

**Florida State College at Jacksonville**  
**District Board of Trustees**  
**Minutes of the April 14, 2020, Regular Meeting**  
**Teleconference | Conference Call 1-800-231-0316, 1 p.m.**

PRESENT:

Thomas R. McGehee, Jr., Chair  
 Michael M. Bell, Vice Chair, Nassau County  
 O. Wayne Young, Vice Chair, Duval County  
 Jennifer D. Brown  
 Shantel N. Davis  
 Laura M. DiBella  
 D. Hunt Hawkins  
 Thomas J. Majdanics  
 Roderick D. Odom

ABSENT:

None

CALL TO ORDER:

Chair McGehee called the meeting to order at 1:04 p.m. He welcomed and thanked those joining telephonically, noting the meeting was being audio recorded. Therefore, he asked members to please speak clearly.

ROLL CALL:

Chair McGehee asked Board Liaison Kimberli Sodek to conduct a roll call of the Board members, and she did so accordingly. All members of the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) were present.

PLEDGE:

Chair McGehee led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair McGehee opened the public comments segment of the meeting wherein members of the public were invited to make comments on matters before the Board's consideration, noting that requestors would be acknowledged through the conference operator, and should immediately introduce themselves. There were no introductions made by the conference operator.

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

MINUTES:

(Ref. Board Agenda for April 14, 2020; Pages 202000310 – 330)

Chair McGehee asked the Board if there were any comments or recommended revisions to the FSCJ DBOT minutes – as a slate – of the February 11, 2020, Workshop, on agenda pages 310 – 313; and February 11, 2020, Regular Meeting, on agenda pages 314 – 330, and there were none.

**MOTION:** (Hawkins – Bell) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the February 11, 2020, Workshop; and February 11, 2020, Regular Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE  
PRESIDENT:

COVID-19 Response:

College President John Avendano, Ph.D. shared an in-depth overview of the College's COVID-19 response, noting that over the past several weeks, lives had been disrupted by the global COVID-19 pandemic, which was the reason for the meeting being conducted virtually today.

As new cases of the virus were confirmed, the College quickly came together to develop a course of action. Unfortunately, the plans were constantly changing and ultimately the decision was made to transition all FSCJ classes to online and have all faculty and staff begin teleworking.

A FSCJ website was developed dedicated to housing COVID-19 information relevant to our students, faculty and staff. The College held multiple OnPoint calls each week to provide Collegewide updates and to answer questions that were submitted leading up to and during the call.

Aside from the immediate needs the institution had to address, FSCJ also had to think further ahead to the upcoming events, specifically Commencement. The College was forced to make the difficult decision to shift to a virtual ceremony this year. The planning committee is currently working to develop an alternative that is suitable for the occasion and creatively celebrates the students' achievements in a way that, not only makes them feel proud, but also makes them feel valued by FSCJ.

President Avendano stated that it had been a stressful situation for all of us as we work to keep ourselves and our families healthy and adjust to the limited access we have to the world outside our homes. He shared his appreciation to the Trustees, leadership team, emergency management teams, security, facilities, information technology, academic operations, student services, communications and countless others. He noted that all areas of the College came together within a moment's notice to plan and act in order to maintain our health and to give the students the best possible opportunity for the continuation of their academic journey.

FSCJ has been working hard to support our employees, who are our most critical asset. By eliminating the fear and worry they would experience at the notion of halted pay, the College was able to contribute to their overall wellbeing, which at a time like this, means more than any of us can ever really understand.

President Avendano shared his appreciation for the faculty and staff for all their effort that has gotten the College to this point, as it is unbelievable as to what had to be done to transition all of the employees to telework and all of the students to online learning in a matter of days.

Strategic Planning  
 Day/Visionary Impact Plan:

President Avendano provided the Board with an update on the College's strategic planning process, which FSCJ is calling the 2020 Visionary Impact Plan (VIP).

