

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the September 11, 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
Laura M. DiBella
D. Hunt Hawkins
Thomas J. Majdanics
O. Wayne Young
- ABSENT:** Michael M. Bell
J. Palmer Clarkson
- CALL TO ORDER:** Chair Bowling called the meeting to order at 1:14 p.m. and welcomed those in attendance.
- REPORT OF THE BOARD CHAIR:** Chair Bowling stated as point of privilege, she moved the Report of the Board Chair to the beginning of the meeting so that the Board may observe a moment of silence to mark the 17th anniversary of September 11th. The Board paused in a moment of silence. Chair Bowling noted the roles of first responders during such tragic events; then shared her appreciation for the College's faculty/staff members who prepare our communities' first responders.
- PLEDGE:** Chair Bowling led the Pledge of Allegiance.
- MOMENT IN MISSION:** Interim College President Kevin Hyde shared with the Board that today's "Moment in Mission" segment of the meeting was to provide highlights of the College's Athletics.
- Director of Athletics Ginny Alexander provided the Board with an overview of the program, noting highlights from the past three years, expansion in athletics to include beach volleyball and FY 18/19 objectives of athletics, fitness centers and intramurals.
- MINUTES:** Chair Bowling asked the Board if there were any comments or recommended revisions to the Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) minutes – as a slate – of the July 25, 2018, Ad Hoc Committee Meeting, on agenda pages 59 – 61; August 8, 2018, Ad Hoc Committee Meeting, on agenda pages 62 – 64; August 14, 2018, Workshop, on agenda pages 65 – 66; August 14, 2018, Regular Meeting, on agenda pages 67 – 89; and August 22, 2018, Ad Hoc Committee Meeting, on agenda pages 90 – 92; and there were none.
- (Ref. Board Agenda for September 11, 2018; Pages 201900059 – 92)

MOTION: (McGehee – DiBella) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the July 25, 2018, Ad Hoc Committee Meeting; August 8, 2018, Ad Hoc Committee Meeting; August 14, 2018, Workshop; August 14, 2018, Regular Meeting; and August 22, 2018, Ad Hoc Committee Meeting, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE

PRESIDENT:

20West Housing Grand Opening:

President Hyde shared with the Board his appreciation to those who were able to join the ribbon-cutting ceremony yesterday to celebrate the grand opening of 20West Housing. Following the ribbon cutting, attendees had the opportunity to tour 20West Cafe located on the first floor along with the 58 apartment-style living spaces positioned on the second through sixth floors. Currently, there are 20 students, who will begin moving into the housing units this weekend. He thanked the facilities team, led by Associate Vice President for Facilities Jamey Huser, and Directors of Campus Operations Cathy Horn and Danielle Ray, who worked tirelessly to ensure the College met the timelines and budgets, while also managing the permitting and various other tasks.

Innovation Team:

President Hyde shared with the Board that a lot of value has been placed on establishing an entrepreneurial and innovative culture within the institution, which is the reason an Innovation Team was created to be the champions for those mindsets. The team recently held a half-day work session wherein they developed a rubric and flow chart for reviewing the ideas that come before them for review. He thanked the members of the team for their time and support of such a worthwhile effort.

Dr. Cedrick Gibson leads the team with the assistance of SGA President, Ta'Nasha Parker, members of faculty, Audrey Antee and Nancy Rossiter, as well as Vee Byrd from Student Engagement, Travis Trescot from Facilities and Cleve Warren from the Foundation.

Data Dashboard Schedule:

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

FSCJ's Role in the Community/Future Workshop Topic:

President Hyde noted the importance of understanding FSCJ's role in our community as the workforce provider for this region, which is why he has been spending time with employers in an attempt to establish connections and gain candid feedback.

Through conversation with the Board Chair, a decision was made to invite local employer leaders to a future workshop in order to obtain ideas, feedback and training requirements as well as to ensure FSCJ is in tune with the needs of the region.

Additionally, President Hyde shared with Trustees that he will be participating in the Florida Board of Governors meeting tomorrow as part of the Two + Two Articulation Committee.

Chair Bowling reminded Trustees of the FSCJ Business Speaker Series being held on Thursday, September 13, from 8-10:30 a.m. at Kent Campus. She encouraged Trustees to attend the event.

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.

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

CONSENT AGENDA:
 (Ref. Board Agenda for September 11, 2018; Items 1 through 2, Pages 201900093 – 95)

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 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, and there were none.

ACTION ITEMS:
 (Ref. Board Agenda for September 11, 2018; Items 1 through 6, Pages 201900096 – 143)

MOTION: (Hawkins – McGehee) The motion was made to approve the Consent Agenda, 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 2, Provost and Vice President, Academic Affairs: Textbook Affordability Report, on agenda pages 97 – 132.

