


August 2, 2022

MEMORANDUM

TO: Florida State College at Jacksonville
District Board of Trustees

FROM: John Avendano, Ph.D. 
College President

RE: August 2022 Board Agenda

Enclosed please find materials in support of the August 9, 2022, Board meeting.

All meetings of the Board will be held at the College's Advanced Technology Center, 401 West State Street, Jacksonville, FL 32202.

The Board Workshop on the topics listed below will convene from noon – 1 p.m. in Room T-140. The Board regular meeting will begin at 1 p.m., Rooms T-140 & 141.

- District Board of Trustees Governance Structure
- FSCJ Program Overview: Allied Health Programs

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
August 9, 2022 – 1 p.m.
Advanced Technology Center, Rooms T-140 & 141**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COMMENTS BY THE PUBLIC

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

**MINUTES OF THE JUNE 14 2022, DISTRICT BOARD OF TRUSTEES WORKSHOP
(p. 3-7)**

**MINUTES OF THE JUNE 14, 2022, DISTRICT BOARD OF TRUSTEES REGULAR
MEETING (p. 8-24)**

REPORT OF THE COLLEGE PRESIDENT

STRATEGIC PROGRAMMATIC DISCUSSION

CONSENT AGENDA

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

1. Purchasing: Marketing and Advertising Services (p. 25)
2. Facilities: Change Order for the Cosmetology Program Ceramic Tile Floor Replacement at North Campus Building D (p. 26)
3. Facilities: Certificate of Final Inspection for the Kent Campus – CARES Act Ventilation AHU's and Coil Replacements (p. 27)
4. Facilities: Certificate of Final Inspection for the South Campus – CARES Act HVAC Air Improvement – Coil & Damper Replacement (p. 28)
5. Facilities: Certificate of Final Inspection for the South Campus – CARES Act HVAC Air Improvement – Building B ERV – 1 & Building F AHU – 1 Replacement (p. 29)

ACTION ITEMS

1. Approval of Consent Agenda (p. 30)
2. Administration: Performance Evaluation – Dr. John Avendano, College President (p. 31)
3. Administration: Performance Incentive – Dr. John Avendano, College President (p. 32)
4. Office of the General Counsel: College President's Contract of Employment; Amendment Four (p. 33-40)
5. Human Resources: Salary Increase for Full-Time Non-Instructional Employees (p. 41)
6. Purchasing: Annual Contract Extensions (p. 42)
7. Academic Affairs: Activation of Paramedic (1,100 clock hours) Applied Technical Diploma (p. 43)
8. Academic Affairs: Activation of Advanced Driver Assistance Systems (ADAS) Technician Technical Certificate (p. 44)
9. Academic Affairs: Activation of Central Sterile Processing Technologist Technical Certificate (p. 45)
10. Academic Affairs: Inactivation of Commercial Pilot Technical Certificate Program (p. 46)
11. Academic Affairs: Inactivation of Data Science I Technical Certificate Program (p. 47)

Subject: Regular Meeting
 August 9, 2022, Board Agenda
 (Continued)

INFORMATION ITEMS

Trustees may request discussion of the Information Items.

- A. Human Resources: Personnel Actions (p. 48-50)
- B. Purchasing: Purchase Orders Over \$195,000 (p. 51)
- C. Facilities: Change Orders – Kent Campus – CARES Act Ventilation AHU’s and Coil Replacements (p. 52)
- D. Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvement – Coil & Damper Replacement Project (p. 53-54)
- E. Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvement – Building B ERV – 1 & Building F AHU – 1 Replacement (p. 55-56)

REPORT OF THE BOARD CHAIR

REPORTS OF TRUSTEES

ORGANIZATION OF THE BOARD

A. ELECTION OF OFFICERS

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

B. APPROVAL OF MEETING SCHEDULE FOR FY 2022-23

C. LIAISON & COMMITTEE APPOINTMENTS FOR FY 2022-23

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

REPORT OF THE ADMINISTRATIVE AND PROFESSIONAL COLLABORATIVE

(Written report provided by Kerry Roth)

REPORT OF THE CAREER EMPLOYEES COUNCIL (Report provided by Matt Wetzel)

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

REPORT OF THE STUDENT GOVERNMENT ASSOCIATION (Written report provided by Breana White)

NEXT MEETING

The next regular meeting of the Board is scheduled for Tuesday, September 13, 2022, at the College’s Advanced Technology Center.

ADJOURNMENT

Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 14, 2022, Board Workshop
Advanced Technology Center, Room T-140, Noon

PRESENT:

Michael M. Bell, Chair
 Laura M. DiBella, Vice Chair, Nassau County
 O. Wayne Young, Vice Chair, Duval County
 Roderick D. Odom
 Andrew B. Shaw (via remote attendance)
 D. Hunt Hawkins

ABSENT:

Jennifer D. Brown
 Thomas R. McGehee, Jr.

CALL TO ORDER:

Chair Michael Bell called the meeting to order at 12:09 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Andrew Shaw, M.D. via remote attendance.

WELCOME/
INTRODUCTIONS:

College President John Avendano, Ph.D. welcomed all those in attendance. He shared that today's agenda had a number of items, most of which should be familiar to the Board. The first item was that of the Board's Governance Structure, noting during the DBOT regular meeting Chair Bell will appoint a Trustee to serve as the Liaison to the Foundation Board of Directors. This is due to an open seat on the Board. The second item will be a brief overview of the Board's Self-Evaluation process presented by Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel. The third item provides the Board with an overview of the College President's evaluation process presented by Chief Human Resource Office Mark Lacey. The final workshop item provides the Board with information on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation process along with an overview of FSCJ's Quality Enhancement Plan (QEP) with the presenters being Interim Vice President Dr. Dumouchel and Associate Vice President of Strategic Priorities Dr. Deb Fontaine.

INFORMATION/
DISCUSSION:

A. District Board of Trustees
 Governance Structure:

Chair Bell shared with Trustees that during today's DBOT regular meeting, the Board will take up the Organization of the Board as it relates to the open seat and the need to fill the DBOT Liaison to the FSCJ Foundation Board of Directors (FBOD) role. Trustee Mac McGehee has expressed his interest in serving as the Board's Liaison to the FBOD, and it is his intention, as Board Chair, to select/appoint Trustee McGehee to the position.

President Avendano shared with the Board he had been in contact with Governor Ron DeSantis' Office regarding the appointment of the next Trustee for the Duval County seat, and as the College is made aware of any updates, the Board will be kept apprised.

B. FSCJ DBOT Self-Evaluation Process:

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

- DBOT Self-Evaluation Online Tool Survey Link, Provided to Trustees by Board Liaison Kimberli Sodek on May 31
- DBOT Self-Evaluation Online Tool Survey, Completion Time – Approximately 15 minutes
- DBOT Self-Evaluation Proposed Plan, Due Date June 24
- DBOT Self-Evaluation Survey Results, Present to Trustees at their July 2022 DBOT Deep Dive Workshop (DDW)
- SACSCOC Standards and Annual Self-Evaluation Mandate
- Well-rounded Online Tool Survey – No Change, Obtained from the Association of Florida Colleges (AFC), SACSCOC, Department of Education and Aspen Awarding Winning Schools

Chair Bell asked if there were any questions or comments by the Board related to the DBOT's Self-Evaluation process and/or online tool survey, and there were none.

Chair Bell thanked Interim Vice President Dumouchel for the overview of the process and tool. He reminded Trustees to complete the online survey by the due date, June 24, 2022.

Prior to the next item being presented, President Avendano shared with the Board that within the next week he will provide Trustees with an update on the 2021-22 Goals and Objectives and a summary of the outcomes. Also, prior to the July 2022 DBOT DDW, the Board will receive a summary of both the Board's Self-Evaluation survey and President's Evaluation instrument. This will allow Trustees time to review the documents prior to the workshop.

C. College President's Evaluation Process:

Chief Human Resource Office (CHRO) Mark Lacey provided Trustees with an overview of the College President's Evaluation process and the electronic evaluation instrument. The overview included information pertaining to the following:

- College President's Evaluation Electronic Instrument, Provided to Trustees by Board Liaison Sodek on June 2
- College President's Evaluation Proposed Plan, Due Date June 24
- College President's Evaluation Summary Results, Present to Trustees at their July 2022 DBOT DDW
- Preparation of July 2022 DBOT DDW, to include Consideration of Performance Incentive and Contract Modifications/Amendments
- Preparation of August 2022 DBOT Regular Meeting, to include drafting of Board Agenda Items

CHRO Lacey reminded Trustees the electronic evaluation instrument should be returned to his attention. However, the instrument may also be returned to Board Liaison Sodek, whichever is easiest for the members.

President Avendano inquired as to Trustee's attendance at the July 2022 DBOT DDW, asking Trustees to share their attendance regrets with Board Liaison Sodek at their earliest opportunity.

Chair Bell asked if there were any questions or comments by the Board related to the College President's Evaluation process and electronic evaluation instrument, and there were none.

D. SACSCOC Reaffirmation Process and FSCJ Quality Enhancement Plan (QEP):

Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel provided the Board with an overview of the SACSCOC reaffirmation process. The overview included information pertaining to the following:

- Benefits of the Reaccreditation
- Responsibilities: Institutional Leadership Team
- Members of the Institutional Leadership Team
- Responsibilities: CEO
- Evaluation of the CEO
- Responsibilities: Institutional Accreditation Liaison
- Responsibilities: Governing Board
- Class of 2024 Timeline
- Milestones to Reach
- Differentiated Review Process & Standards
- Compliance Certificate Timeline
- FL Senate Bill 7044

Additionally, Interim Vice President Dumouchel shared with Trustees that a printed copy of the College's FACT Book 2020-21 was at their place for information purposes.

Chair Bell asked if there were any questions or comments by the Board related to the SACSCOC reaffirmation process. There was discussion by the Board relating to Trustees' responsibilities as to the on-site reaffirmation visit, timeframe of the visit and the differentiated review process.