So far, the College has provided a variety of opportunities to join the conversation through surveys, campus/center forums, and leadership meetings. The community event held in Nassau County on February 26 provided great feedback in three areas: community, partnerships and program offerings. He thanked Trustees Bell, DiBella and Odom for their attendance at the event.

President Avendano noted through these preliminary listening opportunities, FSCJ was able to start pulling together common themes, one of the most visible is that of student success, the heart of the institution's business.

As a culminating event, FSCJ had planned to hold a Community and College Town Hall this month but, due to COVID-19, the event is being rescheduled. Additionally, the report to the District Board of Trustees is being pushed to the August board meeting, instead of the June meeting as was originally planned to ensure the College has the necessary time to thoughtfully develop this plan.

APC, CEC and Faculty  
 Awards:

President Avendano noted he was pleased to announce and recognize the recipients of FSCJ's Administrative and Professional Collaborative, Career Employee's Council and Faculty awards. Students, faculty and staff were invited to submit their nominations and each group's selection committee chose the recipients. The recipients as follows:

Distinguished Faculty Awards

Dr. Brad Biglow, Professor of Anthropology  
 Dr. Johnny Bowman Professor of Logistics  
 Dr. Shawna Coram, Professor of Business and Accounting  
 Suzanne Hess, Professor of English  
 Dr. Guerino Terracciano, Professor of Early Childhood  
 Education

Distinguished Adjunct Faculty Award

Brian Wiley, Professor of Psychology

Administrative and Professional Collaborative Exceptional  
 Service and Initiative Award

Dr. Jeff Hess, Dean of Communication

Career Employees' Council Recognition of Excellence Award

Bryan Stewart, Student Services Administrative Support  
 Manager

President Avendano noted full-time honorees will receive \$1,000 and the adjunct faculty honoree \$500. Additional recognition will continue throughout the academic year.

Legislative Update:

President Avendano asked the College's Director of Government Relations Ms. Virginia Haworth to provide the Board with an update on the 2020 Florida Legislative Session. Director Haworth addressed the Board and provided a comprehensive overview of the session, noting a copy of the presentation was previously provided to Trustees. The overview included information relating to:

- Florida College System Funding
- FSCJ Funding
- New Funding Formula
- Policy that Passed
- What Did Not Pass
- Special Session
- Budget Outlook
- CARE Act

Chair McGehee asked if there were any questions or comments by the Board regarding the President's Report. There was discussion by the Board regarding the Legislative Report, CARE Act funds and lobbying efforts.

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

CONSENT AGENDA:  
(Ref. Board Agenda for  
April 14, 2020; Items 1  
through 3, Pages 202000331  
– 335)

Chair McGehee noted the Trustees had fully reviewed the Consent Agenda items prior to today's meeting and had the opportunity to discuss any questions and/or concerns with the College President through individual Trustee conference calls, should they so desire. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items, and there were none.

ACTION ITEMS:  
(Ref. Board Agenda for  
April 14, 2020; Items 1  
through 4, Pages 202000336 –  
339)

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

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 2, Human Resources: Award of Continuing Contracts, on agenda page 337.

MOTION: (Brown – Hawkins) The motion was made to approve the Award of Continuing Contracts, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 3, Human Resources: Faculty Sabbaticals, on agenda page 338.

MOTION: (Hawkins – Bell) The motion was made to approve the Faculty Sabbaticals, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 4, Academic Affairs: Inactivation of College Credit Courses, on agenda page 339.

MOTION: (DiBella – Young) The motion was made to approve the Inactivation of College Credit Courses, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:  
 (Ref. Board Agenda for  
 April 14, 2020; Items  
 A – B, Pages 202000340  
 – 342)

Chair McGehee asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 340 – 342, and there were none.

REPORT OF THE BOARD  
CHAIR:

Chair McGehee prior to beginning his report, commended the team for setting up today's meetings in the face of all the many COVID-19 restrictions, noting all the preparation that went into the teleconference calls.