MOTION: (Holloway – Hawkins) The motion was made to approve the Textbook Affordability Report, 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, Purchasing: Employee Group Plans for Health, Dental and Vision Insurance, on agenda pages 133 – 137.

MOTION: (McGehee – Young) The motion was made to approve the Employee Group Plans for Health, Dental and Vision Insurance, 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 4, Finance: Fiscal Year 2017-18 Operating Budget Amendment No. 4, on agenda page 138.

MOTION: (Holloway – Hawkins) The motion was made to approve the Fiscal Year 2017-18 Operating Budget Amendment No. 4, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. Trustee Hawkins asked Vice President of Business Services Al Little to provide the Board with a brief explanation for the amendment.

Vice President Little shared with Trustees that the budget amendment increases the prior year's Operating Expenditure Budget. The amendment also reflects adjustments made during the year-end process, resulting from entries required by accounting standards directly related to the Florida Division of Retirement.

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 5, Finance: Fiscal Year 2018-19 Operating Budget Amendment No. 1, on agenda pages 139 – 140.

MOTION: (Holloway – Hawkins) The motion was made to approve the Fiscal Year 2018-19 Operating Budget Amendment No. 1, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. President Hyde asked Vice President Little to provide the Board with an explanation on Action Item 5.

Vice President Little shared with Trustees that the amendment 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 such as the second-year payments toward the capital lease for the Energy Performance Contract.

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 6, Finance: Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 1, on agenda pages 141 – 143.

MOTION: (McGehee – Young) The motion was made to approve the Fiscal Year 2018-19 Capital Outlay Budget Amendment No. 1, as recommended.

Chair Bowling asked if there were any questions or comments by the Board. President Hyde asked Vice President Little to provide the Board with an explanation on Action Item 6.

Vice President Little shared with Trustees that the Capital Outlay Budget approved on June 12, 2018 was estimated as of May 20, 2018. Budget Amendment No. 1 adjusts the prior year carry-forward budgets to the June 30, 2018 balances.

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
 September 11, 2018; Items
 A – B, Pages 201900144 –
 147)

Chair Bowling asked the Board if there were any questions or comments related to Information Items A – B, on agenda pages 144 – 147, and there were none.

Trustee Majdanics requested administration to provide information on the Community College Survey of Student Engagement (CCSSE) as part of the September 2018 Data Dashboard. Associate Vice President for Institutional Effectiveness Dr. Jerrett Dumouchel shared with the Board a brief overview of CCSSE, which is a nationally recognized assessment of “student engagement, a key indicator of learning and, therefore, of the quality of community colleges.” He reviewed the 2018 survey results, noting specific benchmark scores within the “Support for Learners” category.

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 AD HOC
 COMMITTEE CHAIR:

Ad Hoc Committee Chair Majdanics provided the Board with a brief overview of the committee meeting held on August 22, noting the focus was “Adult Learners at FSCJ.” He stated the Committee would convene for three additional sessions, the dates were as follows:

- September 12 (Q&A Session with Faculty and Dean Representatives)
- September 19 (Whiteboard Session)
- October 3 (Final Session)

REPORT OF THE BOARD
 FINANCE & AUDIT
 COMMITTEE CHAIR:

Finance & Audit Committee Chair Majdanics provided the Board with a summary of the September 2018 quarterly meeting, which included information regarding meeting dates and suggested topics for the year, 2018-19 Performance Funding, enrollment projections and financial ramifications, health insurance offerings and the Annual Financial Report.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

Trustee Majdanics requested a status update on the Presidential Search process. Presidential Search Committee Co-Chair McGehee stated a Presidential Search Foundational Meeting would convene Monday, September 17, from 10-11 a.m. at the Administrative Offices, wherein review of the survey matrix for the executive search firm. Co-Chair McGehee shared he would provide a full report after the meeting has transpired.

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REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

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

REPORT OF THE CAREER
 EMPLOYEES COUNCIL
 (CEC):

On behalf of Career Employees Council Chair Robbie Peeples,
 Vice Chair Camilla Collins addressed the Board and presented
 an overview of the written report relating to current CEC
 initiatives and activities. (Appendix B)

INTRODUCTION OF
 INCOMING APC CHAIR:

President Hyde asked incoming APC Chair Lori Cimino to
 approach the podium and introduce herself to Trustees. She did
 so accordingly, noting she would be responsible for providing
 the APC reports to the Board for the coming 2018-19 academic
 year.