Associate Vice President of Strategic Priorities Dr. Deb Fontaine provided the Board with an overview of the FSCJ Quality Enhancement Plan (QEP). The overview included information pertaining to the following:

- What is a Quality Enhancement Plan?
- QEP Timeline
- QEP Topic Identification Process
- Institutional Data: Productive Grade Rates
- Institutional Data: Productive Grade Rates by Demographics
- Faculty/Staff Voice
- Student Voice
- Next Steps

Chair Bell asked if there were any questions or comments by the Board related to the FSCJ QEP. There was discussion by the Board relating to institutional hours utilized on the accreditation process, review of institutional standards, checks/balances of the processes, Tricider Data Collection Tool, asynchronous vs. synchronous online classes, pedagogy teaching methods and students' value of education.

President Avendano shared with the Board the value and importance of accreditation.

COMMENTS BY THE
PUBLIC:

There were no comments made by the public.

ADJOURNMENT:

There being no further business, Chair Bell declared the meeting adjourned at 1:02 p.m.

District Board of Trustees
Minutes of the June 14, 2022, Board Workshop
Page 5

APPROVAL OF MINUTES:

Chair, District Board of Trustees

Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board

**Florida State College at Jacksonville
District Board of Trustees
Minutes of the June 14, 2022, Regular Meeting
Advanced Technology Center, Rooms T-140 & 141, 1 p.m.**

PRESENT:

Michael M. Bell, Chair
Laura M. DiBella, Vice Chair, Nassau County
O. Wayne Young, Vice Chair, Duval County
Roderick D. Odom
Andrew B. Shaw (via remote attendance)
D. Hunt Hawkins

ABSENT:

Jennifer D. Brown
Thomas R. McGehee, Jr.

CALL TO ORDER:

Chair Michael Bell called the meeting to order at 1:16 p.m. and welcomed those in attendance. He acknowledged the presence of Trustee Andrew Shaw, M.D. via remote attendance.

PLEDGE:

Chair Bell led the Pledge of Allegiance.

COMMENTS BY THE PUBLIC:

Chair Bell 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 Procedure Act, a public hearing would be considered as to Action Items on the agenda, and any comments regarding the Rules would be stated at that time.

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

MINUTES:

(Ref. Board Agenda for June 14, 2022; Pages 202200663 – 689)

Chair Bell 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 April 12, 2022, Finance & Audit Committee Quarterly Meeting, on agenda pages 663 – 664; April 12, 2022, Board Workshop, on agenda pages 665 – 668; April 12, 2022, Regular Meeting, on agenda pages 669 – 686; and May 17, 2022, Deep Dive Budget Workshop, on agenda pages 687 – 689, and there were none.

MOTION: (Odom – DiBella) The motion was made to approve the FSCJ DBOT minutes – as a slate – from the April 12, 2022, Finance & Audit Committee Quarterly Meeting; April 12, 2022, Board Workshop; April 12, 2022, Regular Meeting; and May 17, 2022, Deep Dive Budget Workshop, as recommended.

Motion carried unanimously.

REPORT OF THE COLLEGE
 PRESIDENT:

Commencement Recap:

College President John Avendano, Ph.D. shared with the Board that he was still reliving the excitement of FSCJ's in-person Commencement Ceremony, held on Thursday, May 12, 2022. This was the College's first face-to-face Commencement since 2019, and his first one since coming to FSCJ.

President Avendano noted he took some time to walk around to greet the graduates and families as they arrived, and they shared nothing but excitement and appreciation for the opportunity to celebrate their accomplishments in this traditional way. He thanked the Committee and the 200+ volunteers as the ceremony ran smoothly and without any difficulties.

VP of Finance &
 Administration Search Update:

President Avendano announced he was excited to share publicly that Dr. Wanda Ford accepted the Vice President of Finance and Administration role on a permanent basis. Dr. Ford has been a great asset to the College throughout her time as interim, noting she will continue to provide great leadership over Business Services, Information Technology and Human Resources.

President Avendano expressed his gratitude to everyone for their participation and guidance throughout the search, noting his confidence that the College found the best candidate to help advance the institution's mission and best serve/support the Collegewide community, including FSCJ's students.

President's Forum Recap:

President Avendano announced last week, the FSCJ Foundation hosted the second President's Forum event. In recognition of Memorial Day, the College was pleased to welcome special guest speaker, Admiral Michelle Howard, who is the highest-ranking woman in U.S. Navy history. Admiral Howard spoke on leadership and shared details of her professional and personal journey.

President Avendano shared the Forum events are a great way to bring together FSCJ supporters, partners, donors and potential donors. He looks forward to seeing the program grow and appreciates the Board's participation. He thanked FSCJ Foundation Executive Director Cleve Warren and the Foundation for their work in bringing forward the President's Forum again, noting the College hopes to hold the event on an annual basis.

FSCJ Baseball:

President Avendano shared his congratulations to FSCJ's baseball team and Coach Brad Frick for their historic season. After a successful regular season, the team earned a spot in the National Junior College Athletic Association (NJCAA) Division II World Series, which was held in Enid, Oklahoma.

President Avendano noted he was lucky to have had the opportunity to be in attendance for the first two games in Oklahoma. The team played their hearts out and made it all the way to the final four to close out their winning season at 33-21, including three wins in the World Series. President Avendano shared it wasn't an easy road for the team, but he could not be prouder of FSCJ's baseball team!

NISOD Most Promising
Places to Work:

President Avendano announced he was also excited to share that, for the second year in a row, FSCJ was selected as one of the Most Promising Places to Work in Community Colleges by the National Institute for Staff and Organizational Development (NISOD) and "Diverse: Issues in Higher Education," the nation's only biweekly newsmagazine dedicated exclusively to diversity issues in higher education.

FSCJ is working hard to emphasize and enhance diversity, equity, inclusion and belonging in everything the institution does for students, faculty, staff, and the community. To receive the national recognition once again is a great reflection of the College's efforts, so FSCJ is very excited for this award. President Avendano congratulated Chief Diversity, Equity and Inclusion Officer/Executive Director of Employee Relations Lisa Moore and the College community in receiving the recognition.

Adult Education Graduation:

President Avendano thanked Chair Mike Bell and Trustees Laura DiBella and Hunt Hawkins for their participation during the Adult Education Graduation ceremony held on Thursday, June 9, 2022, and FSCJ's Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel for his leadership of the ceremony. He stated he had a personal commitment that kept him from the graduation.

President Avendano congratulated the GED graduates, noting the College looks forward to recruiting the students into the College environment for other opportunities so they can continue to grow professionally and personally as well.

Offers for Parcels of College
 Property:

President Avendano shared with the Board that the College recently received, within the last two weeks, numerous offers and inquires regarding the purchase of College facilities, parcels of property and/or other components of the College. FSCJ is unaware of the purpose of the inquires. However, the College is following-up on the matters in order to gain a sense of understanding for the interest.

President Avendano noted there is a significant redevelopment plan on-going in Downtown Jacksonville, which will transpire over the next few years. As FSCJ discusses the Master Facility Plan and Strategic Plan for the future, some of the College facility inquiries/offers may play a significant role for FSCJ going forward.

Gifts from Various Donors:

President Avendano announced the College recently received several significant donations:

- Dr. Chelsea McArthur, an alum, made a gift to the Fire Academy in memory of her husband, Jacksonville Fire Rescue Department Captain Darrold McArthur, who was also an alum.
- Coggin Automotive made a gift of \$375,000.
- Dr. David Gnage made a gift to support the FSCJ Honors Program in Dr. Marie Gnage's name. This gift was matched by the Foundation.
- The Scheidel Foundation awarded FSCJ a \$96,300 grant, over a three-year period, to support the development and implementation of professional learning opportunities around culturally responsive practices.
- The Kemp Family made a gift to the Nassau Center.

President Avendano thanked the Foundation for their time and efforts in working the donations through.

Rise in COVID Cases:

President Avendano shared with the Board that the College is cognizance of the rise in COVID cases, and a communication regarding mask-wearing will be forthcoming to the College community.

President Avendano asked if there were any questions or comments by the Board relating to his President's Report up to this point, and there were none.

Data Dashboard:

President Avendano shared with the Board information relating to the June 2022 Data Dashboard/high-level view of the institutional data sets.

- Enrollment Dashboard I: The first dashboard is the Summer Term College Credit Enrollment report as of May 22, 2022, which shows a negative variance of -4.5% credit hours for summer 2022 over summer 2021. That enrollment number is down 15,706 credit hours when compared to the same day in the summer 2020 enrollment cycle.
- Enrollment Dashboard II: The second dashboard is the Fall Term College Credit Enrollment report as of May 22, 2022, which shows a positive variance of 3.3% credit hours for fall 2022 over fall 2021, and represents 30.2% of overall enrollment for fall 2021.
- Spotlight Dashboard I: The third dashboard is on the College's Dual Enrollment program, which is in partnership with Duval County Public Schools, the Nassau County School District, private and charter schools and home school students as well.
- Spotlight Dashboard II: The fourth dashboard is a spotlight on the College's Dental Hygiene Associate in Science, which prepares students to become dental hygiene professionals.
- Spotlight Dashboard III: The fifth dashboard is a spotlight on the College's Cardiovascular Technology Associate in Science, which provides general education classes and required core professional classes for both the invasive and noninvasive cardiovascular curriculum.
- Spotlight Dashboard IV: The sixth dashboard is a spotlight on the College's Occupational Therapy Assistant Associate in Science, which prepares students for entry-level roles to support occupational therapists.
- Finance Dashboard: The seventh dashboard illustrates the actual revenues and expenditures compared to budget for the period ending April 30, 2022 and April 30, 2021.

Unrestricted fund revenues were up \$15.9 million from the prior year, mostly due to indirect cost recovery from federal HEERF grant funds. Expenditures were up approximately \$19.9 million, primarily from the \$17 million transfer to pay off the loan for the energy savings project.

