, Formerly 8.1)  
(Reviewed 09/11/18)

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

**AGENDA ITEM NO. CA – 2.**

<b>Subject:</b>	<b>Finance: Fees and Charges</b>
<b>Meeting Date:</b>	<b>September 11, 2018</b>

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the removal of the fee for the following course to be effective Spring Term 2018-2019, pursuant to Board Rule 6Hx7-4.19.

<b>Course Number</b>	<b>Course</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
NUR1008C	Transition to Professional Nursing	\$419.00	\$0.00

**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.

Currently, there is a fee charged to students in the Nursing program associated with the course listed above for the costs of electronic textbook content, digital learning products (self-learning quizzes and simulation products consistent with course outlines) and an assignment creation service fee through Elsevier. The department will no longer purchase this product. Instead, the students will start purchasing the product from the bookstore. Therefore, the current user fee should be removed from the course listed above.

**RATIONALE:** 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.

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

**AGENDA ITEM NO. A – 1.**

- A. RECOMMENDATION: It is recommended that the District Board of Trustees approve the Consent Agenda as presented,

with the exception of:

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

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

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

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

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

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

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

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

**AGENDA ITEM NO. A – 2.**

Subject:	Provost and Vice President, Academic Affairs: Textbook Affordability Report
Meeting Date:	September 11, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached report on Textbook Affordability for submission to the Florida Department of Education.

**BACKGROUND:** By September 30<sup>th</sup> of each year, the Board of Trustees of each institution in the Florida College System must submit a report to the Chancellor which details information about selection processes, cost variance, initiatives to reduce textbook and instructional material costs, and the timeliness of textbook adoptions. The report was developed according to a template provided by the Division of Florida Colleges.

**RATIONALE:** Approval of this item will allow submission of the required report as prescribed in s.1004.085, Florida Statutes as amended by House Bill 7019.

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



**2017-2018 FLORIDA COLLEGE SYSTEM  
TEXTBOOK AND INSTRUCTIONAL MATERIALS  
AFFORDABILITY REPORT**

## CONTENTS

- Memorandum to Interim College President Kevin Hyde and Members of the District Board of Trustees
- Executive Summary
- 2017-2018 Florida College System Textbook Affordability Report: Florida State College at Jacksonville's Completed Template
- 2017-2018 Florida College System Textbook Affordability Report: Appendices



**MEMORANDUM**

**DATE:** September 4, 2018

**TO:** Interim College President Kevin Hyde and Members of the College's District Board of Trustees

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

**SUBJECT:** Florida State College at Jacksonville's 2017-2018 Textbook and Instructional Materials Affordability Report

In accordance with section (s.) 1004.085, Florida Statutes (F.S.), the District Boards of Trustees of all Florida College System institutions are required to report to the Florida College System Chancellor the factors that influence the selection of textbook and instructional materials by September 30<sup>th</sup> of each year. The annual Textbook and Instructional Materials Affordability Report reflects a legislative commitment to ensuring maximum college affordability for Florida College System students.

The 2017-2018 Textbook and Instructional Materials Report template requires that Florida College System institutions provide the following information:

- The institution's selection process for textbooks and instructional materials
- The policies that the institution has implemented regarding the posting of lists of required and recommended textbooks and instructional materials
- The number and percentage of course sections, by semester, that were not able to meet the textbook and instructional material posting deadlines for the 2017-2018 reporting year, including the Summer 2017, Fall 2017, and Spring 2018 terms
- The reason for not posting forty-five (45) days before the first day of class for each identified course section
- Initiatives designed to reduce the cost of textbooks and instructional materials
- Factors that the college considers when selecting materials through a cost-benefit analysis
- The percentage of the college's general education core courses that use open educational resources (OERs) as an instructional materials option

Enclosed herein is Florida State College at Jacksonville's 2017-2018 Textbook Affordability Report, collaboratively prepared by staff members from the Office of the Provost/Vice President of Academic Affairs and the Office of Institutional Analytics.

The report appendices contain the following supporting evidence:

- Appendix A: Collective Bargaining Agreement, Article 20: Textbook Selection
- Appendix B: Administrative Procedural Manual 09-0701: Textbook Affordability and Instructional Material Adoption
- Appendix C: Met and Unmet Numbers and Percentages by Semester (Summer 2017, Fall 2017, Spring 2018)

- Appendix D: Reasons for Late Adoption Postings
- Appendix E: General Education Core Courses with Open Educational Resources

Integral to the report, Appendix D comprises an Excel spreadsheet organized by semester, with an alphabetical listing by course identification (i.e., course prefix and number), course section numbers, and the reasons for the late adoption postings. Course section numbers for the Summer 2017 semester were created in the College's legacy enterprise resource system Orion and thus differ from those generated for the Fall 2017 and Spring 2018 semesters in the College's current ERP PeopleSoft.

In Appendix D, one of the following eight reasons has been identified per course section with a late adoption posting:

- Text Not Available/Publisher Delays;
- Schedule Change/New Faculty Assignment;
- Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.);
- Faculty Member Assigned After the Deadline (originally encoded as TBA instructor);
- Technical/System Error (adoption did not process);
- Oversight/Human Error (adoption not completed on time);
- Data Reporting Error (book was adopted on time, but reported as late)
- Other (Please specify).

Upon your approval, the report will be submitted via Survey Monkey to the Florida College System office, and the appendices will be submitted via e-mail correspondence to Chancellor Madeline Pumariega.

Please let us know if we can furnish any additional information about Florida State College at Jacksonville's 2017-2018 Textbook and Instructional Materials Affordability Report, and we will gladly do so.

Thank you.

## EXECUTIVE SUMMARY

Per the requirements of section (s.) 1004.085, Florida Statutes (F.S.), staff members in the Office of the Provost/Vice President of Academic Affairs and the Office of Institutional Analytics have conducted a comprehensive review of the factors that influence the selection of textbooks and other instructional materials at the College. As noted herein, Article 20 of the Collective Bargaining Agreement between the District Board of Trustees and the United Faculty of Florida-FSCJ specifies the institution's selection process for textbooks and other instructional materials. Additionally, Administrative Procedural Manual 09-0701 outlines the procedures employed by the College to comply with statute regarding textbook affordability as well as the adoption of student textbooks and other instructional materials.

A comprehensive analysis of institutional data involving textbook and instructional material adoptions for the 2017-2018 reporting year was conducted. Per the requirements of statute, general education and non-general education, high-enrollment courses were included in the study. In a report of "Met and Unmet Numbers and Percentages by Semester," the number and percentage of unduplicated course sections that either met or failed to meet the 45-day adoption posting requirement was analyzed. Open educational resource (OER) and dual enrollment class sections were redacted from the study, as were any sections encoded fewer than 45 days prior to the start of the next term.

During the Summer 2017 semester, a total of 91 course sections, or 12.57% of the total sections analyzed, experienced late adoption postings. In the Fall 2017 semester, 259 sections, or 17.43% of the overall sections, had late adoption postings. During the Spring 2018 semester, 92 class sections, comprising 6.67% of the total offered, experienced late adoption postings. The significantly lower number and percentage of class sections with late adoption postings in the Spring 2018 term may reflect enhanced institutional efficiency involving class encoding and operational communications as well as systemic improvements in the use and functionality of the College's new ERP PeopleSoft.

The study further reveals that FSCJ has implemented numerous initiatives, including an Achieving the Dream grant to fund the faculty-led creation of courses with OERs, to reduce textbook costs for students. While OER class sections comprise a small percentage (1.83%) of the total number of general education core courses offered in the 2017-2018 reporting year, the College continues to explore such cost-saving factors as rental texts, digital textbooks, and learning objects. The enclosed report reflects FSCJ's ongoing commitment to providing students with affordable textbooks and other instructional materials.



**2017-2018 FLORIDA COLLEGE SYSTEM TEXTBOOK  
AFFORDABILITY REPORT:  
FLORIDA STATE COLLEGE AT JACKSONVILLE'S  
COMPLETED TEMPLATE**

## 2017-2018 Textbook and Instructional Materials Affordability Report

September 4, 2018

1. College: Florida State College at Jacksonville
2. Report Completed By: Kathleen Ciez-Volz  
(904) 361-6257  
[kathleen.ciez.volz@fscj.edu](mailto:kathleen.ciez.volz@fscj.edu)

3. What is your institution's selection process for textbook and instructional materials?

The selection process for all textbook and instructional materials, including those for general education courses and other high-enrollment courses, is codified in Florida State College at Jacksonville's Collective Bargaining Agreement (CBA), Article 20: Textbook Selection (see Appendix A). The CBA is available on the College's internal website and is also widely disseminated to faculty and academic administrators, who follow the process as described in Article 20 and summarized herein:

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

Per the CBA, "Textbooks to be used for a non-sequential, college credit course shall be selected by each faculty member from a list of textbooks agreed upon by the faculty." Additionally, "in the interests of students, academic departments shall agree upon texts to be used college-wide in sequential courses" via college-wide textbook selection committees. Textbooks selected by the collegewide committee will be used for a minimum period of two (2) years unless the committee, on a case-by-case basis, determines that a shorter period is appropriate.

4. List and describe the policies your institution has implemented regarding the posting of lists of required and recommended textbooks and instructional materials.

Florida State College at Jacksonville has codified its policies pursuant to s. 1004.085(6), Florida Statutes (F.S.), in Administrative Procedure Manual APM 09-0701: Textbook Affordability and Instructional Material Adoption (see Appendix B). To ensure that adoptions are made in a timely manner, to confirm availability of requested materials, and to provide maximum availability of used textbooks, the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract-defined adoption deadline dates of April 15th (fall term), October 15th (spring term), and February 15th (summer term). Accordingly, the contracted bookstore prominently posts to its website, as early as feasible, but not less than forty-five (45) days prior to the first day of class for each term a list of each textbook required for each course offered by the College for the upcoming term.

5. What is the number and percent of course sections, by semester, that were not able to meet the textbook and instructional materials posting deadlines for the 2017-2018 year? In an Excel file, please list the courses, semester and explain why each was not posted 45 days before the first

day of class? (For supporting documentation regarding the met and unmet numbers and percentages, see Appendix C. For the reasons for the late adoption postings, see Appendix D.)

Summer 2017 Number: 91

Summer 2017 Percent: 12.57%

Fall 2017 Number: 259

Fall 2017 Percent: 17.43%

Spring 2018 Number: 92

Spring 2018 Percent: 6.67%

6. Of the following initiatives designed to reduce the cost of textbooks and instructional materials, identify the ones your college offers. (Colleges will be able to check all that apply.)

