

January 9, 2025

**MEMORANDUM**

TO: District Board of Trustees  
Florida State College at Jacksonville

FROM: John Avendano, Ph.D.   
College President

RE: Administrative Procedure Act

The Board Rules shown below are governed by the Administrative Procedure Act and will appear on the agenda for the February 11, 2025, 1 p.m. regular meeting of the District Board of Trustees.

The Board meeting will be held at the College's Administrative Offices, Board Room 405, 501 West State Street, Jacksonville, FL 32202.

Any person requesting to address the items will be given an opportunity to do so by appearing before the Board at this meeting.

**BOARD RULES:**

6Hx7-2.16 – Reimbursement of Relocation and Travel Expenses

6Hx7-2.25 – Contracts, Grants and Agreements

6Hx7-3.1 – Authority to Hire

6Hx7-3.3 – Pay Plan

6Hx7-3.45 – Benefits Programs

6Hx7-3.48 – Employee and Dependent Tuition and Fees

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

**AGENDA ITEM NO.**

<b>Subject:</b>	Administrative Procedure Act – Board Rules, Section 2 – Administration
<b>Meeting Date:</b>	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rules under Section 2 – Administration, effective with this action.

6Hx7-2.16 – Reimbursement of Relocation and Travel Expenses  
6Hx7-2.25 – Contracts, Grants and Agreements

**BACKGROUND:** The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-2.16 – Recommends modifications to the Rule to update College practices.
- Edits to Board Rule 6Hx7-2.25 – Recommends modifications to the Rule to reflect College practices.

**RATIONALE:** Approval of this item brings the Rules up to date with Florida Statutes and State Board of Education Rules as depicted within and current College business practices.

**FISCAL NOTES:** There is no economic impact as a result of these revisions.



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.16	Reimbursement of Relocation and Travel Expenses	2 - 28

- (1) — New Senior Management and/or cabinet level Administrative personnel hired may, at the sole discretion of the College, be eligible for payment or reimbursement of relocation expenses. The College President may approve an exception in special circumstances when an exception is in the best interests of the College.
- (2) — Payment or reimbursement for relocation expenses shall not exceed the actual expenses, and the move must be one-way and for distances greater than or equal to fifty (50) miles from the Jacksonville Metropolitan Statistical Area (MSA). Payment or reimbursement for such expenses is subject to a maximum limitation of \$5,000, and the move must take place within six (6) months of the initial employment start date. However, the College President, or designee, may approve an exception to this amount whenever an exception is in the best interest of the College.
- (3) — Payment or reimbursement for relocation expenses shall be based upon the most efficient and economical means of travel and relocation as determined by the provisions of F.S. 112.061.
- (4) — Payment or reimbursement for relocation expenses shall be considered a cost of recruiting.
- (5)(1) The College President, or designee, shall develop appropriate procedures and forms for payment or reimbursement of relocation expenses, considered a cost of recruiting, for the implementation of this rule.
- (6)(2) This rule, and any revision thereto, shall take effect upon approval by the District Board of Trustees (DBOT) and shall not be retroactive.

(General Authority: F.S. 112.061, 216.011, 1001.64, 1001.65)

(Adopted 01/28/81, Revised 06/23/87, 06/10/14, 06/14/16, 02/11/25)



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-2.25	Contracts, Grants, Agreements	2 – 39

- (1) The District Board of Trustees (“DBOT”) shall approve contracts and grants available to the College which exceed the dollar amount as specified in Florida Statute 287.017 for Category Five purchases.
  - A. The DBOT hereby delegates approval of contracts and grants for lesser amounts to the College President.
  - B. The College President shall ensure that contracts and other legal obligations entered into on behalf of the College conform to standards and directives approved by the DBOT, as appropriate.
  - C. The College President shall establish policies and procedures to ensure that all contracts, grants and other legal obligations entered into on behalf of the College are in compliance with standards for accreditation established by the approved accreditation organization ~~Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)~~, as well as rules established by the State and U.S. Departments of Education, including Program Integrity rules.
- (2) At each regular meeting of the DBOT the College President shall present for information a list of contracts ~~for which the College intends to pursue whenever the~~ and whose contemplated expenditures ~~under such contract~~ equals or exceeds the amount required for subsequent Board DBOT approval under Florida Statute 287.017 for Category Five purchases. ~~as specified in (1) A above.~~
- (3) The DBOT may periodically request and receive for its information a listing of contracts and grants undertaken by the College for a given time frame as the DBOT deems appropriate.