It is important to note that restricted fund revenues and expenditures reflect both student and grant activities, so the federal stimulus funds also account for the significant increase in grant revenues and expenditures.

- Grants Dashboard: The final dashboard is a snapshot of the grants that have been awarded to the College between April and May of 2022, which total \$872,734.

STRATEGIC
 PROGRAMMATIC
 DISCUSSION:

President Avendano asked if there were any questions or comments by the Board related to the Data Dashboards and/or any other College Strategic matter. There was discussion by the Board regarding the local median wage verses national for FSCJ Associate in Science (A.S.) degree graduates within the Allied Health programs, noting the graduates are going into fields with great economic mobility.

CONSENT AGENDA:
 (Ref. Board Agenda for
 June 14, 2022; Items 1 through
 8, Pages 202200690 – 705)

Chair Bell 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. As a result, questions and concerns regarding agenda items were addressed and resolved in advance of the Board meeting. He then asked if there were any items the Trustees wished to remove from the Consent Agenda for individual consideration/discussion under Action Items, and there were none.

ACTION ITEMS:
 (Ref. Board Agenda for
 June 14, 2022; Items 1 through
 13, Pages 202200706 – 731)

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

Chair Bell 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, Administrative Procedure Act – Board Rules, Section 1 – General Provisions, Definitions and Governance, on agenda pages 707 – 708.

MOTION: (Hawkins – Young) The motion was made to approve revised Board Rule 6Hx7-1.1 – Effective Date of Rules under Section 1 – General Provisions, Definitions and Governance.

Chair Bell 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, Administrative Procedure Act – Board Rules, Section 10 – Educational Support Services, on agenda pages 709 – 711.

MOTION: (Hawkins – DiBella) The motion was made to approve revised Board Rules 6Hx7-10.5 – Scholarships, Grants and Loans and 6Hx7-10.9 – Deferred Payment Status under Section 10 – Educational Support Services.

Chair Bell 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, Administration: Annual Salary Index, on agenda pages 712 – 713.

MOTION: (Odom – Young) The motion was made to approve the 2022-23 Annual Salary Index as part of the Pay Plan, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 5, Finance: Fees and Charges, on agenda page 714.

MOTION: (Hawkins – Young) The motion was made to approve the Fees and Charges, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 6, Finance: Fees and Charges, on agenda pages 715 – 717.

MOTION: (Hawkins – DiBella) The motion was made to approve the Fees and Charges, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 7, Finance: FSCJ ACCESS Program, on agenda page 718.

MOTION: (Young – Hawkins) The motion was made to approve the FSCJ ACCESS Program for Fall Term 2022, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 8, Finance: Fiscal Year 2021-22 Operating Budget Amendment No. 3, on agenda pages 719 – 720.

MOTION: (Hawkins – DiBella) The motion was made to approve the Fiscal Year 2021-22 Operating Budget Amendment No. 3, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 9, Finance: Fiscal Year 2022-23 College Budget, on agenda page 721.

MOTION: (Hawkins – Young) The motion was made to approve the Fiscal Year 2022-23 College Budget, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 10, Finance: Fiscal Year 2022-23 Capital Outlay Budget, on agenda pages 722 – 724.

MOTION: (Hawkins – Young) The motion was made to approve the Fiscal Year 2022-23 Capital Outlay Budget, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 11, Academic Affairs: Inactivation of Air Conditioning, Refrigeration and Heating Technology I (750 clock hours) Career Certificate Program, on agenda page 725.

MOTION: (Young – DiBella) The motion was made to approve the Inactivation of Air Conditioning, Refrigeration and Heating Technology I (750 clock hours) Career Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 12, Academic Affairs: Inactivation of Air Conditioning, Refrigeration and Heating Technology II (600 clock hours) Career Certificate Program, on agenda page 726.

MOTION: (Hawkins – DiBella) The motion was made to approve the Inactivation of Air Conditioning, Refrigeration and Heating Technology II (600 clock hours) Career Certificate Program, as recommended.

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

Motion carried unanimously.

President Avendano presented the administration's recommendation on Action Item 13, Facilities: Nassau Center Spot Survey Version 2.2 Dated June 1, 2022, and Annual Capital Improvement Plan, Fiscal Year 2023-24 through Fiscal Year 2025-26, on agenda pages 727 – 731.

MOTION: (DiBella – Hawkins) The motion was made to approve the Nassau Center Spot Survey Version 2.2 Dated June 1, 2022, and Annual Capital Improvement Plan, Fiscal Year 2023-24 through Fiscal Year 2025-26, as recommended.

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

Motion carried unanimously.

INFORMATION ITEMS:

(Ref. Board Agenda for June 14, 2022; Items A – C, Pages 202200732 – 777)

Chair Bell asked the Board if there were any questions or comments related to Information Items A – C, on agenda pages 732 – 777, and there were none.

ORGANIZATION OF THE BOARD:

Chair Bell stated before the Board was the appointment of the DBOT Liaison to the FSCJ Foundation Board of Directors (FBOD). He shared during today's Board workshop there was discussion regarding the need to appoint a new DBOT Liaison due to an open seat on the Board.

Chair Bell appointed Trustee Thomas McGehee, Jr. to represent the Board as the Liaison to the FSCJ FBOD, noting Trustee McGehee's interest in being the Liaison.

Chair Bell asked if there were any questions or comments by Trustees relating to the appointment, and there were none.

Hearing none, Chair Bell noted Trustee McGehee will represent the Board as the Liaison to the FBOD for Fiscal Year 2021-22.

REPORT OF THE BOARD CHAIR:

Chair Bell reported he recently attended the 2022 FSCJ Adult Education Graduation at South Campus, noting he was gratified to be part of the ceremony. He thanked Trustee Hawkins for taking the time to drive to Jacksonville to represent the Board, Interim Vice President of Institutional Effectiveness and Advancement Dr. Jerrett Dumouchel and Associate Provost, Baccalaureate, Career and Technical Education Dr. Sheri Litt for their leadership rolls, Chief Diversity, Equity and Inclusion Officer/Executive Director of Employee Relations Lisa Moore for assisting with the shaking of students' hands, and all the staff for ensuring the ceremony ran smoothly.

REPORT OF TRUSTEES:

There were no reports provided by Trustees.

REPORT OF THE
 ADMINISTRATIVE AND
 PROFESSIONAL
 COLLABORATIVE (APC):

Administrative and Professional Collaborative Chair Dr. Marc Boese addressed the Board and presented an overview of the written report relating to current APC initiatives and activities. (Appendix A)

REPORT OF THE CAREER
 EMPLOYEES COUNCIL
 (CEC):

Career Employees Council Chair Matt Wetzel provided the Board 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 Breana White provided the Board with a written report relating to current SGA initiatives and activities. (Appendix D)

NEXT MEETING:

Chair Bell announced the Board will meet on Tuesday, July 12, 2022, at the College's Administrative Offices for a Deep Dive Workshop. The workshop will convene at noon in Board Room 405. The next regular meeting of the Board is scheduled for Tuesday, August 9, 2022.

ADJOURNMENT:

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

APPROVAL OF MINUTES:

 Chair, District Board of Trustees

 Executive Secretary, District Board of Trustees

Submitted by: Kimberli Sodek, Secretary to the Board



Date: June 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

From: Marc Boese, Chair of the Administrative and Professional Collaborative, 2021-22

Re: June 2022 Administrative and Professional Collaborative Report

Chair Bell and Trustees:

The Administrative and Professional Collaborative (APC) is proud to share some end-of-year updates on our work supporting our Administrative and Professional (A&P) employees. These past couple of months have brought us closer to our colleagues in the Career Employees Council (CEC) by creating a joint committee focusing on employee engagement. We have also hosted Student Services and Human Resources (HR) guests in our monthly meetings and held our annual elections.

In May, we hosted Mark Lacey, Chief Human Resource Officer, at our monthly APC meeting to discuss plans for the CARE project, as he also fielded questions and provided us with guidance to share with our respective groups. Mr. Lacey also shared HR's involvement in the VIP 2.0 strategic plan, plans for upcoming Interest-Based Problem-Solving training, and discussed our current turnover rates and ways A&P employees can help. In June, Megan Dross, Director for Recruitment and Admissions, joined our APC meeting to share the new campus tour process.

On June 14, the APC, the CEC, and the Faculty Senate will hold a Recognition Reception for all members. We look forward to this opportunity to celebrate what each group has done over the last year to support its members and the College community. Our APC committee members work in a wide range of positions across the College, participate in many committees, and work tirelessly to promote FSCJ's mission. We are very thankful to the President's Office for hosting the event.

The APC recently held their officer and representative nominations and elections for the 2022-23 year. We received over eighty A&P member nominations for Chair-elect, Secretary, and Campus Representatives. We held our APC Elections earlier this month, with eighty-eight A&P employees voting for the final group of representatives. I am proud to announce that Tara Haley was elected as our new Chair-elect and Karen Acevedo as the APC Secretary. Below, I have provided a list of new and returning members of the APC. As the year ends and I move out of the Chair position, Kerry Roth, Chair-Elect, will be taking office starting July 1, 2022.

Lastly, I would like to thank the Board of Trustees for your care and dedication to FSCJ, faculty, staff, students, and the community. I have truly enjoyed my work as APC Chair and leading an outstanding team of A&P colleagues.

The following is a list of our 2022-23 APC Officers and Representatives. An * represents a newly elected member.

Kerry Roth, Chair

*Tara Haley, Chair Elect

Marc Boese, Past Chair

*Karen Acevedo, Secretary

*Derrick Johnson, Campus Representative, AO/URC

Jennifer Mullings, Campus Representative, AO/URC

Kerri Burns, Campus Representative, AO/URC

Jefferson Everett, Campus Representative, AO/URC

*Denise Giarrusso, Campus Representative, Downtown Campus

*Patrice Williams, Campus Representative, Downtown Campus

*Ansa Reams-Johnson, Campus Representative, Deerwood Center

Robin Herriff, Campus Representative, Deerwood Center

Terence Wright, Campus Representative, Kent Campus/Cecil Center

*Susan Mythen, Campus Representative, Kent Campus/Cecil Center

Dr. Sondra Evans, Campus Representative, North Campus/Nassau Center

*TBD (runoff election ending June 13), Campus Representative, North Campus/Nassau Center

*Lori Cimino, Campus Representative, South Campus

Ashli Archer, Campus Representative, South Campus

Respectfully,

Marc Boese, Ph.D.