- ✓ Open Educational Resources
- ✓ Textbook Affordability Committees
- ✓ Textbook Rentals
- ✓ Program(s) with No Textbook Costs
- ✓ Faculty Grants for Development of Textbooks

7. Which of the following factors does the college consider when selecting materials through a cost-benefit analysis? (Colleges will be able to check all that apply.)

- ✓ Purchasing digital textbooks in bulk
- ✓ Expanding the use of open-access materials
- ✓ Providing rental options for textbooks and related materials
- ✓ Increasing the availability and use of affordable digital textbooks and learning objects
- ✓ Developing mechanisms to assist in buying, renting, selling and sharing textbooks
- ✓ Setting the length of time that textbooks and instructional materials remain in use

8. What percentage of the college's general education core courses use open educational resources as an instructional materials option? (For supporting evidence, see Appendix E.)

Percent of Sections: 1.83%



**2017-2018 FLORIDA COLLEGE SYSTEM TEXTBOOK  
AFFORDABILITY REPORT:  
APPENDICES**

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



**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**DISTRICT BOARD OF TRUSTEES OF  
FLORIDA STATE COLLEGE AT JACKSONVILLE**

**AND**

**UNITED FACULTY OF FLORIDA -  
FLORIDA STATE COLLEGE AT JACKSONVILLE**

**EFFECTIVE AUGUST 16, 2016**



Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500, for questions about the accreditation of Florida State College at Jacksonville. Contact information for the Commission on Colleges is provided to allow interested constituents to: (1) learn about the accreditation status of the institution, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and educational support services, should be addressed directly to Florida State College at Jacksonville and not to the Commission's office.

## ARTICLE 20: TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member and shall be determined according to departmental guidelines. The parties agree that student access to affordable high quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The faculty and the administration are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability. A committee, with equal representation from the Union and the Administration, shall be jointly established to annually develop non-binding recommendations addressing textbook affordability. The initial meeting of this committee shall be no later than September 30, 2016 with initial recommendations delivered to the Provost and the President of the Faculty Senate by the end of each academic year.

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

The list of textbooks shall be developed by the respective departments on the individual campus and shall be reviewed as appropriate.

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


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

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

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

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

**APPENDIX B:**  
**Administrative Procedural Manual 09-0701:**  
**Textbook Affordability and**  
**Instructional Material Adoption**


	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	August 31, 2016	

## Purpose

To describe the procedures the College shall use to comply with Section 1004.085 Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", relative to textbook affordability and the adoption of student textbooks and other instructional material.

## Procedure

- A. A private corporation under a management contract, which the College awards on a periodic competitive Request for Proposal (RFP) basis, operates the bookstores at each Florida State College at Jacksonville campus.
- B. Each faculty member must submit an electronic attestation and e-adoption that includes the author, title, publisher, edition, ISBN, and estimated quantity of texts and other student procured instructional materials needed for each of the courses they will be teaching (identified by course title and ISBN reference number). The faculty member must also indicate whether procurement of the text and materials by the student is required or optional.
- C. Pursuant to Section 1004.085(4) Florida Statutes and State Board Rule 6A-14.092(3) "Textbook Affordability", each faculty member or campus administration must submit and maintain, before each textbook adoption is finalized, an electronically submitted adoption certification for each course section attesting:
  1. That all textbooks and other instructional items adopted will be used, particularly each individual item sold as part of a bundled package, and
  2. They have evaluated the extent to which a new edition differs significantly and substantively from earlier versions, and confirmed there is significant academic value of changing to a new edition or earlier versions are no longer available from the publisher.
- D. To ensure adoptions are made with sufficient lead time to confirm availability of requested materials and ensure maximum availability of used textbooks the faculty member must submit online the required electronic attestation and e-adoption to the bookstore prior to the bookstore contract defined adoption deadline dates of April 15<sup>th</sup> (fall term), October 15<sup>th</sup> (spring term), and February 15<sup>th</sup> (summer term).
- E. College faculty members shall ensure full compliance with the restrictions defined in Section 1004.085 Florida Statutes.
- F. Pursuant to Section 1004.085 Florida Statutes, the contracted bookstore shall prominently post to their website, as early as feasible, but not less than forty-five (45) days prior to the first day of class for each

 <b>FLORIDA</b> STATE COLLEGE AT JACKSONVILLE	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	TEXTBOOK AFFORDABILITY AND INSTRUCTIONAL MATERIAL ADOPTION	09-0701	2 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-9.1 Curriculum	August 31, 2016	

term, a list of each textbook required for each course offered by the College during the upcoming term, where the listing shall include the ISBN, title, author(s), publishers, edition number, copyright date, published date and retail prices.

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

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

Adopted Date: May 1, 1981

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

**APPENDIX C:**  
**Met and Unmet Numbers and Percentages by Semester**

TERM	General Education Area	Unmet Count	Met Count	TOTAL	UnMet Percent	Met Percent
Summer 2017	Communications	15	90	105	14.29%	85.71%
	Humanities	5	78	83	6.02%	93.98%
	Math	25	107	132	18.94%	81.06%
	Natural Science	9	154	163	5.52%	94.48%
	Social-Behavioral Science	15	115	130	11.54%	88.46%
	Non-Gen. Ed High Enrollment	22	89	111	19.82%	80.18%
	<b>TOTAL</b>	<b>91</b>	<b>633</b>	<b>724</b>	<b>12.57%</b>	<b>87.43%</b>
Fall 2017	Communications	63	167	230	27.39%	72.61%
	Humanities	32	129	161	19.88%	80.12%
	Math	29	230	259	11.20%	88.80%
	Natural Science	72	257	329	21.88%	78.12%
	Social-Behavioral Science	35	238	273	12.82%	87.18%
	Non-Gen. Ed High Enrollment	28	206	234	11.97%	88.03%
	<b>TOTAL</b>	<b>259</b>	<b>1227</b>	<b>1486</b>	<b>17.43%</b>	<b>82.57%</b>
Spring 2018	Communications	21	187	208	10.10%	89.90%
	Humanities	9	149	158	5.70%	94.30%
	Math	10	218	228	4.39%	95.61%
	Natural Science	16	310	326	4.91%	95.09%
	Social-Behavioral Science	21	222	243	8.64%	91.36%
	Non-Gen. Ed High Enrollment	15	201	216	6.94%	93.06%
	<b>TOTAL</b>	<b>92</b>	<b>1287</b>	<b>1379</b>	<b>6.67%</b>	<b>93.33%</b>

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" as provided by Follett for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Class sections that were encoded less than 45 days prior to the start of the term were excluded. Courses with textbook availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook availability are categorized as "Unmet." Follett data for summer 2017 is as of 7/11/2017 and Follett data for fall 2017 and spring 2018 is as of 6/25/18.

## GENERAL EDUCATION AREA: COMMUNICATIONS

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	ENC1101	16	32	33.3%	66.7%	48
	ENC1101C	1		100.0%	0.0%	1
	ENC1102	15	30	33.3%	66.7%	45
	SPC2017	2	14	12.5%	87.5%	16
	SPC2065		7	0.0%	100.0%	7
	SPC2608	3	7	30.0%	70.0%	10
Term	Total	37	90	29.1%	70.9%	127
Fall 2017	ENC1101	32	71	31.1%	68.9%	103
	ENC1101C	2	5	28.6%	71.4%	7
	ENC1102	14	46	23.3%	76.7%	60
	SPC2017	3	24	11.1%	88.9%	27
	SPC2065	5	7	41.7%	58.3%	12
	SPC2608	7	14	33.3%	66.7%	21
Term	Total	63	167	27.4%	72.6%	230
Spring 2018	ENC1101	7	62	10.1%	89.9%	69
	ENC1101C		4	0.0%	100.0%	4
	ENC1102	8	65	11.0%	89.0%	73
	SPC2017	2	27	6.9%	93.1%	29
	SPC2065	3	11	21.4%	78.6%	14
	SPC2608	1	18	5.3%	94.7%	19
Term	Total	21	187	10.1%	89.9%	208
Year	Total	121	444	21.4%	78.6%	565

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" as provided by Follett for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Class sections that were encoded less than 45 days prior to the start of the term were excluded. Courses with textbook availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook availability are categorized as "Unmet." Follett data for summer 2017 is as of 7/11/2017 and Follett data for fall 2017 and spring 2018 is as of 6/25/18.



## GENERAL EDUCATION AREA: HUMANITIES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	AML2020		2	0.0%	100.0%	2
	ARH2000	1	1	50.0%	50.0%	2
	ARH2050		2	0.0%	100.0%	2
	ARH2051		1	0.0%	100.0%	1
	DAN2100		3	0.0%	100.0%	3
	ENG2100	1	3	25.0%	75.0%	4
	HUM2020	3	20	13.0%	87.0%	23
	HUM2210	1	13	7.1%	92.9%	14
	HUM2230		4	0.0%	100.0%	4
	HUM2250	2	4	33.3%	66.7%	6
	HUM2450	1	4	20.0%	80.0%	5
	LIT2000	2	2	50.0%	50.0%	4
	LIT2100	1		100.0%	0.0%	1
	MUL2010	2	3	40.0%	60.0%	5
	PHI2010		3	0.0%	100.0%	3
	PHI2603	1	2	33.3%	66.7%	3
	REL2000		5	0.0%	100.0%	5
	REL2300		5	0.0%	100.0%	5
	THE2000		1	0.0%	100.0%	1
Term	Total	15	78	16.1%	83.9%	93
Fall 2017	AML2020		2	0.0%	100.0%	2
	ARH2000	1	4	20.0%	80.0%	5
	ARH2050	1	3	25.0%	75.0%	4
	ARH2051		2	0.0%	100.0%	2
	DAN2100		5	0.0%	100.0%	5
	ENG2100	1	4	20.0%	80.0%	5
	HUM2020	13	35	27.1%	72.9%	48
	HUM2210	2	9	18.2%	81.8%	11
	HUM2230	1	8	11.1%	88.9%	9
	HUM2250	3	5	37.5%	62.5%	8
	HUM2410		1	0.0%	100.0%	1
	HUM2450	1	7	12.5%	87.5%	8
	LIT2000		8	0.0%	100.0%	8
	MUL2010	1	6	14.3%	85.7%	7
	PHI2010	2	10	16.7%	83.3%	12
	PHI2600		3	0.0%	100.0%	3
	PHI2603		5	0.0%	100.0%	5
	REL2000	2	3	40.0%	60.0%	5
	REL2300	4	5	44.4%	55.6%	9
	THE2000		4	0.0%	100.0%	4
Term	Total	32	129	19.9%	80.1%	161
Spring 2018	AML2020		3	0.0%	100.0%	3
	ARH2000		6	0.0%	100.0%	6
	ARH2050		3	0.0%	100.0%	3
	ARH2051		2	0.0%	100.0%	2
	DAN2100		4	0.0%	100.0%	4
	ENG2100		7	0.0%	100.0%	7
	HUM2020	4	43	8.5%	91.5%	47
	HUM2210		6	0.0%	100.0%	6
	HUM2230		5	0.0%	100.0%	5
	HUM2250	3	6	33.3%	66.7%	9
	HUM2410		1	0.0%	100.0%	1
	HUM2450	1	8	11.1%	88.9%	9
	LIT2000		9	0.0%	100.0%	9
	LIT2100		1	0.0%	100.0%	1
	MUL2010		8	0.0%	100.0%	8
	PHI2010		10	0.0%	100.0%	10
	PHI2600		2	0.0%	100.0%	2
	PHI2603		7	0.0%	100.0%	7
	REL2000		6	0.0%	100.0%	6
	REL2300	1	7	12.5%	87.5%	8
	THE2000		5	0.0%	100.0%	5
Term	Total	9	149	5.7%	94.3%	158
Year	Total	56	356	13.6%	86.4%	412