(General Authority: F.S. 287.017, 1001.64, 1001.65)

(Adopted 03/02/04, Revised 04/09/13, 08/11/15, 08/09/16, 02/11/25)  
(Reviewed 02/11/14)

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

**AGENDA ITEM NO.**

Subject:	Administrative Procedure Act – Board Rules, Section 3 – Human Resources
Meeting Date:	February 11, 2025

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rules under Section 3 – Human Resources, effective with this action.

6Hx7-3.1 – Authority to Hire

6Hx7-3.3 – Pay Plan

6Hx7-3.45 – Benefits Programs

6Hx7-3.48 – Employee and Dependent Tuition and Fees

**BACKGROUND:** The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-3.1 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-3.3 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices.
- Edits to Board Rule 6Hx7-3.45 – Recommends modifications to the Rule to reflect updates to College practices.
- Edits to Board Rule 6Hx7-3.48 – Recommends modifications to the Rule to reflect updates to College practices. The recommendation also moves appropriate language to Administrative Procedure 03-0910, Reimbursement for Florida State College at Jacksonville Course Fees.

**RATIONALE:** Approval of this item brings the Rules up to date with Florida Statutes and State Board of Education Rules as depicted within and current College business practices.

**FISCAL NOTES:** There is no economic impact as a result of these revisions.



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.1	Authority to Hire	3 - 1

- (1) The College President shall establish and implement procedures, in accordance with §1001.65, Florida Statutes, to hire, appoint, transfer, suspend, terminate and evaluate all personnel of the College. The employment of all newly hired personnel is subject to rejection by the District Board of Trustees (DBOT) for cause. The College President and the DBOT shall establish procedures for the DBOT's timely and appropriate consideration of all newly hired personnel.
  - A. In accordance with all applicable laws, rules and procedures, the College President is authorized to designate administrators to approve the employment of students in student employment programs.
  - B. Employees of the College may not supervise nor shall they recommend the appointment, employment or advancement of any relative or member of their household in or to a position in the College over which the employee exercises jurisdiction or control.
    1. A relative is defined as a father, mother, son, daughter, brother, sister, ~~husband, wife,~~ spouse, domestic partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.
    2. Mere approval of budgets outside of the campus or College departmental chain of command shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section.
- (2) Effective March 1, 2025, a candidate is eligible for hire if they are authorized to work at the time of hire and do not require any visa sponsorship for employment.
- ~~(2)~~(3) The College President, ~~College President's designee or the~~ Chief Human Resources Officer (CHRO), or designee, shall be authorized to extend a written offer of employment to a candidate for a specific full-time contractual position with the College. A candidate who fails to notify the College of acceptance of such offer within five (5) work days from the date of issue, shall be deemed to have declined the offer. This time limit may be waived by ~~the College President or the~~ (CHRO) provided that the reasons for the delay are submitted in writing and justify waiver of the period of time for acceptance.
- ~~(3)~~(4) All candidates recommended for employment shall submit to pre-employment requirements for criminal history background reviews and reference checking and have the results received and reviewed before commencing employment. Current employees who apply for transfers or advancement opportunities shall meet the same requirements as external applicants for employment. Candidates for all positions ~~that are pursuant to federal contracts~~ shall be screened through the E-Verify system, or functional equivalent. The College may require pre-



## RULES OF THE BOARD OF TRUSTEES

NUMBER

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6Hx7-3.1

Authority to Hire

3 - 2

employment drug screenings for certain “safety sensitive” positions or other positions where it is required by law, including but not limited to, Class C vehicle licensed drivers, health science clinical instructors, and campus safety officers, etc. The CHRO, or designee, will be responsible for ensuring that all local, state and federal screening requirements are met.

- (4)(5) The CHRO, or designee, shall establish procedures for the identification and employment of qualified temporary personnel to ensure that individuals are available for the orderly and efficient operation of the College.
- (5)(6) The College President, the CHRO, or designee, shall establish procedures and standards to ensure that necessary personnel are employed and on duty for the time required to fulfill the requirements of the College.
- (6)(7) The College President, the CHRO, or designee, shall establish procedures for defining and administering the probationary period of employment for career employees.