Executive Director of Organizational Development

Administrative and Professional Collaborative Chair, 2021-22



Date: June 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

From: Matt Wetzel, Career Employees' Council Chair

Re: June 2022 Career Employees' Council Report

Chair Bell and Trustees:

The Council continues to meet monthly to address items of concern and ways to improve the employee experience at the College. During our April meeting, which was held at the Downtown Campus, the Council invited Dr. Tara Haley to discuss her new role as Campus Dean. She provided refreshments for the meeting. She discussed her Campus Dean role and ways she could help support the Downtown Campus community and the Council. She mentioned she would like to build campus culture, as well as hold a few wellness campaigns throughout the upcoming months. Dr. Haley asked, "How do we engage new employees?" There was a suggestion that we look at mentoring new employees. The Council is looking at a mentorship affinity group to help engage and mentor new employees to get them involved as part of the Collegewide VIP 2.0 plan. Additionally, we discussed and planned the Commencement Rose Sale fundraiser, which supports our CEC Book Scholarship. Lastly, it was encouraged that all career employees attend one of the CARE Project's informational sessions.

During Commencement, we held our annual Rose Sale which profited \$832 that will go towards our CEC Book Scholarship. The Book Scholarship application for the summer was sent out to our Career Employees. We will award (3) \$150 scholarships for the summer term.

During our May meeting, which was held at the South Campus, the main topic of concern was the CARE Project. The Council discussed the informational sessions, which presented employees with what the CARE Project was intended to do, and why the College embarked on the project. One key component of the project was to help improve the recruitment of future employees and retention of current employees. Although no one is losing salary, the job title changes feel more like a demotion and the banding structure is demoralizing to current employees. The banding structure may affect individuals who are at the higher end of each band concerning salary increases and potential FRS impacts. As of now, we know the CARE project is on hold while it is being reevaluated. We appreciate and express our gratitude to the administration for placing the CARE project on hold.

The Council is committed to the Mission, Vision, and Values of FSCJ. Additionally, we are committed to ensuring the students have a positive and successful student experience. Lastly, we look forward to the continued collaboration as we continue to make FSCJ a great place for our students to achieve their educational goals and for our current and future employees to achieve their career and professional goals.

On behalf of the career employees, we express our appreciation to the District Board of Trustees for your time, effort and support that you bring to the College community, staff and our students.

Respectfully,

Matt Wetzel
Career Employees' Council Chair 2021-22
Florida State College at Jacksonville
904-381-3707 / matt.wetzel@fscj.edu



June 8, 2022

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

From: John A. Woodward, PhD

Re: June 2022 Faculty Senate Report

Chair Bell and Fellow Trustees:

There is little to report for the summer semester. I think I can speak for the faculty, though, when I say that the end of this semester and the graduation ceremony was a truly glorious moment. We were thrilled to be able to be in each others' presence again in a ceremony that marks the conclusion of those students' time with us and the beginning of a new life for them. For me, it reminds me of just how important these events are for our students and their families and how important we are to the community.

I did meet recently with the representative from Prosser in a small focus group. I am very much encouraged by the emphasis from staff, students, and faculty that we must be more closely connected to our communities around Jacksonville—and that this idea should inform our development plans. This aligns with what our faculty group on student-faculty interaction have said, and with what we hear from our students. I do think any effort we put forward in the next few years to open our campuses to the community and to be more welcoming, more hospitable, will go far in growing enrollment and in reminding our community leaders and members just how integral we are to the success of Jacksonville.

We do need to also remember that institutions of higher education represent the success of democracy and the enshrinement of the rights to free speech and free association. We know from history that innovations big and small come from a liberal education and liberal research rooted in free inquiry and open, civil, free debate on issues essential to our society. AAC&U and the PEN America Organization have recently reminded us of this in a public statement:

The principle of academic freedom...undergirds all higher education academic environments dedicated to the advancement of knowledge and pursuit of truth. In teaching and learning, as in scholarship and research, the freedom to engage in intellectual debate, and to share ideas and raise questions without fear of retribution or censorship, expands the boundaries of knowledge and drives innovation. A liberal education extends this freedom to students and invites them into the scholarly community, exposing them to competing ideas, training them in the evaluation of evidence, and empowering them to form independent judgements.

In my view there is no better description of the work we do at this institution. And while we can always and do always strive to be better at that work, we already provide real ethical, moral, and intellectual guidance to our students and present them with a democratic worldview that welcomes them and prepares them to serve our civil democracy, to work in our global economy, and to live in our pluralist world.

I look forward to writing more on this topic and on Senate's plans for the fall in a later update.

That concludes my report.

Respectfully,

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

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



Date: June 8, 2022

To: Florida State College at Jacksonville District Board of Trustees

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

Re: June 2022 Student Government Association Report

Chair Bell and Trustees:

The Student Government Association (SGA) is the voice of the student body at Florida State College at Jacksonville (FSCJ). Please see the following updates and accomplishments for the period between April 2022 and June 2022.

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

- The Florida College System Student Government Association April Conference took place at FSCJ Kent Campus on April 8 and 9. The College was represented by twelve SGA Officers who attend workshops, voted for students to serve on FCSSGA State and Region Boards, and took part in the FCSSGA Annual Award Ceremony. FSCJ student Robin Price presided over the conference as the FCSSGA State President.
- Throughout the month of April, five Celebration of Student Success Ceremonies took place recognizing 216 students in the areas of Academic Achievement, Inspirational Achievement, and Outstanding Student Leadership as well as being an Outstanding Student Worker.
- During the weeks leading up to Finals Week, the SGA and Campus Student Programming Boards provide stress relief activities.
- On May 12, Collegewide SGA President Breana White served as the student speaker during the 55th Annual FSCJ Commencement Ceremony at the VyStar Veterans Memorial Arena.
- On May 19, Collegewide SGA President Breana White and Downtown Campus Student Engagement Advisor II Kurtson Boulware participated in the recording of a Juneteenth Video as a part of FSCJ's celebration of the new federal holiday.
- Members of the SGA hosted a cookout on May 23 at the Downtown Campus to celebrate the FSCJ Baseball Team reaching the NJCAA World Series. The Baseball Team finished 3rd in the DII NJCAA World Series. The 3rd place finish capped off an amazing season in which the BlueWave became State Champions by winning the NJCAA Division II Region 8 Baseball Tournament as well as NJCAA Division II South Atlantic District Champions to advance to the NJCAA World Series for the first time since 2000!
- Multiple campuses will celebrate Juneteenth on the week of March 20 with cookouts that will feature games, trivia, and community resources.
- During the 2022-23 academic year, South Campus President Luke Elmore will serve as the Student Representative on the Curriculum Committee with North Campus President Diana Espinoza Cruz serving as his backup. Diana will also serve as a Student Representative on the VIP 2.2 Committee.

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 the SGA the opportunity to share updates and accomplishments of our students. Thank you for your time and all that you do for the students of FSCJ.

Sincerely,
 Breana White
 FSCJ Collegewide Student Government Association President

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

AGENDA ITEM NO. CA – 1.

Subject:	Purchasing: Marketing and Advertising Services
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to reject all bids received for Request for Proposal (RFP) 2022 – 16 Marketing and Advertising Services.

BACKGROUND: On May 2, 2022, the College issued RFP 2022 – 16 for Advertising and Marketing Services. While nine (9) companies expressed interest in submitting proposals to the RFP only two (2) responsive proposals were received. Therefore, the committee felt that due to the lack of participation there were potential restrictive minimum requirements defined in the RFP.

As such, pursuant to State Board of Education Rule 6A–14.0734 and College Board Rule 6Hx7–5.1, it is recommended the Board exercise its reserved right, as defined in RFP 2022 – 16, Section 4.09(a) and (b), to reject all RFP 2022 – 16 proposals submitted and to reserve the right to solicit new offers as deemed in the College’s best interest.

RATIONALE: Pursuant to both State Board Rule 6A–14.0734 and College Board Rule 6Hx7–5.1, the District Board of Trustees has a reserved right to reject all bids and solicit new offers as deemed in the College’s best interest.

FISCAL NOTES: There is no cost to the College associated with this recommendation.

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

AGENDA ITEM NO. CA – 2.

Subject:	Facilities: Change Order for the Cosmetology Program Ceramic Tile Floor Replacement at North Campus Building D
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College Administration to approve an AIA change order totaling \$124,671.76 and increase the original contract time by fourteen (14) calendar days as a result of unforeseen conditions discovered during the demolition of the existing floor within the cosmetology labs, locker areas and classroom space located in Building D at North Campus.

BACKGROUND: The District Board of Trustees authorized College Administration to enter Collegewide Construction Delivery Order/Job Order Contracting Services contract with Warden Construction Corporation on June 11, 2019 (2019C – 18W). On May 17, 2022, College Administration issued a purchase order totaling \$160,318.98 to Warden Construction Corporation to remove the existing floor and install a new ceramic tile floor within the cosmetology labs, locker areas and classroom space.

Field conditions found the existing crack membrane installed below the floor leveling product in lieu of above resulting in the removal of both products. Contractor's resultant AIA change order now includes providing floor leveling and a new crack membrane over the existing slab per manufacturer's recommendations. Installation of a new crack membrane was priced by the Contractor as a bid alternate to be evaluated at completion of demolition.

The scope of this change required the contractor's original coefficient to be increased from 0.825 to 0.837 (standard hours – bonded project), which increased the original non-bonded project of \$160,318.98 by \$2,331.87 for a bonded base project cost of \$162,648.85. Add for crack membrane \$22,256.85, and add for unforeseen floor prep \$100,083.04.