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## GENERAL EDUCATION AREA: MATHEMATICS

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	MAC1105	15	27	35.7%	64.3%	42
	MAC1114	3	7	30.0%	70.0%	10
	MAC1140	1	5	16.7%	83.3%	6
	MAC1147	1	3	25.0%	75.0%	4
	MAC2233	7	8	46.7%	53.3%	15
	MAC2311	2	5	28.6%	71.4%	7
	MAC2312	1	3	25.0%	75.0%	4
	MAC2313		3	0.0%	100.0%	3
	MAP2302		1	0.0%	100.0%	1
	MGF1106	8	14	36.4%	63.6%	22
	MGF1107	1	7	12.5%	87.5%	8
	STA2023	7	24	22.6%	77.4%	31
Term	Total	46	107	30.1%	69.9%	153
Fall 2017	MAC1105	12	71	14.5%	85.5%	83
	MAC1114		12	0.0%	100.0%	12
	MAC1140	2	13	13.3%	86.7%	15
	MAC1147		8	0.0%	100.0%	8
	MAC2233		18	0.0%	100.0%	18
	MAC2311		11	0.0%	100.0%	11
	MAC2312	2	4	33.3%	66.7%	6
	MAC2313	1	3	25.0%	75.0%	4
	MAP2302		1	0.0%	100.0%	1
	MGF1106	5	27	15.6%	84.4%	32
	MGF1107	3	9	25.0%	75.0%	12
	STA2023	4	53	7.0%	93.0%	57
Term	Total	29	230	11.2%	88.8%	259
Spring 2018	MAC1105	3	73	3.9%	96.1%	76
	MAC1114		12	0.0%	100.0%	12
	MAC1140		11	0.0%	100.0%	11
	MAC1147		5	0.0%	100.0%	5
	MAC2233	1	16	5.9%	94.1%	17
	MAC2311		10	0.0%	100.0%	10
	MAC2312		4	0.0%	100.0%	4
	MAC2313		3	0.0%	100.0%	3
	MAP2302		4	0.0%	100.0%	4
	MGF1106	4	22	15.4%	84.6%	26
	MGF1107		10	0.0%	100.0%	10
	STA2023	2	48	4.0%	96.0%	50
Term	Total	10	218	4.4%	95.6%	228
Year	Total	85	555	13.3%	86.7%	640

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GENERAL EDUCATION AREA: NATURAL SCIENCES						
TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	BOT1010C		2	0.0%	100.0%	2
	BSC1005	4	7	36.4%	63.6%	11
	BSC1005L	4	5	44.4%	55.6%	9
	BSC2010C	2	13	13.3%	86.7%	15
	BSC2011C	1	6	14.3%	85.7%	7
	BSC2020C		3	0.0%	100.0%	3
	BSC2050		1	0.0%	100.0%	1
	BSC2085C	5	26	16.1%	83.9%	31
	BSC2085C	5	19	20.8%	79.2%	24
	CHM1020	1	8	11.1%	88.9%	9
	CHM1025C	3	9	25.0%	75.0%	12
	CHM1032C	4	6	40.0%	60.0%	10
	CHM2045C	3	2	60.0%	40.0%	5
	CHM2045C		2	0.0%	100.0%	2
	ESC1000	1	9	10.0%	90.0%	10
	ESC1000L	1	6	14.3%	85.7%	7
	GLY1010C		1	0.0%	100.0%	1
	ISC1075	1	3	25.0%	75.0%	4
	MCB2010C		17	0.0%	100.0%	17
	OCE2001		1	0.0%	100.0%	1
	PHY1020C	2		100.0%	0.0%	2
	PHY2048C		2	0.0%	100.0%	2
	PHY2049C		2	0.0%	100.0%	2
	PHY2053C	1	2	33.3%	66.7%	3
	PHY2054C	2	1	66.7%	33.3%	3
	PSC1341		1	0.0%	100.0%	1
Term	Total	40	154	20.6%	79.4%	194
Fall 2017	AST1002		2	0.0%	100.0%	2
	AST1002L		3	0.0%	100.0%	3
	BOT1010C	2	1	66.7%	33.3%	3
	BSC1005	4	25	13.6%	86.2%	29
	BSC1005L	3	9	25.0%	75.0%	12
	BSC2010C	7	21	25.0%	75.0%	28
	BSC2011C	2	8	20.0%	80.0%	10
	BSC2020C	1	3	25.0%	75.0%	4
	BSC2050		3	0.0%	100.0%	3
	BSC2085C	17	42	28.8%	71.2%	59
	BSC2085C	9	21	30.0%	70.0%	30
	CHM1020	5	8	38.5%	61.5%	13
	CHM1025C	6	16	27.3%	72.7%	22
	CHM1032C		11	0.0%	100.0%	11
	CHM2045C	7	5	58.3%	41.7%	12
	CHM2045C	2	2	50.0%	50.0%	4
	ESC1000	2	21	8.7%	91.3%	23
	ESC1000L	1	9	10.0%	90.0%	10
	EVR1001		1	0.0%	100.0%	1
	GLY1010C		1	0.0%	100.0%	1
	ISC1075		4	0.0%	100.0%	4
	MCB2010C		22	0.0%	100.0%	22
	OCE2000C		1	0.0%	100.0%	1
	OCE2001		4	0.0%	100.0%	4
	OCE2001L	1	1	0.0%	100.0%	1
	PHY1020C	1	3	25.0%	75.0%	4
	PHY2048C	2	1	66.7%	33.3%	3
	PHY2049C	1	1	50.0%	50.0%	2
	PHY2053C		4	0.0%	100.0%	4
	PHY2054C		3	0.0%	100.0%	3
	PSC1341		1	0.0%	100.0%	1
Term	Total	72	257	21.9%	78.1%	329
Spring 2018	AST1002		2	0.0%	100.0%	2
	AST1002L		2	0.0%	100.0%	2
	BOT1010C		1	0.0%	100.0%	1
	BSC1005	1	23	4.2%	95.8%	24
	BSC1005L	2	6	25.0%	75.0%	8
	BSC2010C		27	0.0%	100.0%	27
	BSC2011C		9	0.0%	100.0%	9
	BSC2020C		4	0.0%	100.0%	4
	BSC2050		2	0.0%	100.0%	2
	BSC2085C	4	41	8.9%	91.1%	45
	BSC2085C	3	36	7.7%	92.3%	39
	CHM1020		18	0.0%	100.0%	18
	CHM1025C		20	0.0%	100.0%	20
	CHM1032C	2	9	18.2%	81.8%	11
	CHM2045C	1	12	7.7%	92.3%	13
	CHM2045C		7	0.0%	100.0%	7
	ESC1000		29	0.0%	100.0%	29
	ESC1000L		12	0.0%	100.0%	12
	EVR1001	2		100.0%	0.0%	2
	GLY1010C		1	0.0%	100.0%	1
	ISC1075		4	0.0%	100.0%	4
	MCB2010C		22	0.0%	100.0%	22
	OCE2000C		2	0.0%	100.0%	2
	OCE2001		3	0.0%	100.0%	3
	PHY1020C		4	0.0%	100.0%	4
	PHY2048C		3	0.0%	100.0%	3
	PHY2049C	1	2	33.3%	66.7%	3
	PHY2053C		4	0.0%	100.0%	4
	PHY2054C		4	0.0%	100.0%	4
	ZOO1010C		1	0.0%	100.0%	1
Term	Total	16	310	4.9%	95.1%	326
Year	Total	128	721	15.1%	84.9%	849

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## GENERAL EDUCATION AREA: SOCIAL &amp; BEHAVIORAL SCIENCES