(General Authority: F.S. 1001.64, 1001.65, 1012.855)

(Adopted 07/01/72, Revised 07/01/74, 07/13/78, 06/23/80, 03/16/83, 03/20/85, 03/19/86, 05/31/89, 04/15/93, 01/09/01, 12/03/02, 12/07/04, 02/01/05, 03/07/06, 03/04/08, 11/3/09, 09/09/14, 12/13/16, 02/11/25, Formerly 4.3)



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.3	Pay Plan	3-4

(1) Governance:

- A. The District Board of Trustees (DBOT) approved Salary Index shall be administered in accordance with the provisions herein.
- B. This Pay Plan Board Rule shall remain in effect until modified or superseded by action of the DBOT.
- C. Pay for full-time faculty shall be governed by the Collective Bargaining Agreement between the District Board of Trustees of Florida State College at Jacksonville and the United Faculty Florida – Florida State College at Jacksonville.
- D. The College President is authorized to develop administrative procedures to approve salary exceptions not covered by this Board Rule.
- E. Collegewide salary increases shall be approved by the DBOT for administrative, professional and career employees, and part-time instructional staff not covered by the Collective Bargaining Agreement.

(2) Salary Index:

- A. The administration shall develop for DBOT approval an annual salary index as part of the College Pay Plan.
- B. The Salary Index shall establish the minimum and maximum salary for each job description.
- C. The administrative, professional and career salary index shall be based upon the number of work days in the fiscal year as determined by the DBOT approved College calendar.

(3) General Provisions:

- A. It is the responsibility of the Office of Human Resources to determine employee salaries which correctly reflect DBOT action, as appropriate. Any other salary data communicated by others shall be considered unofficial and unbinding except as may otherwise be provided by Board Rule to that effect.

(4) Exceptions:

- A. The College President may establish procedures to implement a performance-based pay plan for non-instructional employees, or an identified sub-group of non-instructional employees.





## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.3	Pay Plan	3-4.1

### B. Senior Management Class Employees:

- ~~Senior Management Class employees are designated~~ The College President is authorized by the DBOT pursuant to ~~Board Rule 6Hx7 3.45, Program Benefits, as to~~ designate Senior Management Class positions pursuant to Florida Retirement System regulations and Florida Statutes.
  - The College President is authorized by the DBOT to extend ~~one (1) year~~ employment contracts to ~~individual Senior Management Class employees in cases of exceptional performance~~ multi-year employment contracts, not to exceed three (3) years, to full-time Senior Management Class personnel.
  - The College President is authorized by the DBOT to award to Senior Management Class employees individualized performance-based pay in recognition of exceptional performance. The total value of the award may not exceed the limit established by the ~~Board~~ DBOT annually. The award shall be for a single contract year and shall not be added to the employee's base salary. ~~The form of the award shall be determined in consultation with the employee.~~
  - The College President shall provide to the DBOT an annual accounting of performance-based pay awards to Senior Management Class employees.
- (5) The College President, or designee, shall establish procedures for the reclassification of positions.

(General Authority: F.S. 1001.02, 1001.64, 1001.65)

(Adopted 07/01/72, Revised 05/21/74, 07/13/78, 06/20/79, 06/23/80, 07/01/81, 08/19/81, 10/21/81, 06/30/82, 07/20/83, 08/24/83, 12/21/83, 02/15/84, 07/25/84, 09/19/84, 10/24/84, 12/12/84, 06/19/85, 10/16/85, 04/22/86, 06/24/86, 01/06/87, 06/23/87, 01/27/88, 6/29/88, 11/16/88, 07/05/89, 11/29/89, 02/21/90, 06/20/90, 08/07/90, 03/22/91, 05/14/91, 06/04/91, 08/20/91, 02/19/92, 08/18/92, 11/18/92, 06/17/93, 09/16/93, 02/17/94, 07/01/94, 11/28/94, 3/27/95, 5/31/95, 06/26/95, 06/27/96, 12/03/96, 06/25/97, 06/02/98, 06/23/98, 01/05/99, 03/02/99, 06/01/99, 12/07/99, 04/04/00, 05/02/00, 06/06/00, 12/05/00, 03/06/01, 11/06/01, 06/04/02, 04/01/03, 06/03/03, 08/05/03, 09/02/03, 01/06/04, 06/01/04, 08/03/04, 10/05/04, 06/07/05, 09/06/05, 05/02/06, 08/01/06, 11/07/06, 03/06/07, 08/07/07, 10/02/07, 01/08/08, 08/05/08, 08/03/10, 12/07/10, 08/02/11, 06/10/14, 10/14/14, 02/14/17, 06/08/21, 02/11/25, Formerly 4.24, 5.20)