RATIONALE: To advise the Board of monetary and non-monetary changes to the construction contracts. The processing of change orders shall be in accordance with Section 1013.48 of the Florida Statutes and State Board of Education Rules. District Board of Trustee approval is required for \$50,000.00 + increase on projects less than \$500,000.00.

FISCAL NOTES: The projected annual cost is comprehended in both the College's operating budget and construction/renovation budgets.

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

AGENDA ITEM NO. CA – 3.

Subject:	Facilities: Certificate of Final Inspection for the Kent Campus – CARES Act Ventilation AHU’s and Coil Replacements
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the Kent Campus CARES Act Ventilation AHU’s Project to Scherer Construction.

BACKGROUND: The Board of Trustees awarded Contracting Services to Scherer Construction to replace Kent Campus CARES Act Ventilation AHU’s in accordance with plans and specifications. The College issued a contract to Scherer Construction with notice on award on 09/27/21.

A Certificate of Final Inspection (CFI) for the project was executed on 07/13/22 by the College’s Facilities Management and Construction Building Code Official and the Engineer of Record, Affiliated Engineers, Inc. It certifies that the Kent Campus CARES Act Ventilation AHU’s Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 4.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – CARES Act HVAC Air Improvement – Coil & Damper Replacement
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus – CARES Act HVAC Air Improvement – Coil and Damper Replacement Project to E. Vaughan Rivers, Inc.

BACKGROUND: The Board of Trustees awarded a construction contract to E. Vaughan Rivers, Inc. for replacement of air handler cooling coils and dampers in South Campus air handlers supplying Buildings N, Q, U, and Y for the purpose of increasing the outside air flow available and thus improve indoor air quality (IAQ). The coils and dampers were replaced in accordance with plans and specifications developed by OCI Associates. The College issued a contract to E. Vaughan Rivers, Inc with notice of award on September 15, 2022.

A Certificate of Final Inspection (CFI) for the project was executed on June 13, 2022 by the College’s Facilities Management and Construction Building Code Official and the Engineer of Record, OCI Associates. It certifies that the South Campus – CARES Act HVAC Air Improvement – Coil and Damper Replacement Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. CA – 5.

Subject:	Facilities: Certificate of Final Inspection for the South Campus – CARES Act HVAC Air Improvement – Building B ERV – 1 & Building F AHU – 1 Replacement
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees accept the Certificate of Final Inspection and authorize final payment of the South Campus CARES Act HVAC Air Improvement – Building B ERV – 1 and Building F AHU – 1 Replacement Project to E. Vaughan Rivers, Inc.

BACKGROUND: The Board of Trustees awarded a construction contract to E. Vaughan Rivers, Inc. for replacement of the B Building ERV/ERU – 1 and for replacing the F Building air handler with an independent HVAC system for the first floor of the building only (Split Unit/DX System). ERV/ERU was replaced in accordance with plans and specifications developed by OCI Associates. The College issued a contract to E. Vaughan Rivers, Inc. with notice of award on September 15, 2022. The work in Building F was subsequently removed from the scope of this contract and added to a new contract due to increase scope of work later identified for Building F.

A Certificate of Final Inspection (CFI) for the project was executed on July 7, 2022, by the College's Facilities Management and Construction Building Code Official and the Engineer of Record, OCI Associates. It certifies that the South Campus – CARES Act HVAC Air Improvement – Building B ERV – 1 and Building F AHU – 1 Project has been completed in accordance with the contract documents and best construction practices.

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

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

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

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

AGENDA ITEM NO. A – 1.

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) _____

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:	Administration: Performance Evaluation – Dr. John Avendano, College President
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance evaluation of the President as required by law and the provisions of the employment contract between the Board and the President.

BACKGROUND: At the June 14, 2022 workshop, Board members were asked to complete the evaluation form independently and return the form to the Chief Human Resource Officer. The individual ratings and comments received were recorded on a summary evaluation document. At the July 12, 2022 workshop, the evaluation was discussed with Dr. Avendano.

RATIONALE: The President's annual evaluation addresses statutory mandates relating to 1008.45 (Florida College System Institution Accountability Process) and 1012.86 (Florida College System Institution Employment Equity Accountability Program).

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

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

AGENDA ITEM NO. A – 3.

Subject:	Administration: Performance Incentive – Dr. John Avendano, College President
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve the performance incentive payment of \$50,550 to the College President based on the performance evaluation and assessment of established goals and objectives as provided for by the employment contract between the Board and the President.

BACKGROUND: At their August 10, 2021 meeting, the Board approved Amendment Three to the College President’s Contract of Employment thereby establishing the College President’s 2021 – 22 goals and objectives. At their July 12, 2022 workshop, Board members discussed the College President’s performance and achievement of established goals and objectives.

RATIONALE: The President’s annual evaluation includes an assessment of established goals and objectives which have been deemed to have been met.

FISCAL NOTES: The fiscal impact of this action is \$50,550.

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

AGENDA ITEM NO. A – 4.

Subject:	Office of General Counsel: College President's Contract of Employment; Amendment Four
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve Amendment Four to the College President's Contract of Employment.

BACKGROUND: Pursuant to the College President's Contract of Employment ("Contract"), the District Board of Trustees may make modifications or revisions to the Contract in conjunction with the President's annual performance evaluation. Per the College's President's Contract, the goals and objectives shall be established and serve as a basis of his performance incentive and his annual evaluation. The 2022 – 23 goals and objectives for Dr. Avendano shall be added to the College President's Contract of Employment.

RATIONALE: Approval of this item is within the Board's statutory authority to evaluate, compensate and retain the College President.

FISCAL NOTES: The recommended salary is comprehended in the College's annual salary budget. The impact of the performance incentive is an amount up to \$50,550.

AMENDMENT NUMBER FOUR
CONTRACT OF EMPLOYMENT
BETWEEN
DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT JACKSONVILLE
AND
JOHN AVENDANO, PH.D.

This Amendment Number Four (“Fourth Amendment”) is made and entered into this ____ day of August 2022 (“Fourth Amendment Effective Date”), by and between The District Board of Trustees of Florida State College at Jacksonville (the “Board” or “the Board of Trustees”), and John Avendano, Ph.D. (“Dr. Avendano” or the “College President”). The Board and Dr. Avendano are collectively referred to as “the parties”.

WHEREAS, the Board and Dr. Avendano entered into a contract of employment dated April 9, 2019 (“Contract”); and

WHEREAS, the Board and Dr. Avendano wish to amend the Contract;

NOW, THEREFORE, in consideration of the above recitals, and the mutual agreements, covenants, terms, and conditions set forth herein, the parties agree as follows:

1. Paragraph 4a. i. shall be deleted in its entirety and replaced with Paragraph 4a. i. with the following:
 - i. At the Board’s sole discretion and based on Board’s annual evaluation and assessment of the College President’s performance and achievement of established goals and objectives, the College President shall be entitled to a performance incentive of up to fifteen percent (15%) of base salary within thirty (30) days following the Board’s acceptance of Dr. Avendano’s annual evaluation and upon notice of these findings. The goals and objectives for Dr. Avendano’s 2022-2023 evaluation are attached as Exhibit Six (6).
2. Except as specifically amended by this Fourth Amendment, all other terms and conditions of the Contract shall remain in full force and effect and are to be performed pursuant to the terms and conditions set forth in the Contract. This Fourth Amendment is hereby made a part of and incorporated into the Contract.

IN WITNESS WHEREOF, the parties hereto have set their hands to cause this Fourth Amendment to be executed as of the Fourth Amendment Effective Date written above, with the full intent to be bound by the provisions herein.

DISTRICT BOARD OF TRUSTEES OF
FLORIDA STATE COLLEGE AT
JACKSONVILLE

Attest

By: _____
Chair, Michael M. Bell

COLLEGE PRESIDENT

Attest

By: _____
John Avendano, Ph.D.

Exhibit Six (6)
FSCJ College President
John Avendano, Ph.D.
2022-23

GOALS & OBJECTIVES	2021-22 ACTUAL	MEASUREMENTS & GOALS	COMPLETION DATE
<u>ENROLLMENT GOALS:</u>			
FSCJ will increase annual FTE by 3% over 2021-22 enrollment year. Focus Areas: (FUNDED FTE COMPARISON)	14,172	14,598	06/30/23
• High School Yield – The College will increase its high school yield to FSCJ by 2% points over the 2021-22 enrollment year.	DCPS 13% NCSD 15%	DCPS 15% NCSD 17%	06/30/23
• FTE – The College will increase the headcount for underrepresented populations, i.e., African Americans and Hispanics/Latinos by 5% over 2021-22 enrollment year.	AA 9,946 HISP/LAT 4,128	AA 10,443 HISP/LAT 4,334	06/30/23
• Bachelor Degree Students – The College will increase the FTE of Bachelor Degree students at FSCJ by 5% over the 2021-22 enrollment year.	1,607	1,687	06/30/23
• Adult Education – The College will increase the number of Adult Education students by 3%.	1,766	1,819	06/30/23
• Associate in Arts (A.A.) – The College will increase FTE in A.A. by 3%.	8,142	8,386	06/30/23
• Career and Technical Education (CTE) – The College will increase FTE in CTE by 5%.	3,879	4,073	06/30/23
<u>STUDENT SUCCESS GOALS:</u>			
FSCJ will increase overall student retention, persistence and graduation rates by 2% over the 2021-22 enrollment year.			
• FSCJ will increase Fall 2022 to Spring 2023 persistence rates by 2% over 2021-22.	71%	73%	06/30/23
• FSCJ will increase Fall 2021 to Fall 2022 persistence rates by 2% over 2021-22.	55%	57%	06/30/23
• FSCJ will increase persistence rates for underrepresented groups, i.e., African American and Hispanic/Latino students by 2% from Fall 2021 to Fall 2022.	AA 51% HISP/LAT 56%	AA 53% HISP/LAT 58%	06/30/23
• FSCJ will increase the total number of graduates (A.A., A.S./A.A.S., Certificate (CC & TC), Bachelor Degrees, etc.) by 3%.	7,129	7,343	06/30/23
• FSCJ will increase persistence rates for underrepresented groups, i.e., African American and Hispanic/Latino students by 2% from Fall 2022 to Spring 2023.	AA 67% HISP/LAT 72%	AA 69% HISP/LAT 74%	06/30/23