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	AMH2010		4	0.0%	100.0%	4
	AMH2020	3	6	33.3%	66.7%	9
	AMH2070		4	0.0%	100.0%	4
	AMH2092	2	3	40.0%	60.0%	5
	AMH2093		2	0.0%	100.0%	2
	ANT2000		2	0.0%	100.0%	2
	ANT2410		2	0.0%	100.0%	2
	DEP2004	3	21	12.5%	87.5%	24
	ECO2013	10	6	62.5%	37.5%	16
	INP1390	3	4	42.9%	57.1%	7
	INR2002		2	0.0%	100.0%	2
	LAH2000		1	0.0%	100.0%	1
	POS2041	2	12	14.3%	85.7%	14
	POS2112	1	2	33.3%	66.7%	3
	PSY1012	5	28	15.2%	84.8%	33
	SYG2000	3	6	33.3%	66.7%	9
	SYG2010	2	2	50.0%	50.0%	4
	SYG2430		4	0.0%	100.0%	4
	WOH1012	1	2	33.3%	66.7%	3
	WST2010	1	2	33.3%	66.7%	3
Term	Total	36	115	23.8%	76.2%	151
Fall 2017	AMH2010		7	0.0%	100.0%	7
	AMH2020	1	16	5.9%	94.1%	17
	AMH2070		10	0.0%	100.0%	10
	AMH2092	1	8	11.1%	88.9%	9
	AMH2093	1		100.0%	0.0%	1
	ANT2000	1	4	20.0%	80.0%	5
	ANT2410		5	0.0%	100.0%	5
	ANT2511		1	0.0%	100.0%	1
	DEP2004	3	33	8.3%	91.7%	36
	ECO2013	12	20	37.5%	62.5%	32
	INP1390	1	10	9.1%	90.9%	11
	INR2002		5	0.0%	100.0%	5
	LAH2000		1	0.0%	100.0%	1
	POS2041	2	25	7.4%	92.6%	27
	POS2112	1	7	12.5%	87.5%	8
	PSY1012	4	53	7.0%	93.0%	57
	SYG2000	5	16	23.8%	76.2%	21
	SYG2010	3	2	60.0%	40.0%	5
	SYG2430		5	0.0%	100.0%	5
	WOH1012		4	0.0%	100.0%	4
	WOH1022		3	0.0%	100.0%	3
	WST2010		3	0.0%	100.0%	3
Term	Total	35	238	12.8%	87.2%	273
Spring 2018	AMH2010	2	8	20.0%	80.0%	10
	AMH2020	4	16	20.0%	80.0%	20
	AMH2070		11	0.0%	100.0%	11
	AMH2092		4	0.0%	100.0%	4
	AMH2093		4	0.0%	100.0%	4
	ANT2000		4	0.0%	100.0%	4
	ANT2410		3	0.0%	100.0%	3
	ANT2511		1	0.0%	100.0%	1
	DEP2004	1	32	3.0%	97.0%	33
	ECO2013	4	23	14.8%	85.2%	27
	INP1390		11	0.0%	100.0%	11
	INR2002		4	0.0%	100.0%	4
	POS2041	3	19	13.6%	86.4%	22
	POS2112	1	5	16.7%	83.3%	6
	PSY1012	6	43	12.2%	87.8%	49
	SYG2000		16	0.0%	100.0%	16
	SYG2010		4	0.0%	100.0%	4
	SYG2430		6	0.0%	100.0%	6
	WOH1012		4	0.0%	100.0%	4
	WST2010		4	0.0%	100.0%	4
Term	Total	21	222	8.6%	91.4%	243
Year	Total	92	575	13.8%	86.2%	667

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## GENERAL EDUCATION AREA: NON-GENERAL EDUCATION (IN TOP 25 HIGHEST ENROLLMENT CLASSES)

TERM	COURSE	Unmet Count	Met Count	Unmet Percent	Met Percent	Total
Summer 2017	CGS1100	7	21	25.0%	75.0%	28
	MAT0018	5	12	29.4%	70.6%	17
	MAT0028	3	21	12.5%	87.5%	24
	MAT1033	18	22	45.0%	55.0%	40
	SLS1103	3	13	18.8%	81.3%	16
Term	Total	36	89	28.8%	71.2%	125
Fall 2017	ACG2021	5	18	21.7%	78.3%	23
	CGS1100	6	30	16.7%	83.3%	36
	MAT0028		56	0.0%	100.0%	56
	MAT1033	16	76	17.4%	82.6%	92
	SLS1103	1	26	3.7%	96.3%	27
Term	Total	28	206	12.0%	88.0%	234
Spring 2018	ACG2021		19	0.0%	100.0%	19
	CGS1100	2	30	6.3%	93.8%	32
	MAT0028	3	47	6.0%	94.0%	50
	MAT1033	4	84	4.5%	95.5%	88
	SLS1103	6	21	22.2%	77.8%	27
Term	Total	15	201	6.9%	93.1%	216
Year	Total	79	496	13.7%	86.3%	575

Notes: Met/Unmet counts and percentages refer to the number of unduplicated course sections by term that either met or failed to meet the 45-day posting requirement calculated as the difference in days between the "Adoption Created Date" and the "Section Start Date" as provided by Follett for required books/resources in the terms referenced. Open Educational Resource (OER) and Dual Enrollment Sections are excluded. Class sections that were encoded less than 45 days prior to the start of the term were excluded. Courses with textbook availability equaling or exceeding 45 days before class start date are categorized as "Met," whereas courses with less than 45 days of textbook availability are categorized as "Unmet." Follett data for summer 2017 is as of 7/11/2017 and Follett data for fall 2017 and spring 2018 is as of 6/25/18.

# **APPENDIX D:**

## **Reasons for Late Adoption Postings**

**REASONS**

1. Text Not Available/Publisher Delays
2. Schedule Change/New Faculty Assignment
3. Faculty Member Unavailable (i.e., sabbatical, out of country)
4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)
5. Technical/System Error (adoption did not process)
6. Oversight/Human Error (adoption not completed on time)
7. Data Reporting Error (book was adopted on time but reported as late)
8. Other; Please Specify =>

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201900123

COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
ARH2000	452364	7. Data Reporting Error (book was adopted on time, but reported as late)	
BSC1005	452394	5. Technical/System Error (adoption did not process)	
BSC1005	453762	5. Technical/System Error (adoption did not process)	
BSC2010C	452435	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	452516	8. Other ; Please specify =>	Course master development delay
BSC2086C	454502	5. Technical/System Error (adoption did not process)	
ECO2013	453230	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453233	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453245	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453246	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453247	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453249	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453253	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	453254	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	452758	2. Schedule Change/New Faculty Assignment	
ENC1101	452762	2. Schedule Change/New Faculty Assignment	
ENC1101	452861	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	452893	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	453344	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	453491	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101C	453346	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	452982	5. Technical/System Error (adoption did not process)	
ENC1102	452999	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1102	453081	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	453508	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	453541	2. Schedule Change/New Faculty Assignment	
ENC1102	454250	5. Technical/System Error (adoption did not process)	
ENC1102	454251	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	454590	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
INP1390	453498	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
LIT2000	453411	7. Data Reporting Error (book was adopted on time, but reported as late)	
MUL2010	453444	6. Oversight/Human Error (adoption not completed on time)	
PHY1020C	453789	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
PHY1020C	454499	6. Oversight/Human Error (adoption not completed on time)	
PHY2054C	454481	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
SL11103	453741	7. Data Reporting Error (book was adopted on time, but reported as late)	
SL11103	453742	7. Data Reporting Error (book was adopted on time, but reported as late)	
WOH1012	453328	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	



COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
ACG2021	21781305	2. Schedule Change/New Faculty Assignment	
ACG2021	21781338	6. Oversight/Human Error (adoption not completed on time)	My father passed away during the Summer 2017 term and I was on bereavement leave as a result. Upon return from bereavement, I was focused on my Summer 2017 students/courses and overlooked the 7/10/18 Open Textbook Adoption reminder email forwarded by my Dean from FSCJ administration. Please note that faculty were consistently informed by Follett managers throughout Spring 2017 and into Summer 2017 that there was no book order deadline set due to integration issues with the PeopleSoft implementation. The first email received by faculty from Follett relating to Fall 2017 book adoptions was on 7/10/18, only 5 days before the 45 day deadline. Thank you.
ACG2021	21781346	6. Oversight/Human Error (adoption not completed on time)	My father passed away during the Summer 2017 term and I was on bereavement leave as a result. Upon return from bereavement, I was focused on my Summer 2017 students/courses and overlooked the 7/10/18 Open Textbook Adoption reminder email forwarded by my Dean from FSCJ administration. Please note that faculty were consistently informed by Follett managers throughout Spring 2017 and into Summer 2017 that there was no book order deadline set due to integration issues with the PeopleSoft implementation. The first email received by faculty from Follett relating to Fall 2017 book adoptions was on 7/10/18, only 5 days before the 45 day deadline. Thank you.
ACG2021	21781356	2. Schedule Change/New Faculty Assignment	
ACG2021	21781959	6. Oversight/Human Error (adoption not completed on time)	My father passed away during the Summer 2017 term and I was on bereavement leave as a result. Upon return from bereavement, I was focused on my Summer 2017 students/courses and overlooked the 7/10/18 Open Textbook Adoption reminder email forwarded by my Dean from FSCJ administration. Please note that faculty were consistently informed by Follett managers throughout Spring 2017 and into Summer 2017 that there was no book order deadline set due to integration issues with the PeopleSoft implementation. The first email received by faculty from Follett relating to Fall 2017 book adoptions was on 7/10/18, only 5 days before the 45 day deadline. Thank you.
AMH2020	21781273	8. Other; Please Specify =>	Data discrepancy re course modality
AMH2092	21781407	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ANT2000	21785142	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ARH2000	21781015	5. Technical/System Error (adoption did not process)	
BOT1010C	21781134	6. Oversight/Human Error (adoption not completed on time)	
BOT1010C	21781109	6. Oversight/Human Error (adoption not completed on time)	
BSC1005	21784574	8. Other ; Please specify =>	Correct Professor - Arrindell, Aja
BSC1005	21784334	6. Oversight/Human Error (adoption not completed on time)	
BSC1005	21784359	6. Oversight/Human Error (adoption not completed on time)	
BSC1005L	21784469	6. Oversight/Human Error (adoption not completed on time)	
BSC1005L	21784575	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
BSC1005L	21784004	6. Oversight/Human Error (adoption not completed on time)	
BSC2010C	21781461	5. Technical/System Error (adoption did not process)	



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
BSC2010C	21781820	6. Oversight/Human Error (adoption not completed on time)	
BSC2010C	21781804	8. Other ; Please specify =>	efollett lost order
BSC2010C	21781814	8. Other ; Please specify =>	efollett lost order
BSC2010C	21784021	8. Other ; Please specify =>	efollett lost order
BSC2010C	21784041	8. Other ; Please specify =>	efollett lost order
BSC2011C	21781555	8. Other ; Please specify =>	Problem with lab manual
BSC2011C	21784055	8. Other ; Please specify =>	efollett lost order
BSC2020C	21784536	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784078	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784477	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784582	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784604	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784496	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784579	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784451	8. Other ; Please specify =>	IT issues
BSC2085C	21784504	8. Other ; Please specify =>	IT issues
BSC2085C	21781452	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21782309	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21783952	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784630	7. Data Reporting Error (book was adopted on time, but reported as late)	
BSC2085C	21784590	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21784593	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21784775	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21784814	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21781971	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21781976	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21784837	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21784680	8. Other ; Please specify =>	IT issues
BSC2086C	21781934	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21783958	6. Oversight/Human Error (adoption not completed on time)	
CGS1100	21783043	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	Adoption was completed as TBA instructor
CGS1100	21783056	6. Oversight/Human Error (adoption not completed on time)	
CGS1100	21784556	7. Data Reporting Error (book was adopted on time, but reported as late)	Ordered on 6/29/18, have documentation. Course never ran.
CGS1100	21784868	5. Technical/System Error (adoption did not process)	
CGS1100	21784907	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
CHM1020	21784164	8. Other ; Please Specify =>	Data discrepancy re course modality
CHM1020	21784167	8. Other ; Please Specify =>	Data discrepancy re course modality
CHM1025C	21784295	6. Oversight/Human Error (adoption not completed on time)	
CHM1025C	21784932	8. Other ; Please specify =>	re-encoded class for correction/update
CHM1025C	21784321	1. Text Not Available/Publisher Delays	
CHM1025C	21784364	1. Text Not Available/Publisher Delays	
CHM1025C	21784397	1. Text Not Available/Publisher Delays	
CHM1025C	21784236	7. Data Reporting Error (book was adopted on time, but reported as late)	
CHM2045C	21784513	6. Oversight/Human Error (adoption not completed on time)	
CHM2045C	21784320	6. Oversight/Human Error (adoption not completed on time)	
CHM2045C	21784314	1. Text Not Available/Publisher Delays	
CHM2045C	21784874	6. Oversight/Human Error (adoption not completed on time)	
CHM2045C	21784417	6. Oversight/Human Error (adoption not completed on time)	