Chair McGehee reported that during his report last month he made the following statement, "Along with Dr. Avendano, the Board must bear part of the responsibility to respond to the needs of our greater community. These are the needs we know now and the needs that have yet to present themselves. This is a requirement to always be flexible and never become so stagnant we become irrelevant." He noted that he could not claim any element of clairvoyance or prophetic skills; however, this is certainly playing out for everyone.

Chair McGehee shared his appreciation for the institution. In the years he has been involved with the institution, he has watched FSCJ develop Distance Learning programs to handle the needs of a deployed military. This work has built a foundation for our current state of education distribution. It has put FSCJ in a better position than most others to handle today's quarantine restrictions.

Chair McGehee shared that he and President Avendano had a conversation about the unique occasion the Virus has provided FSCJ, noting several people have been credited with the phrase "Never waste a good crisis." This is the time to ensure the College takes the opportunity to reassess the norms that under routine circumstances may not be questioned.

REPORT OF THE BOARD  
FINANCE & AUDIT  
COMMITTEE CHAIR:

Finance & Audit Committee Chair Hawkins provided the Board with a summary of the April 2020 quarterly meeting, which included information regarding the review of the recent FSCJ audit reports, discussion of interim financial statements and an overview of the planned 2020-21 revenue budget.

Committee Chair Hawkins advised that the Finance & Audit Committee will meet on Tuesday, May 19, 2020, at the College's Administrative Offices as part of the DBOT Deep Dive Budget Workshop. The workshop will convene at noon in Board Room 405.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE  
 ADMINISTRATIVE AND  
 PROFESSIONAL  
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Youlanda Henry provided the Board with a written report relating to current APC initiatives and activities. (Appendix A)

REPORT OF THE CAREER  
 EMPLOYEES COUNCIL  
 (CEC):

Career Employees Council Chair Camilla Collins provided the Board and with a written report relating to current CEC initiatives and activities. (Appendix B)

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 C)

REPORT OF THE STUDENT  
 GOVERNMENT  
 ASSOCIATION (SGA):

Collegewide Student Government Association President SeQoya Williams provided the Board with a written report relating to current SGA initiatives and activities. (Appendix D)


NEXT REGULAR BOARD  
 MEETING:

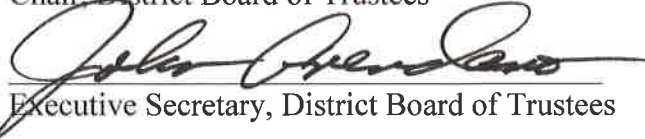
Chair McGehee announced the next meeting of the Board is scheduled for Tuesday, May 19, 2020, for a Deep Dive Budget Workshop. The next regular meeting of the Board is scheduled for Tuesday, June 9, 2020.

ADJOURNMENT:

There being no further business, Chair McGehee declared the meeting adjourned at 1:54 p.m.

APPROVAL OF MINUTES:

  
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 Chair, District Board of Trustees

  
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 Executive Secretary, District Board of Trustees

Submitted by: Ms. Kimberli Sodek, Secretary to the Board



Date: April 14, 2020

To: Florida State College at Jacksonville District Board of Trustees

From: Youlanda Henry

Chair, Administrative and Professional Collaborative, 2019-2020

Re: April 2020 Administrative and Professional Collaborative Report

Chair McGehee and Trustees:

Greetings from the APC! As I write this month's report for the Board, two words keep surfacing in my mind: gratitude and amazement. At a time that is arguably one of the most challenging that we have faced as a nation, I feel incredibly grateful to be a part of an organization that has responded to this ever-evolving situation from a position of caring. I have so much respect for all of the work that has been done at all levels to keep students, faculty, and staff whole as we work together daily to face each new challenge. I am also amazed by the flexibility, ingenuity, and tenacity demonstrated by staff across employee groups as people have worked under trying circumstances to find new ways to maintain operational efficiency and excellence in our response to the COVID-19 pandemic. It makes me proud to be a part of the FSCJ community.