202300036

Exhibit Six (6)
FSCJ College President
John Avendano, Ph.D.
2022-23

GOALS & OBJECTIVES	2021-22 ACTUAL	MEASUREMENTS & GOALS	COMPLETION DATE
FOUNDATION GOALS:			
The FSCJ Foundation will increase its donor base and overall contributions by 10% over Fiscal Year 2021-22. The Foundation fiscal year begins October 1 through September 30.	650	Donors TBD	06/30/23
<ul style="list-style-type: none"> The FSCJ Foundation will launch the first year of its silent phase of the campaign aimed at supporting the top priorities from the VIP and Facilities Master Plan for the College. 	See Attached Recap Summary	Launch Campaign	06/30/23
<ul style="list-style-type: none"> The FSCJ Foundation will increase the number of President's Circle members by 10% over 2021-22. 	72	P.C. Members TBD	06/30/23
<ul style="list-style-type: none"> The FSCJ Foundation will increase the number of contributions to the Employee Giving Campaign by 10% over 2021-22. 	435	EGC TBD	06/30/23
MAJOR INSTITUTIONAL GOALS:			
<ul style="list-style-type: none"> FSCJ will establish institutional teams, and supporting baseline metrics and future goals identified in Visionary Impact Plan 2.0 (VIP 2.0). 	See Attached Recap Summary	Develop and Implement New Strategies; Plan into Action	06/30/23
<ul style="list-style-type: none"> FSCJ will further develop an overall Diversity, Equity, Inclusion and Belonging (DEI&B) Strategic Plan and establish institutional goals for the College. 	See Attached Recap Summary	Develop and Implement DEI&B Strategic Plan	06/30/23
<ul style="list-style-type: none"> FSCJ Foundation will develop the strategies and overall goals in line with the VIP 2.0 to launch a Community-wide Campaign, to include Readiness Study, Feasibility Study and initial phase of Campaign. 	See Attached Recap Summary	Develop Strategies and Overall Goals to Launch Community- wide Campaign	06/30/23
<ul style="list-style-type: none"> FSCJ will develop and prioritize the 5-Year Master Plan to be used as the facilities guide for the future. 	See Attached Recap Summary	Complete two of the Top 10 Priority Projects	06/30/23

202300037

RECAP SUMMARY GOALS AND OBJECTIVES FOR 2021-22

The following is an update, and final numbers, for the academic year 2021-22. Summer, Fall and Spring enrollment, retention and success numbers have been finalized for the year. The final enrollment numbers from the state arrived this week.

Overall, the enrollment trends FSCJ realized were similar to the enrollment trends seen across the state and the country. It is believed the remnants of COVID still had an effect on students returning to school in 2021-22. One measure not included in the table of metrics/goals is unduplicated student headcount. While this was still a decrease, it was not at the same percentage (-2.5%) as our other decreases. In short, this can be interpreted as we had a slight decrease in the number of students in year over year, however, they also did not enroll in as many hours at the College.

Attached for information and review is the estimated final numbers for 2021-22 for each category. The categories can be found on Exhibit Six along with the measurements and goals for academic year 2022-23.

While most of the quantitative data fell below the expected goals, there were many highlights for the past year. The Foundation achieved all of its goals, and even far exceeded a few of their goals this past year. Likewise, goals set for positioning the College to move forward with its Strategic Plan (VIP 2.0), Achieving the Dream, Institutional Recognition and efficiency processes were also accomplished.

ENROLLMENT GOALS:

The goal was to increase our overall “Funded Full Time Equivalency (FTE)” by 5% over the previous year 2020-21. The goal was set for an FTE of 16,230. We will finish at approximately 14,172 FTE. This represented an (-8.3%) decrease when compared to the 15,457 FTE from the year before. With the exception of a small couple of outliers the majority of the Florida State Colleges saw decreases of (-5%) to (-10%) in terms of FTE.

Our High School yield stayed stable for DCPS at 13% when compared to the year before and our High School yield for Nassau dipped 1% from 16.1% to 15.1%. Our goal was to increase these percentages by 2% for each school district. This is still one of our most promising areas for increasing enrollment at the College. It will also be one of our most targeted areas for the upcoming year.

As the Board might imagine, FSCJ saw similar decreases across most all areas, however, headcounts for African American and Latino students saw the largest decreases. African American students dropped by (-17.7%) and Hispanic/Latino students dropped by approximately (-23%) in comparison to the year before. These trends are the biggest concern, not only because of the large decreases, but also because these students are central to our mission of providing access to underrepresented populations. Bachelor's degree seeking students also decreased by approximately 10%, from 1,771 FTE to 1,606 FTE.

The one bright spot from an enrollment perspective was an increase in Adult Education students from 1,674 to 1,766. This was an increase of 5.5%.

Again, we experienced decreases across the board in Associates in Arts (-9.5%) and Career and Technical Education (-5.2%).

In summary, our enrollment goals fell short of our targeted goals for the year. We need to continue to target the high school markets and increase the high school yield, transition our students into our bachelor's degree programs where appropriate, and most importantly study and reach our underrepresented populations to transition them into our institution.

STUDENT SUCCESS GOALS:

Our efforts in the area of student success did result in some increases, however, fell somewhat short of our targeted goals. These gains, while small, were still significant given the various modalities students had to enroll, and our ability to support the learning objectives.

Persistence rates from Fall to Spring terms decreased from 74% to 71%. Our goal was to increase by 2% from 74% to 76%. However, our Fall 2020 to Fall 2021 persistence rates did increase by 1% from 54% to 55%. The goal had been set at a 2% increase for both persistence metrics. Likewise, our persistence rates for African Americans increased from 48% to 51% and exceeded our 2% increase goal. Hispanic/Latino students also increased from 55% to 56%, although it fell short of our 2% goal increase. These are very difficult measures to impact so I am pleased to see positive movement here.

FSCJ also fell short of our graduation numbers across all programs combined. The College experienced a slight decrease in unduplicated degrees and certificates at the institution.

In 2020/21, FSCJ had 7,486 total graduates. In 2021/22 that number dropped to 7,129 total graduates. This represented a (-4.8%) decrease.

FOUNDATION GOALS:

While keeping in mind that the Foundation's fiscal year is from October 1 to September 30, we are still in the process of striving for the goals this year. That said, the Foundation has had a very good year to date. The total number of donors went from 437 to approximately 650 at this point.

The Foundation did experience a significant increase in members of the President's Circle from 62 member to 72, an increase of 16%. Likewise, the College's "I'M IN" campaign yielded a significant increase in donors from the College community from 120 to 435 total employee donors. Campaign and donor events have had a significant impact in the success of the year. Again, keep in mind the fiscal year extends until September 30, 2022. The final numbers are expected to continue to rise.

MAJOR INSTITUTIONAL GOALS:

I am happy to report that all of the major institutional goals for 2021-22 have been accomplished.

The VIP 2.0 has been completed, approved by the DBOT and the implementation of the strategies associated with each goal has begun. Teams have been formed and goals have been established for each category. These strategies include initiatives from Pathways and guidance from Achieving the Dream coaches. These strategies and goals also include having an impact on our diverse populations and students most at risk.

The Foundation has begun reviewing proposals from various consultants to assess our readiness for the capital campaign, the feasibility study to explore the possibilities within our community and our ability of conducting a successful campaign, and the potential idea of having a third party assist us with the overall campaign. We are still on target to launch the campaign later this fall.

FSCJ was once again selected as one of the Top 150 Community Colleges by the Aspen Institute. In fact, FSCJ advanced to the next round of Top 50 Community Colleges in the country. FSCJ was also selected as one of the "Most Promising Places to Work" by NISOD for the second year in a row.

Lastly, FSCJ has implemented additional professional development sessions for employees across the institution and we've expanded our Leadership Academy. In addition, we've expanded the number of Six Sigma Black Belts at the institution, and we have a goal of imbedding them throughout various departments at the institution. Moreover, we've expanded the training for Interest Based Bargaining (IBB) to more faculty and administrators, and to also include more facilitators for IBB.

In closing, while we fell far short of our enrollment goals for the year, there were some highlights to continue to build upon for the College.

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

AGENDA ITEM A – 5.

Subject:	Human Resources: Salary Increase for Full-Time Non-Instructional Employees
Meeting Date:	August 9, 2022

RECOMENDATION: It is recommended that the District Board of Trustees approve a base salary increase of \$1,250 for all eligible full-time non-instructional employees. Employees serving in a full-time position as of August 31, 2022 and continuing in a full-time position are eligible for the increase to be effective September 1, 2022.

It is also recommended that the District Board of Trustees approve a one-time non-recurring payment of \$500 for all eligible regular part-time non-instructional employees. Employees serving in a regular part-time position as of August 31, 2022 and continuing in a regular part-time position are eligible for the increase to be effective September 1, 2022.

No salary increase shall be granted beyond the maximum annual salary rate indicated on the Board-approved salary classification index, except for the educational promotion one-step increase.

BACKGROUND: The proposed salary increase and the non-recurring payment will provide our non-instructional employees with funds to offset increases in the cost of living and recognize continued contributions to the College and its students.

RATIONALE: Funds were set aside during budget development to provide for a \$1,250 base increase for full-time non-instructional employees as well as a \$500 non-recurring payment for regular part-time non-instructional employees.

FISCAL NOTES: The total financial impact, including benefits, for the \$1,250 increase for full-time non-instructional employees will be \$1,760,550. The financial impact for the \$500 non-recurring payment for regular part-time non-instructional employees will be \$64,000.

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

AGENDA ITEM NO. A – 6.