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
CHM2045C	21784422	6. Oversight/Human Error (adoption not completed on time)	
DEP2004	21781519	8. Other; Please Specify =>	Data discrepancy re course modality
DEP2004	21781544	8. Other; Please Specify =>	Data discrepancy re course modality
DEP2004	21781636	8. Other; Please Specify =>	Data discrepancy re course modality
ECO2013	21781733	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783237	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783232	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
ENC1101	21783367	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
ENC1101	21783662	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783663	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783780	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21785055	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783180	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783670	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21785128	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783817	8. Other; Please specify =>	I had to go over a few samples of the text books from the list provided for the course.
ENC1101	21783880	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783239	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	21783374	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	21784289	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21784174	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21784924	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783869	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783872	5. Technical/System Error (adoption did not process)	
ENC1101	21785056	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783127	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1101	21783405	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783650	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783117	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783814	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783178	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21781223	5. Technical/System Error (adoption did not process)	
ENC1101	21783415	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783452	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21783123	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783142	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21783223	6. Oversight/Human Error (adoption not completed on time)	
ENC1101C	21783899	5. Technical/System Error (adoption did not process)	
ENC1101C	21783894	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	21784154	5. Technical/System Error (adoption did not process)	
ENC1102	21784158	5. Technical/System Error (adoption did not process)	
ENC1102	21784186	5. Technical/System Error (adoption did not process)	
ENC1102	21783008	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21784573	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1102	21782964	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1102	21785058	7. Data Reporting Error (book was adopted on time, but reported as late)	
ENC1102	21784391	6. Oversight/Human Error (adoption not completed on time)	



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
ENC1102	21784173	5. Technical/System Error (adoption did not process)	
ENC1102	21783012	5. Technical/System Error (adoption did not process)	
ENC1102	21783020	5. Technical/System Error (adoption did not process)	
ESC1000	21784213	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ESC1000L	21784739	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	21783482	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783503	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783516	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783519	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783531	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783533	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783535	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783544	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783572	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783577	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2020	21783578	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2210	21781275	1. Text Not Available/Publisher Delays	
HUM2210	21781278	1. Text Not Available/Publisher Delays	
HUM2250	21783658	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2250	21783659	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2250	21784558	8. Other; Please Specify =>	Data discrepancy re course modality
HUM2450	21783682	8. Other; Please Specify =>	Data discrepancy re course modality
MAC1105	21783350	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	21783352	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAC1105	21783380	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	21783383	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	21783387	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	21784411	2. Schedule Change/New Faculty Assignment	
MAC1105	21784499	5. Technical/System Error (adoption did not process)	
MAC2312	21782247	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAC2312	21782254	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAC2313	21782257	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	21782582	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	21782803	8. Other ; Please specify =>	Incorrect adoption was corrected
MAT1033	21783561	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	21783564	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	21783706	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	21783717	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	21784111	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	21784271	8. Other ; Please specify =>	Incorrect adoption was corrected
MAT1033	21784371	2. Schedule Change/New Faculty Assignment	
MAT1033	21784380	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAT1033	21784935	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAT1033	21784936	8. Other ; Please specify =>	Incorrect adoption was corrected
MGF1106	21783640	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MGF1107	21784925	2. Schedule Change/New Faculty Assignment	
MUL2010	21783022	6. Oversight/Human Error (adoption not completed on time)	
PHI2010	21783067	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
PHI2010	21785132	6. Oversight/Human Error (adoption not completed on time)	
PHY2048C	21784667	5. Technical/System Error (adoption did not process)	
PHY2048C	21784665	5. Technical/System Error (adoption did not process)	
PHY2049C	21784673	5. Technical/System Error (adoption did not process)	
POS2041	21781846	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
POS2041	21784486	7. Data Reporting Error (book was adopted on time, but reported as late)	
POS2112	21784565	8. Other; Please Specify =>	Data discrepancy re course modality
PSY1012	21782034	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
REL2000	21783095	8. Other; Please Specify =>	Data discrepancy re course modality
REL2000	21783098	8. Other; Please Specify =>	Data discrepancy re course modality
REL2300	21783103	8. Other; Please Specify =>	Data discrepancy re course modality
REL2300	21783104	8. Other; Please Specify =>	Data discrepancy re course modality
REL2300	21783106	8. Other; Please Specify =>	Data discrepancy re course modality
REL2300	21785185	8. Other; Please Specify =>	Data discrepancy re course modality
SLS1103	21782629	7. Data Reporting Error (book was adopted on time, but reported as late)	
SPC2017	21783216	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	21783776	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	21784561	6. Oversight/Human Error (adoption not completed on time)	
SPC2065	21783979	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SPC2065	21781676	7. Data Reporting Error (book was adopted on time, but reported as late)	
SPC2065	21784031	5. Technical/System Error (adoption did not process)	
SPC2065	21783940	6. Oversight/Human Error (adoption not completed on time)	
SPC2065	21783863	7. Data Reporting Error (book was adopted on time, but reported as late)	
SPC2608	21782364	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SPC2608	21784050	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	21784054	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	21782359	6. Oversight/Human Error (adoption not completed on time)	Uploaded a variety of materials to Blackboard including articles, videos and other materials in place of text.
SPC2608	21782374	8. Other ; Please specify =>	
SPC2608	21784533	6. Oversight/Human Error (adoption not completed on time)	
SPC2608	21784572	6. Oversight/Human Error (adoption not completed on time)	
STA2023	21782595	2. Schedule Change/New Faculty Assignment	
STA2023	21782596	2. Schedule Change/New Faculty Assignment	
STA2023	21783136	2. Schedule Change/New Faculty Assignment	
STA2023	21784455	5. Technical/System Error (adoption did not process)	
SYG2000	21781359	2. Schedule Change/New Faculty Assignment	
SYG2000	21782251	8. Other; Please Specify =>	Data discrepancy re course modality
SYG2000	21782253	8. Other; Please Specify =>	Data discrepancy re course modality
SYG2000	21782256	8. Other; Please Specify =>	Data discrepancy re course modality
SYG2000	21784460	8. Other; Please Specify =>	Data discrepancy re course modality
SYG2010	21781302	8. Other; Please Specify =>	Data discrepancy re course modality
SYG2010	21782297	8. Other; Please Specify =>	Data discrepancy re course modality



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
AMH2010	21821025	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
AMH2010	21825538	3. Faculty Member Unavailable (i.e., sabbatical, medical issue, out of the country, etc.)	
AMH2020	21821077	8. Other; Please Specify ==>	Data discrepancy re course modality
AMH2020	21824750	8. Other; Please Specify ==>	Data discrepancy re course modality
AMH2020	21825532	8. Other; Please Specify ==>	Data discrepancy re course modality
AMH2020	21825537	8. Other; Please Specify ==>	Data discrepancy re course modality
BSC1005	21822285	6. Oversight/Human Error (adoption not completed on time)	
BSC1005L	21821785	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21823527	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21823647	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21823553	6. Oversight/Human Error (adoption not completed on time)	
BSC2085C	21823174	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21823993	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21823836	6. Oversight/Human Error (adoption not completed on time)	
BSC2086C	21823986	6. Oversight/Human Error (adoption not completed on time)	
CGS1100	21822803	2. Schedule Change/New Faculty Assignment	Year Up Cohort
CHM1032C	21822876	6. Oversight/Human Error (adoption not completed on time)	
CHM2045C	21822976	7. Data Reporting Error (book was adopted on time, but reported as late)	
ECO2013	21821313	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21825576	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21821935	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21821484	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21822021	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
ENC1101	21821926	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21822473	6. Oversight/Human Error (adoption not completed on time)	
ENC1101	21821679	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21823536	5. Technical/System Error (adoption did not process)	
ENC1102	21823705	5. Technical/System Error (adoption did not process)	
ENC1102	21823795	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21823833	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21823800	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21823510	6. Oversight/Human Error (adoption not completed on time)	
ENC1102	21825572	6. Oversight/Human Error (adoption not completed on time)	
HUM2020	21821487	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2020	21823133	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2020	21824707	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2020	21824708	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2250	21822577	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2250	21822581	8. Other; Please Specify ==>	Data discrepancy re course modality
HUM2250	21824643	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MAC1105	21821423	7. Data Reporting Error (book was adopted on time, but reported as late)	
MAC1105	21822547	6. Oversight/Human Error (adoption not completed on time)	
MAC1105	21824704	2. Schedule Change/New Faculty Assignment	
MAC2233	21823007	6. Oversight/Human Error (adoption not completed on time)	