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.45	Benefits Programs	3 - 57

- (1) All employees shall be covered by Workers' Compensation while in the line of duty.
- (2) ~~Medical, dental, vision, long term disability and life insurance shall be offered to all full-time College employees based on the terms and conditions of each benefit plan approved by the District Board of Trustees (DBOT). State Group Insurance Program benefits for employees shall be in accordance with the rules of the Division of State Group Insurance.~~
  - A. ~~At the expense of the employee, dependents of full-time employees may participate in applicable programs as provided under the terms and conditions of such coverage. The DBOT shall determine the extent of college funding of dependent coverage on an annual basis.~~
  - B. ~~At the expense of retirees, retirees and their dependents may participate in applicable programs based on the terms and conditions of each benefit plan approved by the DBOT. In the event of the actively enrolled retiree's death who has a spouse/domestic partner and/or eligible dependent child(ren) on the plan(s), at the time of death, the coverage may continue as long as the monthly premium(s) are paid by the eligible dependents. A spouse/domestic partner cannot add any new dependents on the plan(s). Retirees who withdraw from the College group insurance plans will be ineligible to reenter at a later date.~~
- (3) The College President, or designee, is authorized to establish other types of insurance and voluntary savings programs, where the interest of the College and the employee is best served.
- (4) Retirement benefits for employees shall be in accordance with the rules of the Florida Retirement System.
- (5) The Office of Human Resources will maintain a list of positions approved ~~by the DBOT~~ for inclusion in the Senior Management Service Class of the Florida Retirement System (FRS). Changes may be made to this list in accordance with Florida Statutes ~~and with DBOT approval.~~
- (6) ~~Companies who desire to make other benefit programs available to the College employees are required to contact the Director of Compensation and Benefits for review.~~

(General Authority: F.S. 121.021, 121.031, 121.051, 121.052, 121.055, 1001.64, 1001.65)

(Adopted 07/01/73, Revised 07/13/78, 07/18/79, 12/19/79, 06/23/80, 07/25/84, 04/15/93, 06/02/98, 05/01/01, 06/09/15, 12/13/16, 02/11/25, Formerly 5.34)



## RULES OF THE BOARD OF TRUSTEES

NUMBER	TITLE	PAGE
6Hx7-3.48	Employee and Dependent Tuition and Fees	3 – 60

- (1) The College President is authorized to establish, or cause to be established, procedures for full-time employees and their dependents and part-time employees to follow when enrolling for in courses at Florida State College at Jacksonville (FSCJ).
- (2) ~~Full-time employees and their eligible dependents and regular part-time employees shall receive tuition reimbursement or tuition waiver for tuition and fees paid for course(s) taken at Florida State College at Jacksonville, provided:~~
  - A. ~~The employee and eligible dependents meet the admission requirements set by the District Board of Trustees; and~~
  - B. ~~The employee and eligible dependents satisfactorily complete all courses taken pursuant of this rule.~~
  - C. ~~Non-standard fees, such as insurance fees, materials fees, and laboratory fees in excess of \$50 shall be excluded.~~
- (3) ~~The College will reimburse or waive tuition for all Florida State College at Jacksonville college credit and college prep courses, PSAV courses, CWE courses, and all high school preparation and completion courses.~~
- (4) ~~Eligible dependents shall only include the spouse and any dependent children under the age of twenty-six (26). Dependent children who are permanently disabled and who are living at home with a full-time employee are eligible at any age.~~
- (5) ~~Florida State College at Jacksonville retired employees may take courses at the College without payment of fees on the same basis as current employees as noted in Sections (2) and (3) of this Rule pursuant to the applicable provisions of F.S. 1009.23 and administrative procedures to that effect.~~

RELEVANT DELETED LANGUAGE MOVED TO APM 03-0910, REIMBURSEMENT FOR FLORIDA STATE COLLEGE AT JACKSONVILLE COURSE FEES

(General Authority: F.S. 1001.02, 1001.64, 1001.65, 1009.21, 1009.23, SBE Rule 6A-14.054)

(Adopted 07/01/74, Revised 07/13/78, 11/14/79, 06/23/80, 08/17/83, 11/16/83, 08/18/87, 06/29/88, 01/18/89, 04/15/93, 05/30/95, 02/29/96, 08/07/01, 12/02/03, 10/07/08, 12/04/12, 02/11/25, Formerly 5.39)  
(Reviewed 2/11/14, 12/13/16)