Subject:	Purchasing: Annual Contract Extensions
Meeting Date:	August 9, 2022

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

	Bid #/ File #	Title	Supplier	Extension Period		Year # of #	Estimated or Not-to- Exceed Value	Annual Change in Price
				From:	To:			
1.	2020C-01T	HVAC Delivery Order Contracting Services	Trane US, Inc.	09/01/2022	08/31/2023	3 of 5	\$1,000,000	0%
2.	2020C-01W		WW Gay Mechanical Contractors, Inc.	09/01/2022	08/31/2023	3 of 5	\$1,000,000	0%
3.	2020C-02C	Tree & Vegetative Debris Removal Services	Custom Tree Care, Inc.	09/01/2022	08/31/2023	3 of 5	\$385,000	9.2%
4.	2020C-02J		J. B. Coxwell Contracting, Inc.	09/01/2022	08/31/2023	3 of 5	\$385,000	14.72%

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

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

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

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

AGENDA ITEM NO. A - 7.

Subject:	Academic Affairs: Activation of Paramedic (1,100 clock hours) Applied Technical Diploma
Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Paramedic (1,100 clock hours) Applied Technical Diploma program, effective Spring Term 2023.

BACKGROUND: The Paramedic (1,100 clock hours) Applied Technical Diploma program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Spring Term 2023.

The new Paramedic (1,100 clock hours) Applied Technical Diploma program has been developed in response to the increased demand for licensed paramedics to function at the basic pre-hospital Emergency Medical Technician (EMT) and Paramedic level to treat a variety of medically related trauma conditions. The program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards and relevant technical knowledge and skills needed to prepare students for further education within the Health Sciences career cluster. The curriculum provides technical skill proficiency and includes competency-based applied learning that contributes to students' academic knowledge, higher-order reasoning abilities, problem-solving skills, work attitudes, general employability skills, technical skills and occupation-specific skills. Program graduates acquire high-demand skills that they can use to apply for certification as Paramedics in accordance with Chapter 64E-2 of the Florida Administrative Code.

RATIONALE: The College currently offers an Associate in Science in Emergency Medical Services (EMS), which is included as part of the FLDOE Health Sciences career cluster and will serve as an option for students who are interested in further pursuing their education upon completion of the Paramedic (1,100 clock hours) Applied Technical Diploma program. The Applied Technical Diploma will meet the demand for licensed paramedics by providing graduates with the required training and knowledge to serve in this role.

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

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

AGENDA ITEM NO. A - 8.

Subject:	Academic Affairs: Activation of Advanced Driver Assistance Systems (ADAS) Technician Technical Certificate
Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Advanced Driver Assistance Systems (ADAS) Technician (27 credit hours) Technical Certificate program embedded within the Associate in Applied Science in Automotive Service Management Technology, effective Fall Term 2022.

BACKGROUND: The Advanced Driver Assistance Systems (ADAS) Technician (27 credit hours) Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Fall Term 2022.

The new Advanced Driver Assistance Systems (ADAS) Technician (27 credit hours) Technical Certificate program has been developed in response to the National Science Foundation's Automated Driver Assistance Systems (ADAS) grant requirements. The program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards and relevant technical knowledge and skills needed to prepare students for further education within the Transportation career cluster. The curriculum includes competency-based applied learning content related to the "connected car" such as technological electrical systems, advanced driver assistance systems and diagnosis, and autonomous driver assistance systems and diagnosis. Students acquire the technical, occupation-specific and problem-solving skills that contribute to their academic knowledge, higher-order reasoning abilities, work attitudes and general employability options.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a Technical Certificate also provides transferability of credits and makes the program more accessible. This Technical Certificate prepares automotive students for distinctive success with their academic, career and personal goals.

RATIONALE: The College currently offers the corresponding Associate in Applied Science in the Automotive Service Management program, which is included as part of the FLDOE's Transportation career cluster. It is anticipated that the implementation of this Technical Certificate program will provide graduates with the high-demand skills needed in order to pursue career opportunities as Advanced/Autonomous Driver Assistance Technicians and Motor Vehicle Electronic Equipment Installers and Repairers.

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

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

AGENDA ITEM NO. A - 9.

Subject:	Academic Affairs: Activation of Central Sterile Processing Technologist Technical Certificate
Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve a new Central Sterile Processing Technologist (30 credit hours) Technical Certificate program embedded within the Associate in Science in Surgical Services, effective Fall Term 2022.

BACKGROUND: The Central Sterile Processing Technologist (30 credit hours) Technical Certificate program has been recommended for activation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The activated program will have new student enrollments beginning with the Fall Term 2022.

The new Central Sterile Processing Technologist (30 credit hours) Technical Certificate program has been developed in response to requests from the local Jacksonville area medical centers (e.g., Baptist Health, Ascension St. Vincent's, UF Health and Mayo Clinic) to advance the local incumbent workforce. The program offers a sequence of courses that provide coherent and rigorous content along with challenging academic standards and relevant technical knowledge and skills needed to prepare students for further education within the Health Sciences career cluster. The curriculum includes competency-based applied learning content related to surgical technology, principles and procedures, surgical instrumentation and techniques, and medical terminology and pharmacology. Students acquire the technical, occupation-specific and problem-solving skills that contribute to their academic knowledge, higher-order reasoning abilities, work attitudes and general employability options.

Embedding certificates has proven to be an effective retention and progression methodology. Implementation of a Technical Certificate also provides transferability of credits and makes the program more accessible. This Technical Certificate prepares surgical services students for distinctive success with their academic, career and personal goals.

RATIONALE: The College currently offers the corresponding Associate in Science in Surgical Services, which is included as part of the FLDOE's Health Sciences career cluster. It is anticipated that the implementation of this Technical Certificate program will provide graduates with the high-demand skills needed to pursue career opportunities as Central Sterile Processing Technologists, Medical Equipment Preparers and Healthcare Support Personnel.

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

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

AGENDA ITEM NO. A -10.

Subject:	Academic Affairs: Inactivation of Commercial Pilot Technical Certificate Program
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Commercial Pilot (24 credit hours) Technical Certificate program embedded within the Professional Pilot (64 credit hours) Associate in Science degree program, effective at the end of Summer Term 2022.

BACKGROUND: The Commercial Pilot (24 credit hours) Technical Certificate program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2022 per SACSCOC guidelines.

The program was originally designed for students who were interested in completing only the flight training portion of the curriculum versus enrolling in the full Professional Pilot Associate in Science degree program.

Following a comprehensive program review, it was determined that there have been seventy-two (72) active student records with only four (4) active student enrollments within the past three academic years [2019-20 (16 active; 0 enrolled), 2020-21 (40 active; 2 enrolled) and 2021-22 (16 active; 2 enrolled)]. Additionally, upon learning that the program does not result in licensure as an airline pilot, students often select an alternative academic pathway. Further, flight training has proven to be very costly for students as the program is not eligible for financial aid funding.

Because of the continued decline in enrollment and the lack of financial aid, it was determined to be in the best interest of the students and the College to inactivate the Commercial Pilot (24 credit hours) Technical Certificate program.

RATIONALE: Any currently enrolled and/or past term students have been notified by letter and email correspondence of the program inactivation. As part of the College's curricular inventory, all courses within the existing program will continue to be offered within the identified parent program; therefore, students will not experience a negative impact. Neither full-time faculty nor other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

AGENDA ITEM NO. A -11.

Subject:	Academic Affairs: Inactivation of Data Science I Technical Certificate Program
Meeting Date:	August 9, 2022

RECOMMENDATION: It is recommended that the District Board of Trustees approve the inactivation of the Data Science I (21 credit hours) Technical Certificate program embedded within the Data Science (60 credit hours) Associate in Science degree program, effective at the end of Summer Term 2022.

BACKGROUND: The Data Science I (21 credit hours) Technical Certificate program has been recommended for inactivation by the College's Curriculum Committee and approved by the Provost/Vice President of Academic Affairs. The inactivated program will have no new student enrollments beginning with the Fall Term 2022 per SACSCOC guidelines.

The program was originally designed as a local-only option for students interested in pursuing a supplementary credential in addition to completing the existing Associate in Science in Data Science degree program.

Following a comprehensive program review, it was determined that there have been ninety-one (91) active student records with only thirty-one (31) active student enrollments within the past three academic years [2019-20 (9 active; 4 enrolled), 2020-21 (32 active; 11 enrolled) and 2021-22 (50 active; 16 enrolled)]. Additionally, the FLDOE does not recognize the program as an official framework within the Information Technology Career cluster and the program is not eligible for financial aid funding.

Because of the local-only status and the lack of financial aid, it was determined to be in the best interest of the students and the College to inactivate the Data Science I (21 credit hours) Technical Certificate program.

RATIONALE: Any currently enrolled and/or past term students have been notified by letter and email correspondence of the program inactivation. As part of the College's curricular inventory, all courses within the existing program will continue to be offered within the identified parent program; therefore, students will not experience a negative impact. Neither full-time faculty nor other programs will be adversely affected.

FISCAL NOTES: No fiscal impact is anticipated.

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

INFORMATION ITEM I – A.