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COURSE ID	CLASS SECTION #	REASON FOR NOT POSTING 45 DAYS BEFORE THE FIRST DAY OF CLASS	OTHER
MAT0028	21822162	2. Schedule Change/New Faculty Assignment	
MAT1033	21822180	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	21823067	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	21823073	6. Oversight/Human Error (adoption not completed on time)	
MAT1033	21823094	5. Technical/System Error (adoption did not process)	
MGF1106	21821570	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
MGF1106	21823159	6. Oversight/Human Error (adoption not completed on time)	
MGF1106	21823164	6. Oversight/Human Error (adoption not completed on time)	
PHY2049C	21823525	5. Technical/System Error (adoption did not process)	
POS2041	21821724	6. Oversight/Human Error (adoption not completed on time)	
POS2041	21821750	6. Oversight/Human Error (adoption not completed on time)	
POS2041	21821753	6. Oversight/Human Error (adoption not completed on time)	
POS2112	21821774	8. Other; Please Specify =>	Data discrepancy re course modality
PSY1012	21821803	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
PSY1012	21821842	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
PSY1012	21821940	7. Data Reporting Error (book was adopted on time but reported as late)	
PSY1012	21821947	7. Data Reporting Error (book was adopted on time but reported as late)	
PSY1012	21821950	7. Data Reporting Error (book was adopted on time but reported as late)	
PSY1012	21824135	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
PSY1012	21821803	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	21821842	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
PSY1012	21821940	7. Data Reporting Error (book was adopted on time, but reported as late)	
PSY1012	21821947	7. Data Reporting Error (book was adopted on time, but reported as late)	
PSY1012	21821950	7. Data Reporting Error (book was adopted on time, but reported as late)	
PSY1012	21824135	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
REL2300	21822230	8. Other; Please Specify =>	Data discrepancy re course modality
SLS1103	21822220	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
SLS1103	21822228	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
SLS1103	21822237	4. Faculty Member Assigned After Deadline (originally encoded as TBA instructor)	
SLS1103	21822337	7. Data Reporting Error (book was adopted on time but reported as late)	
SLS1103	21822388	7. Data Reporting Error (book was adopted on time but reported as late)	
SLS1103	21822220	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SLS1103	21822228	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SLS1103	21822237	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SLS1103	21822337	7. Data Reporting Error (book was adopted on time, but reported as late)	
SLS1103	21822388	7. Data Reporting Error (book was adopted on time, but reported as late)	
SPC2017	21824284	6. Oversight/Human Error (adoption not completed on time)	
SPC2017	21824290	6. Oversight/Human Error (adoption not completed on time)	
SPC2065	21824376	4. Faculty Member Assigned After the Deadline (originally encoded as TBA instructor)	
SPC2065	21824340	2. Schedule Change/New Faculty Assignment	
SPC2065	21824385	7. Data Reporting Error (book was adopted on time, but reported as late)	
SPC2608	21824425	6. Oversight/Human Error (adoption not completed on time)	

**APPENDIX E:**  
**General Education Core Courses with**  
**Open Educational Resources**



Table 1. Open Educational Resource (OER) Sections (Reference/Class numbers) Matched to General Education Core Courses\*

General Education Core Course	Summer 2017				Fall 2017				Spring 2018				TOTAL
	OER		Term Total		OER		Term Total		OER		Term Total		
	Non-OER	OER Percent			Non-OER	OER Percent			Non-OER	OER Percent			
AMH2020		9	0.0%	9		17	0.0%	17		21	0.0%	21	47
ANT2000		2	0.0%	2		6	0.0%	6		5	0.0%	5	13
ARH2000		3	0.0%	3		8	0.0%	8		7	0.0%	7	18
AST1002	6		100.0%	6		2	0.0%	2		2	0.0%	2	10
BSC1005		17	0.0%	17	3	27	10.0%	30	1	23	4.2%	24	71
BSC2010C		15	0.0%	15		31	0.0%	31		30	0.0%	30	76
BSC2085C		31	0.0%	31	5	60	7.7%	65		51	0.0%	51	147
CHM1020		10	0.0%	10		13	0.0%	13	1	20	4.8%	21	44
CHM2045C		8	0.0%	8		16	0.0%	16		14	0.0%	14	38
ECO2013		17	0.0%	17	6	33	15.4%	39		27	0.0%	27	83
ENC1101		48	0.0%	48		106	0.0%	106	1	69	1.4%	70	224
ENC1101C		1	0.0%	1		7	0.0%	7		4	0.0%	4	12
ESC1000		18	0.0%	18		24	0.0%	24		29	0.0%	29	71
HUM2020		26	0.0%	26		51	0.0%	51		49	0.0%	49	126
LIT2000		4	0.0%	4	1	8	11.1%	9		9	0.0%	9	22
MAC1105		45	0.0%	45	1	85	1.2%	86	1	78	1.3%	79	210
MAC2311		8	0.0%	8		12	0.0%	12		10	0.0%	10	30
MGF1106		24	0.0%	24		34	0.0%	34	3	28	9.7%	31	89
MGF1107		10	0.0%	10		13	0.0%	13		12	0.0%	12	35
MUL2010		7	0.0%	7		9	0.0%	9	1	8	11.1%	9	25
PHI2010		3	0.0%	3		12	0.0%	12		10	0.0%	10	25
PHY1020C		2	0.0%	2		4	0.0%	4		4	0.0%	4	10
PHY2048C		2	0.0%	2		3	0.0%	3		3	0.0%	3	8
PHY2053C		4	0.0%	4		4	0.0%	4		4	0.0%	4	12
POS2041		14	0.0%	14		29	0.0%	29	1	22	4.3%	23	66
PSY1012		33	0.0%	33	3	60	4.8%	63		49	0.0%	49	145
STA2023		35	0.0%	35		60	0.0%	60		51	0.0%	51	146
SYG2000		9	0.0%	9		21	0.0%	21	1	16	5.9%	17	47
THE2000		1	0.0%	1		4	0.0%	4	1	4	20.0%	5	10
TOTAL	6	406	1.5%	412	19	759	2.4%	778	11	659	1.6%	670	1860

\*Notes: The data source is Follett data for summer 2017 is as of 7/11/0217 and Follett data for fall 2017 and spring 2018 is as of 6/25/18. All counts and percentages are based on unduplicated sections within the term. Open Educational Resource (OER) section data is per the OER/ATD Grant project director as of July 2018. General Education Core Course listing is per the Office of Curriculum and Instruction as of August 2018. General Education Core courses represent a subset of all OER courses. Refer to secondary table inset (below) for a tabulation of all OER course sections by term from Summer 2017 through Spring 2018.

TERM	OER SECTION COUNT
Summer 2017	16
Fall 2017	63
Spring 2018	78
TOTAL	157

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

**AGENDA ITEM NO. A – 3.**

Subject:	Purchasing: Employee Group Plans for Health, Dental and Vision Insurance
Meeting Date:	September 11, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the continuation of insurance benefit premiums for the period of January 1, 2019 through December 31, 2019 (Plan Year), as shown.

Health Insurance - Florida Blue (via the Florida College System Risk Management Consortium (FCSRMC))

Dental Insurance - Delta Dental

Vision insurance – Humana

Life Insurance - The Hartford

The tables listed below are the recommended 2019 Plan year premiums for each of the health, dental and vision plans offered to College employees, employee's spouse and dependent coverage, retirees, retiree's spouse and dependent coverage, and COBRA employee and employee's spouse and dependent coverage. All health insurance amounts reflect an increase of 7.19% over the 2018 calendar year.

BlueOptions 03769 (Core PPO) Health Insurance							Monthly Premiums Proposed 01/01/19 – 12/31/19	
Income Based Range	< \$30,000	\$30,000 – \$39,999	\$40,000 – \$49,999	\$50,000 – \$59,999	\$60,000 – \$69,999	> \$70,000	Retiree	Cobra
Employee (paid by College)	\$730.10	\$730.10	\$730.10	\$730.10	\$730.10	\$730.10		
Employee Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Individual							\$730.10	\$744.70
Spouse	\$365.36	\$406.49	\$457.29	\$500.87	\$546.83	\$607.31	\$607.31	\$619.46
Children	\$251.63	\$280.67	\$316.96	\$348.42	\$379.89	\$421.02	\$421.02	\$429.44
Family	\$554.08	\$619.41	\$694.40	\$764.58	\$832.32	\$924.27	\$924.27	\$942.76

BlueCare 51(HMO) Health Insurance							Monthly Premiums Proposed 01/01/19 – 12/31/19	
Income Based Range	< \$30,000	\$30,000 – \$39,999	\$40,000 – \$49,999	\$50,000 – \$59,999	\$60,000 – \$69,999	> \$70,000	Retiree	Cobra
Employee (paid by College)	\$730.10	\$730.10	\$730.10	\$730.10	\$730.10	\$730.10		
Employee Contribution	\$43.58	\$43.58	\$43.58	\$43.58	\$43.58	\$43.58		
Individual							\$773.68	\$789.16
Spouse	\$377.46	\$420.98	\$469.39	\$515.38	\$561.32	\$621.84	\$621.84	\$634.28
Children	\$261.30	\$290.35	\$324.23	\$358.11	\$389.59	\$430.69	\$430.69	\$439.31
Family	\$578.26	\$643.60	\$718.59	\$788.78	\$858.94	\$950.89	\$950.89	\$969.91

Health Savings Account (HSA) High Deductible Plan	Proposed 01/01/19 – 12/31/19
Employee Coverage (paid by College)	\$480.71
Dependent Spouse Coverage	\$399.86
Dependent Child(ren) Coverage	\$277.19
Dependent Family Coverage	\$608.56

PPO Dental Coverage Monthly Premiums (Current Employees)	Current 01/01/18 – 12/31/18	Proposed 01/01/19 – 12/31/19
Employee Coverage (paid by College)*	\$37.37	\$35.55
Employee Dependent Spouse Coverage	\$41.83	\$29.05
Employee Dependent Child(ren) Coverage	\$47.94	\$36.38
Employee Dependent Family Coverage	\$64.83	\$72.33

\* Includes \$3.20 Administrative Fee Paid by the College

PPO Dental Coverage Monthly Premiums (Retirees & COBRA)	Current 01/01/18 – 12/31/18	Proposed 01/01/19 – 12/31/19
Retiree Coverage*	\$37.37	\$35.55
COBRA Former Employee Coverage*	\$38.19	\$36.26
Retiree Spouse Coverage	\$41.83	\$29.05
Retiree Child(ren) Coverage	\$47.94	\$36.38
Retiree Family Coverage	\$64.83	\$72.33
COBRA Spouse Coverage	\$42.75	\$29.63
COBRA Child(ren) Coverage	\$48.99	\$37.11
COBRA Family Coverage	\$66.25	\$73.78

\* Includes \$3.20 Administrative Fee Paid by the College

Purchasing: Employee Group Plans for Health, Dental and Vision Insurance  
(Continued)

201900135

<b>DHMO Fully Insured Premium Rates</b>	<b>Current 01/01/18 – 12/31/18</b>	<b>Proposed 01/01/19 – 12/31/19</b>
Employee Coverage (paid by College)	\$13.71	13.71
Retiree Coverage	\$13.71	13.71
COBRA Former Employee Coverage	\$14.01	14.01
Employee Family Coverage	\$15.86	15.86
Retiree Family Coverage	\$15.86	15.86
COBRA Family Coverage	\$16.21	16.21