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):

Student Government Association Collegewide Executive
 President Ta’Nasha Parker provided the Board with a written
 report relating to current SGA initiatives and activities.
 (Appendix D)

NEXT REGULAR BOARD
 MEETING:

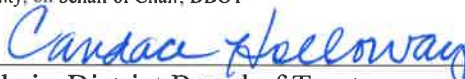
Chair Bowling announced the next regular meeting of the Board
 is scheduled for Tuesday, December 11, 2018, at the College’s
 Betty P. Cook Nassau Center.

ADJOURNMENT:


There being no further business, Chair Bowling declared the
 meeting adjourned at 1:55 p.m.

APPROVAL OF MINUTES:

Candace Holloway, Vice Chair-Nassau
 Cnty, on behalf of Chair, DBOT



 Chair, District Board of Trustees



 Executive Secretary, District Board of Trustees

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



Date: September 11, 2018

To: Florida State College at Jacksonville District Board of Trustees

From: Lori Cimino
Chair, Administrative and Professional Collaborative 2018-19

Re: September 2018 Administrative and Professional Collaborative Report

Chair Bowling and Trustees:

Greetings from the APC! As we work together to 'kick off' our 2018-19 academic year, the APC is excited about the optimism and focus on student success in all areas of the College. Administrative and Professionals across the College worked diligently to ensure our readiness for our primary stakeholders, our students. This preparation is exceptionally broad and includes everything from safety, facilities, and technology, to finance, advising, and instruction. Our APC colleagues across the College lead in every area of our institution and provide support to our faculty as they lead our students through their educational journeys. Additionally, they work collaboratively with our career employees to support the invaluable role of these employees in student success.

As the incoming APC Chair, I would like to extend a heartfelt gratitude to Dr. Jametoria Burton for her exceptional leadership during the 2018-19 academic year. During her own practical leadership approach, she guided the APC in our efforts of service, constructive communication, organizational collaboration, and change. Her leadership resulted in increased professional development and networking, enhanced communications, and continued collaboration with our career and faculty employee groups. Furthermore, her support and encouragement as I transitioned into this role demonstrates the true meaning of how as leaders, we have opportunities to 'bring people with us' and for that I am extremely appreciative.

In August 2018, we welcomed the newly elected officers and campus representatives for the upcoming academic year and we look forward to our initial meeting for the year this month. We are enthusiastic about the breadth of this representation, and as the Chair, I am feeling fortunate to be presented with an opportunity to collaborate with such a talented and diverse group of people.

As an employee of the College for the last 15 years, I look forward to sharing my experiences and relationships gained as a faculty member and Instructional Program Manager to lead the APC this year. More importantly, as a leader with a 'human first' outlook on both work and life, I am excited for the opportunity to use my strengths in communication and building relationships for continued positive change and celebrations of success. Our membership will continue to serve as a representative voice for administrative and professional employees to provide leadership, counsel, and advice to the College community as appropriate. We will remain dedicated to promoting a collegial community focused on teaching and learning, programmatic leadership, departments and units, spanning both academic affairs and student affairs. Finally, we will continue to participate of the shared governance model in collaboration with Career Employees Council and the Faculty Senate as well as active participation on the Collegewide Leadership Council.

Our new slate of APC Representatives for the 2018-19 academic year includes the following:

Officers

Chair: Lori Cimino

Chair-Elect: Youlanda Henry

Secretary: Dawn Washington

Immediate Past Chair: Dr. Jametoria Burton

Campus Representatives**Administrative Offices/Downtown Campus**

Steven Beard

Amanda Burgess

Van Smithey

Jonita Watson

Deerwood Campus

Judy Jones-Liptrot

Martha McNulty

Kent Campus

Dr. Ujjwal Chakraborty

Robbin Herriff

North Campus

Dr. Sandra Evans

Dr. Tara Haley

South Campus

Trina McCowan

Herschel Finch

Through the guidance and communication from the above colleagues and with our counterparts Dr. John Woodward, Faculty Senate President, and Robbie Peeples, Chair of the Career Employee, the APC will work collectively through the College Leadership Council to support the mission of the College, *'to provides high value, relevant life-long education that enhances the intellectual, social, cultural and economic development of our diverse community'*. Furthermore, this mission, as well as the *values of integrity; excellence in teaching and learning; culture of honesty and trust; creativity; and respect for diversity* will be at the forefront of all efforts of the APC.

In closing, thank you for the important work that each of you do to support Florida State College at Jacksonville, together we can continue to work towards our three strategic priorities to provide a *student-centered education, impact community, and increase institutional capacity*.