Subject:	Human Resources: Personnel Actions
Meeting Date:	August 9, 2022

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

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

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

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of August 9, 2022**

Faculty Full-Time Appointments

Brown	Morgan
Hall	Joyelle
Hubbell	Shawn
Owens	Michael
Wilke	Andra

Change in Faculty Pay Level

Burns	Stacey
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A&P Full-Time Appointments

Gauthier	Thomas
Joseph	Olivier
King	Pat
Walters	Adam
Wucker	Curtis
Wurth	Gregory

Career Full-Time Appointments

Alomar Kissoonlal	Anna
Anderson	Desma
Bacon	Malik
Bennett	Marlon
Bess	Beth
Cobb	Lisa
Davis	Alyssa
Driggers	Jacob
Favors	Danielle
Foreman	Michael
Gordon	Lester
Griffin	Stevie
Guest	Chiffon
Harris	Latesha
Hildebrand	Mairelis
Holloway	Ashlee
Im	Lynna
Jackson	Willie
John	Sharline
Johnson	Opal
Kent	Nicole
Klein	Charles
Lopez	Gabrielle
Lopez Matos	Jesenia
Luna	Irene
McClellan	Patricia
Medley	Amina
Menendez	Michael
Mincy	Pauline
Mossuto	Vicky
Nesbitt	Joshua
Nikkola	Tyson
Perez-Bruno	Natasha
Pierce	Devin
Reed	Megan
Shkoza	Jozefina
Sinette	Jasiah
Smith	Stephanie
Warren	Haley
Wilcox	Jeffrey
Williams	Chester

Job Title

Temporary Professor of Dance
Professor of Dental Hygiene
Professor of Culinary Arts
Professor of Nursing - Medical/Surgical
Professor of Nursing - Pediatrics and Maternity

New Level

Level III

Job Title

Dean of Professional Studies and Public Safety
Budget Analyst
Functional Analyst of Student Services
Cloud Architect
Multimedia Systems Analyst
Dean of Workforce Education

Job Title

Bachelor Program Advisor
Student Records Analyst I
Student Records Analyst I
Security Officer I
Duplicating and Mailroom Coordinator
Human Resources Coordinator
Security Officer I
Senior Plant Service Worker
Business Office Specialist II
Academic Tutor
Security Officer I
IT Call Center Representative I
Academic and Career Advisor
Student Records Analyst I
Project Coordinator
Student Support Coordinator
Project Coordinator - Faculty and Adjunct Processes
Plant Service Worker
Security Officer I
Financial Aid Advisor II
Academic and Career Advisor
Security Officer I
Business Office Coordinator
Student Records Coordinator
Case Manager/Career Specialist
Enrollment Coach
Program Advisor
Laboratory Manager
Plant Service Worker
Assistant Box Office Coordinator
Enrollment Coach
Security Officer II
Payroll Technical Support Specialist
Multimedia Specialist
Risk Management Coordinator
Academic and Career Advisor
VA Enrollment Services Processor
Administrative Assistant III
Clinical Liaison
Box Office Assistant
Military Student Records Transcript Evaluator

**Faculty, Administrative, Professional and Career Appointments Since Previous Board Meeting
as of August 9, 2022**

Career Part-Time Appointments

Brown	Augina
Colson	Kalynda
Goral	Faith
Hamilton	Stephanie
Jones	Irean
Moore	Brooks
Strickland	Gregory
Summers	Brett
Sutton	David
Wright	Homer

Job Title

Enrollment Coach
Academic Tutor
Academic Tutor
Program Facilitator II
Library Assistant I
Academic Tutor
Interim Law Enforcement Training Coordinator
Patron Services Agent
Academic Tutor
Patron Services Agent

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

INFORMATION ITEM I – B.

Subject:	Purchasing: Purchase Orders Over \$195,000
Meeting Date:	August 9, 2022

INFORMATION: The following information is provided to the District Board of Trustees pursuant to Board Rule 6Hx7–5.1 for purchases greater than \$195,000.

Contract/ PO No.	Total	Supplier	Description	Authority
PO00013469	\$226,888	Dell Marketing LP	VSAN Ready Node R750: a virtual desktop infrastructure supporting students and staff.	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Cooperative Agreement RFP 15-16-05-Seminole State College Technology Refresh Program Purchase Agreement – Equipment & Services.
PO00013536	\$501,713	Presidio Corporation	Cisco Network Equipment	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Cooperative Agreement 2017-08 WSCA – Quote: 2001722032206-04.
PO00013662	\$268,655	Coursedog Inc.	Catalog and Curriculum Management Services Platform	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Strategic Technology Plan.
PO00013676	\$205,300	SHI International Corp	One Login Annual Subscription Renewal with Adaptive Authentication	Purchasing Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1 & FL SC #432-300-00-15-01.
PO00013681	\$735,728	Presidio Corporation	Cisco Network Equipment and Subscription Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Cooperative Agreement 2017-08 WSCA – Quote: 2001722034387-03.
PO00013691	\$332,367	Oracle America, Inc	Oracle Solutions Annual Support Center Services	Purchase Authority: SBE 6A-14.0734 & Board Rule 6Hx7-5.1; Strategic Technology Plan; FSCJ Contract 2014-01.

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 \$2,270,650.

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

INFORMATION ITEM I – C.

Subject:	Facilities: Change Orders – Kent Campus – CARES Act Ventilation AHU’s and Coil Replacements
Meeting Date:	August 9, 2022

INFORMATION: The change orders listed below are presented to the District Board of Trustees for information.

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

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

Vendor	C.O.#	Amount
Kent Campus: Change orders issued to Scherer Construction for the original contract dated September 27, 2021 for the Kent Campus CARES Act Ventilation (AHU’s) project in accordance with FSCJ RFP 2019C – 18S. The original contract totaled (\$530,567.53). Contractor’s request for Substantial Completion occurred on June 23, 2022. Contractor’s request for Final Completion occurred on July 07, 2022. Certificate of Final Inspection was issued on July 13, 2022. List of approved change orders are provided below:		
Scherer Construction Original Contract Amount: \$530,567.53		
<ul style="list-style-type: none"> Deduct: Trane US, Inc. Owner Direct Purchase. 	PO CO #1	(\$131,430.64)
<ul style="list-style-type: none"> Add: No cost time extension for procurement of equipment. Increased by (86) days, New Substantial Completion is 06/02/22. 	AIA CO #1	\$0.00
<ul style="list-style-type: none"> Add: No cost time extension for procurement of equipment. Increased by (21) days, New Substantial completion is 06/23/22. 	AIA CO #2	\$0.00
<ul style="list-style-type: none"> Add: Change electrical breaker to meet code. 	AIA CO #3	\$1,732.00
Scherer Construction Final Contract Amount: \$400,868.89		

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

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

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

INFORMATION ITEM I – D.

Subject:	Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvement – Coil & Damper Replacement Project
Meeting Date:	August 9, 2022

INFORMATION: The change orders listed below are presented to the District Board of Trustees for information.

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders issued to E. Vaughan Rivers, Inc. for the original contract dated September 15, 2021 for the South Campus Cares Act HVAC Air Improvement – Coil & Damper Replacement project in accordance with FSCJ RFP 2019C – 18E. The original contract totaled \$398,865.64. Contractor’s request for Substantial Completion occurred on July 11, 2022. Contractor’s request for Final Completion occurred on August 11, 2022. Certificate of Final Inspection was issued on August 11, 2022. List of approved change orders are provided below:</p>		
<p>E. Vaughan Rivers, Inc. Original Contract Amount: \$398,865.64</p>		
<ul style="list-style-type: none"> • Deduct: Trane US Owner Direct Purchase. 	PO CO #1	(\$51,955.73)
<ul style="list-style-type: none"> • No monetary value: Change order executed to extend substantial completion date by (56) days to 06/06/2022. Extension due to extended time to receive needed components from the supplier. 	PO CO #2 AIA CO#1	\$0.00
<ul style="list-style-type: none"> • Deduct: Deleted the funds encumbered should the work have been necessary during premium hours. The work was all completed during normal hours and the extra premium time was not required. 	PO CO #3 AIA CO#2	(\$84,680.00)

202300054

Subject: Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvements -
 Coil & Damper Replacement Project

(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • Add: Added cost of motorized dampers for South Campus building Y motorized dampers, which were unintentionally omitted from the original proposal. • No Monetary Value: Change order executed to extend substantial completion date by (16) days to 06/22/22. Extension due to add time necessary to complete required Test and Balance testing and implement corrective actions. 	PO CO #4 AIA CO #3	\$4,409.35
	PO CO #5 AIA CO#4	
	Net Change	(\$132,226.38)
E. Vaughan Rivers, Inc. Final Contract Amount: \$266,639.26		

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

FISCAL NOTES: The following change order is included for informational purposes only. The change is comprehended in the approved project budgets.

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

INFORMATION ITEM I – E.

Subject:	Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvement – Building B ERV – 1 & Building F AHU – 1 Replacement
Meeting Date:	August 9, 2022

INFORMATION: The change orders listed below are presented to the District Board of Trustees for information.

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

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

Vendor	C.O.#	Amount
<p><u>South Campus:</u> Change orders issued to E. Vaughan Rivers, Inc. for the original contract dated September 23, 2021, for the South Campus CARES Act HVAC Air Improvement – Building B ERV – 1 and Building F AHU – 1 Replacement project in accordance with FSCJ RFP 2019C – 18E. The original contract totaled \$312,154.36. Contractor’s request for Substantial Completion occurred on June 15, 2022. Contractor’s request for Final Completion occurred on July 11, 2022. Certificate of Final Inspection was issued on June 11, 2022. List of approved change orders are provided below:</p>		
E. Vaughan Rivers, Inc. Original Contract Amount:		\$312,154.36
<ul style="list-style-type: none"> Deduct: Trane US Owner Direct Purchase. 	PO CO #1	(\$59,217.26)
<ul style="list-style-type: none"> Deduct: Deleted scope of work involving installation of Building F AHU – 1 due to it being moved to a future project, due to logistical concerns and added scope of work in Building F. Change order also extended duration of the project due to added time needed to obtain needed components from the supplier. 	PO CO #2 AIA CO#1	(\$105,182.00)

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Subject: Facilities: Change Orders – South Campus – CARES Act HVAC Air Improvement
 Building B ERV – 1 & Building F AHU – 1 Replacement

(Continued)

Vendor	C.O.#	Amount
<ul style="list-style-type: none"> • No Monetary Value: Change order executed to extend project duration by (46) days to 06/15/22 due to time needed to obtain a needed component from the supplier. 	PO CO #3 AIA CO#2	
	Net Change	(\$164,399.26)
E. Vaughan Rivers, Inc. Final Contract Amount: \$147,755.10		

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

FISCAL NOTES: The following change order is included for informational purposes only. The change is comprehended in the approved project budgets.