<b>Vision Insurance Fully Insured Monthly Premiums</b>	<b>Current 01/01/18 – 12/31/18</b>	<b>Proposed 01/01/19 – 12/31/19</b>
Employee Coverage (paid by College)	\$5.65	\$5.65
Dependent(s)	\$6.73	\$6.73
Retiree	\$5.65	\$5.65
Retiree Dependent(s)	\$6.73	\$6.73
COBRA – Former Employee	\$5.77	\$5.77
COBRA – Former Dependent(s)	\$6.88	\$6.88

<b>DV (Dental and Vision) Plans (for opt out employees)</b>	<b>Current 01/01/18 – 12/31/18</b>	<b>Proposed 01/01/19 – 12/31/19</b>
Employee Coverage (paid by College)	\$111.00	\$111.00
Dependent Spouse Coverage	\$33.14	\$29.83
Dependent Child(ren) Coverage	\$33.95	\$30.57
Dependent Family Coverage	\$73.75	\$66.15

<b>Life Insurance Monthly Premiums</b>	<b>Current 01/01/18 – 12/31/18</b>	<b>Proposed 01/01/19 – 12/31/19</b>
<b>Per \$1,000 of Coverage</b>		
Employee Coverage (paid by College)	\$1.70	\$1.70
Employee Supplemental (paid by employees)	\$2.05	\$2.05
Retiree Basic, Closed Class (paid by employees, retired or enrolled in the Deferred Retirement Option Plan "DROP" (by December 31, 2003)	\$1.07	\$1.96
Retiree Basic, Open Class (paid by retirees who had not enrolled in DROP by December 31, 2003). Coverage level at \$5,000, no age reduction feature.	\$1.96	\$1.96
<b>Fixed Amount Coverage</b>		
Spouse \$25,000 coverage (paid by employees)	\$7.64	\$7.64
Children \$10,000 coverage (paid by employees)	\$2.10	\$2.10

## BACKGROUND:

### Group Health Insurance

The College obtains health insurance through the Florida College System Risk Management Consortium (FCSRMC), utilizing Florida Blue group health insurance contracts. Employees who opt out of health insurance coverage are provided a \$720 contribution to their Flexible Spending Account (FSA) and are required by Consortium contract to utilize the FCSRMC dental/vision insurance plan. The premium for the FCSRMC opt out dental/vision, which is paid by the College, remains unchanged for employee coverage, but has decreased for dependents. Renewal premiums for health plans with FCSRMC are below both local and national medical forecasted insurance cost trends for 2019.

Qualified retirees may select a FCSRMC BlueMedicare Rx only option or a BlueMedicare PPO plan with Rx.

### Group Dental Insurance

The College utilizes Delta Dental to provide administrative and network services for a self-insured dental preferred provider organization (PPO), as well as a fully insured dental health maintenance organization (DHMO) services. There is no change in the DHMO premiums from 2018, and a 2% increase in the PPO administrative fee. Based on recommendations from the actuary, the 2019 premiums for the self-insured PPO plan decrease for all categories with the exception of family coverage.

### Group Vision Insurance

The College utilizes Humana for group vision insurance. This program has defined benefit limits of an annual vision exam and lens replacement, biannual frame replacement and an annual exam for contact lens users. The group vision insurance plan will experience no rate changes for the plan year.

### Group Term Life Insurance

The College utilizes The Hartford Company for group term life insurance, to include college-paid coverage of insurance equal to one times an employee's base salary. The employee may purchase additional coverage at their expense of one, two, or three times their salary up to a maximum of \$350,000. An employee may also purchase \$25,000 in coverage for a spouse and/or \$10,000 for each child. The group term life insurance plan will have no change in employee rates for 2019.

In 2003, the Board of Trustees approved a life insurance subsidy to be paid by the College for who retired or enrolled in the Deferred Retirement Option Plan (DROP) by December 31, 2003. Those subsidies have totaled approximately \$60,000 in recent years. As a part of the 2018-19

budget cuts, the College administration is recommending the elimination of this subsidy, and charging that group of retirees the same rate as charged to individuals who retired after December 31, 2003, effective January 1, 2019. It is also recommended that employees retiring on or after January 1, 2019, be offered a basic life coverage policy of \$5,000, rather than one times an employee's base salary, at the same retiree premium rate.

#### New Health Savings Account (HSA)

Effective January 1, 2019, The Florida College System Risk Management Consortium (FCSRMC) will discontinue the BlueOptions 03559 PPO Plus plan. A Health Savings Account (HSA) plan will be offered to College employees in addition to the BlueCare HMO and BlueOptions PPO Base medical plans for 2019. With ever-increasing healthcare premiums, the HSA plan offers lower premiums to employees. Lower premiums are due to slightly higher deductible and coinsurance rather than co-pays. The Consortium will contribute funds to the employees' HSAs. The College will make a one-time contribution in the amount of \$1,000 for year 2019 to employees' HSAs. Contributions to an HSA, and the interest earned on those contributions, are tax-free, both when the income is earned and when the money is spent, as long as it is used for qualified medical expenses.

#### 2019 Flexible Benefits Plan

The Flexible Benefits Plan provides active full-time employees of the College with a pre-tax plan provided by Section 125 of the Internal Revenue Service Code. The plan allows employees the option to enter into dependent care and/or flexible spending account on a pre-tax basis. The 2019 Plan Year will continue to include a \$720 contribution for those employees not participating in the College Group Health Insurance Plan. IRS regulations restrict employees from participating in a health Flexible Benefits plan if they have a Health Savings Account (HSA).

**RATIONALE:** These recommended benefits will provide continued coverage for medical, dental, vision, and life insurance for full-time employees, retirees and their eligible dependents. These benefits also provide for a flexible benefits program for full-time employees and their dependents.

**FISCAL NOTES:** The Administration's current projections for Plan Year 2019 are that the College will pay approximately \$11,091,274 to FCSRMC for employee group health insurance, approximately \$470,652 for dental and vision insurance, and approximately \$204,772 for life insurance. Amounts are comprehended in the College's annual budget.

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

**AGENDA ITEM NO. A – 4.**

Subject:	Finance: Fiscal Year 2017-18 Operating Budget Amendment No. 4
Meeting Date:	September 11, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 4 to the Fiscal Year 2017-18 Operating Budget.

**BACKGROUND:** The District Board of Trustees approved the College's Operating Budget on June 13, 2017; and approved Amendment No. 1 on August 15, 2017, Amendment No. 2 on February 13, 2018, and Amendment No. 3 on June 12, 2018.

<b><u>Budget Amendment #4, FY 2017-18</u></b>		<b>Current Budget</b>		<b>Changes</b>		<b>Revised Budget</b>
Personnel	\$	105,074,971	\$	1,192,016	\$	106,266,987
Current Expense		29,543,689				29,543,689
Transfers		730,771				730,771
Capital		3,159,811				3,159,811
Total Expenses	\$	138,509,242	\$	1,192,016	\$	139,701,258

**RATIONALE:** State Board of Education Rule 6A-14.0716(3) authorizes college boards to amend budgets in compliance with laws, rules, and accepted educational and fiscal principles.

**FISCAL NOTES:** This budget amendment increases the Fiscal Year 2017-18 Operating Expenditure Budget by \$1,192,016. This reflects adjustments made during the year-end, resulting from entries required by accounting standards directly related to the Florida Division of Retirement.

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

**AGENDA ITEM NO. A – 5.**

Subject:	Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 1
Meeting Date:	September 11, 2018

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2018-19 Operating Budget.

<b><u>Budget Amendment #1, FY 2018-19</u></b>		<b>Current Budget</b>		<b>Changes</b>		<b>Revised Budget</b>
<u>Opening Reserves July 1, 2018</u>						
Designated Reserve for Insurance Programs	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		15,235,808	\$	6,859,042		22,094,850
Total Reserves	\$	19,065,808	\$	6,859,042	\$	25,924,850
Tuition and Fees	\$	47,509,245			\$	47,509,245
State Appropriations		76,552,840	\$	1,911,063		78,463,903
Other Revenue		4,297,766				4,297,766
Total Revenue	\$	128,359,851		1,911,063	\$	130,270,914
Total Available Funds	\$	147,425,659	\$	8,770,105	\$	156,195,764
Personnel	\$	99,938,784	\$	1,995,346	\$	101,934,130
Current Expense		26,848,321		-766,224		26,082,097
Transfers		60,000		879,411		939,411
Equipment		1,512,746		1,001,613		2,514,359
Total Expenses	\$	128,359,851	\$	3,110,146	\$	131,469,997
<u>Year-end Reserves, June 30, 2019</u>						
Designated Reserve for Insurance Programs	\$	3,830,000			\$	3,830,000
Unrestricted Board Reserve		15,235,808	\$	5,659,959		20,895,767
Total Reserves	\$	19,065,808	\$	5,659,959	\$	24,725,767
Total Expenses and Reserves	\$	147,425,659	\$	8,770,105	\$	156,195,764

**BACKGROUND:** The District Board of Trustees approved the College's Operating Budget on June 12, 2018. This budget amendment increases the Fiscal Year 2018-19 Operating Revenue by \$1,911,063. This increase in revenue reflects the College receiving additional non-recurring Performance Funding. This budget amendment also adjusts the beginning reserve to actual June 30, 2018 balance.



Subject: Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 1  
(continued)

This budget amendment increases the Fiscal Year 2018-19 Operating Expenditure Budget by \$3,110,146. The increase in Personnel Expense reflects the transfer of budget from Current Expense to Personnel Expense to enhance staffing of advisors in Financial Aid and Student Services and for non-recurring personnel expenses. The increase in Current Expense and Equipment Budgets reflect committed but unexpended funds from Fiscal Year 2017-18 that are carried forward into the next fiscal year, consisting of contracts and outstanding purchase orders.

The second-year payments toward the capital lease for the Energy Performance Contract are due beginning November 2018. This amendment allows a transfer of \$879,411 from the Operating Budget to the Debt Service Fund to make those payments. Realized utility savings are providing the funds necessary for the capital lease payment.

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

**FISCAL NOTES:** The net of the items listed above increases the Fiscal Year 2018-19 Operating Expenditure Budget by \$3,110,146.

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

201900141

**AGENDA ITEM NO. A – 6.**

<b>Subject:</b>	<b>Finance: Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 1</b>
<b>Meeting Date:</b>	<b>September 11, 2018</b>

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve Amendment No. 1 to the Fiscal Year 2018-19 Capital Outlay Budget.