Respectfully,

Lori Cimino, M.Ed., NIC-Advanced

Instructional Program Manager, ASL/English Interpreting and Digital Media
Administrative and Professional Collaborative Chair 2018-19



Date: September 11, 2018
To: Florida State College at Jacksonville District Board of Trustees
From: Robbie Peeples, Career Employees' Council Chair
Re: September 2018 CEC Report

Chair Bowling and Trustees:

We are in the beginning of the fall semester and want to share that seeing the traffic on the campuses is encouraging. I am hearing from those who deal with students on a daily basis for enrollment and student services a sense of progress and optimism. We have not fixed all of the bumps in our processes but the career employees are seeing improvements and that is the start of improving moral.

President Hyde shared at convocation the institution of Campus Liaisons. This being the result of listening to employees from all groups and responding with this measure is a good step in building moral and a sense of community at each of the different campuses and centers. We are thankful for the action he has taken and seeing the benefit of open collaboration.

I want to thank you and the trustees for the investment of time you put in to serve on your committees. I know you are going the extra mile sharing your area of expertise to help FSCJ get to where we want to be.

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

September 5, 2018

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

From: John A. Woodward, PhD

Re: September Report

Chair Karen Bowling and Trustees:

The semester is off to a busy but relatively unremarkable start. Faculty courses are being cancelled and schedules are being adjusted, but the massive disruptions we saw last year are, it would appear, truly a thing of the past. It seems to be generally true that, while there are still a few hiccups here and there, our students are getting into classes and navigating financial aid and other bureaucracy much more easily this year.

Senate will be meeting for the first time this academic year on Thursday. Now that much of the disruption caused by the ERP implementation is finally behind us, faculty can focus in on their responsibilities and Senate can focus in on the academic concerns of the faculty. I will give a summary of the major entries on Senate's agenda for this year.

Senate will rely extensively on the work of Vice-President Cheryl Schmidt and the Academic Technology Committee (ATC) to help steer us towards a safe and effective transition to Canvas as our LMS. I have written in a past letter about the process and the decision that was made. The ATC helps inform Senate about the process and the changes that will be coming as well as allowing faculty to have a voice in selecting and promoting pedagogical and academic technology. One of the non-Canvas tasks that committee will work on is the sunseting of our "Blue Wave" online syllabus as we develop more robust practices.

General Education Review and the potential move to a formal AA degree is also on the horizon for the General Education Committee, much of which work will be done independent of Senate.

We will work with student services to help develop better workflow for proctoring exams. There has been some confusion on the process and there seem to be significant inconsistencies between campuses in what the proper process is or should be.

We will also ask for a summary of all grants at the College that touch on academics, pedagogy, or other faculty concerns. One purpose of this request will be to help promote the work of the grants department in leveraging grants to help students. We want to make sure that grants that do affect pedagogy or academics in any way are directed by faculty committees, advisory boards, specific faculty, or entities such as the Equity Committee. We need avenues for integrating faculty back into those processes at the College, something which the grants department itself has long promoted. I hope to be able to say by next year that faculty are engaged with grants across the College and be able to evaluate the effectiveness of these grants where it comes to student education.

This is not an exclusive list of our concerns for this year, but it does represent some of the major themes. We look to be getting off to a very good start and I look forward to the upcoming year.

That concludes my report to the board.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Woodward". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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: September 11, 2018

To: Florida State College at Jacksonville District Board of Trustees

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

Re: August to September 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 August to September 2018.

During this time period, we have accomplished the following:

- On Tuesday, August 21 and Wednesday, August 22, the SGA attended a leadership retreat along with approximately 50 other student leaders from Student Life & Leadership and Diversity & Social Change. The retreat covered team building, Title IX, mitigating risk, bystander intervention, A.L.I.C.E. Training, ethics, professionalism, communication and time management.
- During the first week of the fall term, the SGA supported BlueWave Welcome Week activities by providing information and directions at the campus and center "Ask Me Stations." On Wednesday, September 5, the SGA sponsored a Java Jam at each campus and center to provide students refreshments and information on how they can get involved in co-curricular activities at FSCJ.
- On Monday, September 17, as part of Constitution Day, the SGA will sponsor US Constitution Day Trivia at each campus. Also Charles Spencer, Special Agent in Charge of the FBI Jacksonville Division will speak at the Deerwood Center at 6:00 p.m. to share how the FBI upholds the US Constitution.
- Kent Campus Vice Chair Nadia Esha has been asked to serve on the search committee for the next FSCJ Vice President of Student Success.
- The SGA is working with both Duval County and Nassau County Supervisor of Elections offices to arrange for their staff to visit our campuses and centers to register students prior to the October 9 deadline to be able to vote in the Florida Midterm Elections.

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