While this current set of circumstances is something that we all wish we could have avoided, I am a believer that adversity can sometimes be the impetus for change and growth. Our current situation is an invitation to interrogate the ways in which we do business, to be forward-thinking, and to contemplate how we might adapt so that we can be an even more agile organization in the future. With FSCJ's community of talented, dedicated, and mission-driven constituents, I am confident that we are poised to be successful in such pursuits.

I wish you and your loved ones safety and well-being and look forward to our return to normal operations.

Sincerely,

A handwritten signature in black ink that reads "Youlanda Henry". The signature is written in a cursive, flowing style.

Youlanda Henry  
Director of Tutoring Services  
Chair, Administrative and Professional Collaborative, 2019-2020





Date: April 14, 2020

To: Florida State College at Jacksonville District Board of Trustees

From: Camilla Collins, Career Employees' Council Chair

Re: April 2020 CEC Report

Trustees:

There will be no written report provided by the Career Employees' Council this month. Due to the Council not meeting in the month of March 2020.

Respectfully,

*Camilla Collins*

Camilla Collins  
Career Employees' Council Chair  
Florida State College at Jacksonville  
904-357-8889 / [cami.collins@fscj.edu](mailto:cami.collins@fscj.edu)



April 14, 2020

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

From: John A. Woodward, PhD

Re: April 2020 Faculty Senate Report

Chair McGehee and Fellow Trustees:

I think we can honestly say the institution has never been confronted with such a situation as we have had to deal with since March. But I can also say that many of us have never been prouder to be a part of such a dynamic institution with a dedicated staff and administration all of whom have put the health and safety of their colleagues and our students first. It seems the time, indeed, to misappropriate a regularly misappropriated phrase from Dickens: "It was the best of times, it was the worst of times..."

Faculty have largely handled the transition with their typical aplomb. And where they have been unable to move instruction online due to the nature of their discipline or content, they have worked with students and the administration to determine the best course of action. The administration has also been exceedingly professional and humane in this difficult time, something which cannot go unacknowledged. The choices that have been made have firstly been made in close consultation with the stakeholders, faculty included. This event has indeed shown just how much improved the shared governance at the institution has become. I think it is not just evidence that we are on the right path, but evidence that we are much further down that path than we had hoped to believe possible.

I cannot thank Dr. Avendano, Dr. Wall, Dr. Neuhard, Dr. Litt, and VP Kooi enough for managing this transition with such grace and such attention to the needs of their faculty and the needs of the students. And while we have not yet emerged from the crisis, I think their leadership has positioned the institution to withstand it and emerge just as strong on the other side. I would also like to personally thank Dr. Avendano for being so vocal about the protection of our colleagues in this crisis, mentally, physically, and financially as best we can as an institution. The faculty needs desperately so many of those who work daily on our campuses, greeting students, making them feel welcome, helping them find answers, making sure they are safe, and performing a myriad of small and large acts to build and strengthen our academic community. We feel indebted to them for their service, and to know that for at least some large portion of this shutdown that they will be protected from its most dire consequences is very comforting to us all.

Now we must prepare for the transition to the summer semester under the very same conditions from which we suffer now. We know the campuses will be closed by government fiat through at least the end of this semester. I think we can rest assured that serious disruptions will continue, however, well into the summer semester if not all the way through fall. What those disruptions will entail, we cannot possibly know. We can, however, prepare for them. We have a rough-and-ready guide for handling such disruptions, but we must dedicate some energy in the remaining weeks of Spring and into the summer preparing in a more focused fashion for whatever disruptions may impact us—including of course significant closures due to hurricanes and tropical storms. We will work in academics on various scenarios and plans for those scenarios and Senate will prepare recommendations for continuing instruction in a manner that insures our academic integrity. Our academic integrity is, after all, our word of honor to the community, and we aim to keep it even in a time of COVID-19.