**BACKGROUND:** The Capital Outlay Budget approved on June 12, 2018 was estimated as of May 20, 2018. This budget amendment adjusts the prior year carry-forward budgets to the June 30, 2018 balances.

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

**FISCAL NOTES:** This decreases the Fiscal Year 2018-19 Capital Outlay Budget from \$35,767,954 to \$25,261,026.

## 2018-19 Capital Outlay Budget

<b><u>Total Funds by Source</u></b>	<b>Current 2018-19 Budget</b>	<b>Amended 2018-19 Budget</b>
Capital Improvement Fee Budget	\$ 7,096,319	\$ 7,073,476
Capital Outlay & Debt Service (CO&DS) Budget	\$ 887,693	\$ 592,783
Transfer Fund Budget	\$ 560,694	\$ 845,615
Local Funds	\$ 4,836,349	\$ 4,473,905
Guaranteed Energy Performance Loan	\$ 18,025,690	\$ 8,855,866
2018-19 PECO Maintenance Budget	\$ 2,916,620	\$ 2,637,744
2017-18 PECO Maintenance Budget	\$ 1,163,105	\$ 530,611
2016-17 PECO Maintenance Budget	\$ 281,484	\$ 251,026
<b>Total Capital Outlay Budget</b>	<b>\$ 35,767,954</b>	<b>\$ 25,261,026</b>

### **Project Budgets**

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

College-wide Signage	\$ 266,075	\$ 266,075
IT Infrastructure	\$ 1,201,672	\$ 1,247,740
Computer Lab Refresh	\$ 1,130,899	\$ 1,018,023
ERP	\$ 81,762	\$ 5,364
Wilson Center Theatre Lighting Replacement	\$ 1,168,000	\$ 1,168,000
HVAC Upgrades	\$ 1,534,500	\$ 903,019
Guaranteed Energy Performance Contract	\$ -	\$ 809,001
Electrical Main Service Replacement	\$ -	\$ 472,000
College-wide Renovations	\$ -	\$ 180,000
Infrastructure Repair and Replacement	\$ 1,663,411	\$ 954,254
Virtual Design Room	\$ 50,000	\$ 50,000
<b>Total Capital Improvement Fee Budget</b>	<b>\$ 7,096,319</b>	<b>\$ 7,073,476</b>

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

Restroom Renovations	\$ 33,556	\$ -
Roof Repairs	\$ 85,000	\$ 85,000
Parking Lot Repairs	\$ 250,000	\$ 250,000
Building Envelope Repairs	\$ 175,000	\$ -
Infrastructure Repair and Replacement	\$ 31,844	\$ -
ADA Upgrades	\$ 312,293	\$ 257,783
<b>Total CO&amp;DS Budget</b>	<b>\$ 887,693</b>	<b>\$ 592,783</b>

#### **Transfer Projects**

College-wide Signage	\$ 333,924	\$ 343,562
Culinary Café	\$ 201,690	\$ -
Classroom Technology Upgrades	\$ 25,080	\$ 502,053
<b>Total Local Fund Budget</b>	<b>\$ 560,694</b>	<b>\$ 845,615</b>

#### **Local Funds Projects**

Culinary Café	\$ -	\$ 179,527
Infrastructure Repair and Replacement	\$ -	\$ 54,875
IT Maintenance Local	\$ 4,836,349	\$ 4,239,503
<b>Total Local Fund Budget</b>	<b>\$ 4,836,349</b>	<b>\$ 4,473,905</b>

<b><u>Total Funds by Source</u></b>	<b>Current 2018-19 Budget</b>	<b>Amended 2018-19 Budget</b>
<b>Guaranteed Energy Performance Contract</b>		
Guaranteed Energy Performance Contract	\$ 18,025,690	\$ 8,855,866
Total Energy Performance Budget	\$ 18,025,690	\$ 8,855,866
 <b>2018-19 PECO Maintenance (Sum of Digits)</b>		
Recurring Maintenance	\$ 1,874,343	\$ 2,537,744
Electrical Main Service Replacement	\$ 472,000	\$ -
Building Envelope Repairs	\$ 164,000	\$ -
Infrastructure Repair and Replacement	\$ 406,277	\$ 100,000
Total 2018-19 PECO Maintenance Budget	\$ 2,916,620	\$ 2,637,744
 <b>2017-18 PECO Maintenance (Sum of Digits)</b>		
Recurring Maintenance	\$ 768,964	\$ 511,319
Electrical Main Service Replacement	\$ 244,396	\$ 18,485
Infrastructure Repair and Replacement	\$ 149,745	\$ 807
Total 2017-18 PECO Maintenance Budget	\$ 1,163,105	\$ 530,611
 <b>2016-17 PECO Maintenance (Sum of Digits)</b>		
Infrastructure Repair and Replacement	\$ -	\$ 163,273
Recurring Maintenance	\$ 281,484	\$ 87,753
Total 2016-17 PECO Maintenance Budget	\$ 281,484	\$ 251,026
 <b>Total Capital Outlay Budget</b>	 <b>\$ 35,767,954</b>	 <b>\$ 25,261,026</b>

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

**INFORMATION ITEM I – A.**

Subject:	Human Resources: Personnel Actions
Meeting Date:	September 11, 2018

**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 funding.

201900145

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting**  
**as of September 11, 2018**

**Faculty Full-Time Appointments**

Brabham	Deborah
Campbell	Frederick
Clark-Rowe	Charlotte

**Job Title**

Professor of Nursing  
 Professor of Dental Assisting  
 Temporary Professor of Medical Assisting

**A&P Full-Time Appointments**

Alston	Fre'Shonda
Archer	Ashli
Baggett	Vonnell
Cason	Thomas
Chakraborty	Ujjwal
DeSanctis	Lisa
Dunn	Beatrix
Edwards	Sabrina
Finch	Herschel
Hale	Joseph
Hibbard	Kristine
Howard	Karen
Johnson	Christopher
Kenney	Heather
Mythen	Susan
Nickel	Angela
Olaogun	Adeyemi
Perry	Martina
Revills	Danielle
Schmidt	Jacqueline
Thomas	Billy
Tynan	James
Wright	Terence

**Job Title**

Assistant Director of Financial Aid  
 International Admissions & Academic Coordinator  
 Director Campus/Center Enrollment and Student Services  
 Interim Department Chair  
 Department Chair  
 Associate Director of Admissions  
 Associate Director of Academic Advising Services  
 Director of Program Development  
 Associate Director of Academic Advising Services  
 Interim Coach  
 Director of Financial Aid  
 Director Campus/Center Enrollment and Student Services  
 Director of Military and Veteran Services  
 Director Campus/Center Enrollment and Student Services  
 Library and Learning Commons Manager  
 Assistant Director of Financial Aid  
 Budget Analyst  
 Associate Director of Training & Organizational Development  
 Assistant Director of Financial Aid  
 Registrar and Director of Student Records  
 Department Chair  
 Assistant Director of Financial Aid  
 Director Campus/Center Enrollment and Student Services

**Career Full-Time Appointments**

Ashbrook	Sarah
Carter	Shyann
Chatham	Sharlene
Colee	Jacob
Floyd	Carolyn
Gray	Andrew
Gunter	Steven
Hall	Carrington
Hancock	Johnathan
Hare	Amber
Johnson	Carolyn
Lapp	Kelly
Middleton	Marshun
Nelson	Tiffany
Parrish	Glenda
Perry	Dorraine
Peterson	Robin
Phillips	Julie
Price	Megan
Reed	Megan

**Job Title**

Interim Project Coordinator  
 Bachelor Program Advisor  
 Vision Rehabilitation Case Manager/Career Specialist  
 Interim Advisor II  
 Plant Service Worker  
 Purchasing Agent II  
 Senior Faculty Development Specialist  
 Library Assistant I  
 Bachelor Program Advisor  
 Financial Aid Coordinator - Verification  
 Financial Aid Coordinator - Clock Hours  
 Instructional Support Specialist  
 Enrollment Development Coordinator  
 Integrated Communications Specialist  
 Benefits Coordinator  
 Plant Service Worker  
 Journeyman  
 Administrative Assistant II  
 Instructional Support Specialist  
 Plant Service Worker

201900146

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting**  
**as of September 11, 2018**

**Career Position Reclassifications**

Kelly                      Rohelia

**Job Title**

Security Officer II

**Career Part-Time Appointments**

Balzer                      Katie

Cunningham              Joseph

Fisher                      Surkeka

Julian                      Judith

Nesbitt                      Joshua

Phillips                      Steven

Schnippert                  Ryan

Velez                      Dorian

Whitaker                      Jerry

William                      Wil

**Job Title**

Library Assistant I

Interim Assistant Coach (Men's Basketball)

Test Proctor

Academic Tutor

Test Proctor

Cook I

Temporary Program Coordinator

Accounting Specialist I

Interim Assistant Coach (Women's Softball)

Test Proctor

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

**INFORMATION ITEM I – B.**

Subject:	Purchasing: Purchases Orders Over \$195,000
Meeting Date:	September 11, 2018

**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. These purchases were made during the period July 1, 2018 through July 31, 2018.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00006608	\$271,862	Advanced Data Systems of Jacksonville dba DataBank IMX, LLC	OnBase hosted annual online subscription, software, and helpdesk support.	SBE 6A-14.0734 & Board Rule 6Hx7-5.1 2012-13 Collegewide Imaging
PO00006610	\$323,262	Oracle America Inc.	Annual Oracle Solution Support Center Licenses and Services.	FSCJ 2017-42 & SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Cooperative Agreement State of Florida University System Contract OLSA V1107110
PO00006621	\$372,000	ERP Analysts, Inc.	ERP managed services and transition fee.	SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Alabama State University Cooperative Agreement ITB 1966-2015
PO00006626	\$405,600	Campus Works, Inc.	PeopleSoft Project Manager, Robert Lawson, for the period of August 1, 2018 through June 1, 2019.	Purchase Authority: 2018-09 Amendment #5 DBOT
PO00006835	\$300,000	Century Link Communications, LLC	Century Link quickstart advanced onboarding and annual cloud services.	FSCJ 2018-09 SBE 6A-14.0734 & Board Rule 6Hx7-5.1 Strategic Technology Plan

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

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

**FISCAL NOTES:** These purchase orders utilized College restricted and unrestricted budgeted funds in the amount not to exceed \$1,627,724.