We also aim to keep our word to our students through these disruptions. To that end, Senate has recommended to faculty that all courses that have been scheduled to meet face-to-face at a certain time for the summer A-session and B-session continue to meet in a virtual fashion at that time and in such a manner that the face-to-face component of the instruction is retained as best it can be. This will not work for all courses or all disciplines, but where it can it should. In making the recommendation, we felt that our students who signed up for those courses did so intentionally and in order to have a “synchronous” experience with their instructor. We should seek to honor that as best we can. This may give our students some sense of stability and normality. It will certainly prove to be a means of carrying on “face-to-face” instruction in a distance fashion and may change some of our online offerings. We also feel it will most certainly be a point to advertise to current and potential students because it will clearly distinguish us in their minds from the universities which are also experiencing closures.

It is very important for potential students to know that we have a great student to faculty ratio; we have a fine and very professional faculty body who cares about our students’ educations and intellectual growth regardless of innate acumen or economic and educational background; our BS graduates earn as much or more than their university graduate peers (\$8400 more on average by some metrics); we cost less than universities; and we have online, face-to-face, and hybrid instruction even in a time of COVID-19.

We are working on getting this message out there. We know that we can make a difference for our students and for those who may be looking to change careers in this new economic downturn.

That concludes my report to the board.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Woodward".

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



Date: April 14, 2020

To: Florida State College at Jacksonville District Board of Trustees

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

Re: January 2020 to April 2020 Student Government Association Report

Chair McGehee 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 January 2020 to April 2020.

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

- On February 7-8<sup>th</sup>, members of the SGA attended the Florida College System Student Government Association February Leadership Conference at College of Central Florida. Three Members of the SGA completed their FCSSGA Leadership Training (FLT) and received certificates. The FLT Certification consists of six core courses in three categories consisting of Civic Engagement, Campus Involvement and Leadership.
- On February 7-8<sup>th</sup> the Collegewide SGA President, FSCJ's Symphony and Chorale as well as members of danceWORKS, and FSCJ's Culinary Program participated in several events as part of the Inauguration of John Avendano, Ph.D. as the 6<sup>th</sup> President of FSCJ. Culinary provided desserts for the events, the SGA President welcomed Dr. Avendano with a speech on behalf of the student body, and the FSCJ Chorale performed the College's alma mater.
- On February 27<sup>th</sup>, the Activity & Service (A&S) Fee Committee attending training. The committee consists of students representing SGA, danceWORKS, and Athletics. The purpose of this committee is to determine that A&S fee funding is allocated fairly and evenly across the College to support co-curricular activities at the College.
- Two SGA members served on the Distinguished Faculty Award Selection Committee.
- North Campus SGA President, Breana White, was one of the many women honored by Diversity & Social Change with the annual Hats Off to Women event. This year's theme was Unsung Heroines and she was selected due to her dedication and commitment to serving the students of FSCJ.
- On March 27<sup>th</sup>, eleven dedicated students completed the Student Leadership Certificate Program. The Leadership Symposium was conducted virtually through Canvas Conferences and enabled the students to successfully complete the program while practicing social distancing. Vice President of Student Services Dr. Linda Herlocker served as the keynote speaker at the Leadership Symposium.
- Student leaders representing the Campus Student Programming Boards, SGA, Student Ambassadors, and student workers from Student Life & Leadership help to plan a schedule of online co-curricular activities for the rest of the spring term. Students can participate in the online co-curricular activities through Canvas, Instagram and Facebook. Online activities include, but are not limited to live deliberative dialogs, trivia events, Minute to Win It Challenges, scavenger hunts and craft projects.
- On March 30<sup>th</sup>, the officers of the SGA elected Justin Milligan as the 4<sup>th</sup> ever Collegewide SGA President. Esther Michele will serve as the Collegewide Vice President. The newly elected officers accepted their roles and recited the oath of office. The oath states they will fulfill their duties to the best of their ability and strive to achieve the high level of expectation that their role requires.

On behalf of the student body, we extend our deepest gratitude to the District Board of Trustees and FSCJ President Dr. John Avendano for continuing to provide 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,  
SeQoya Williams  
FSCJ Collegewide Student Government Association President