



PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

AMENDED AGENDA • AUGUST 20, 2024

Regular Meeting

Lake Worth Campus - DBOT

4:00 PM

Multi-Media Board Room, CE-129, 4200 Congress Avenue, Lake Worth, FL 33461

Palm Beach State College advances the economic and social growth of our community and global workforce through innovative, high-quality learning experiences that transform students' lives.

I. MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. COMMENTS AND RECOGNITIONS

- A. 2023-2024 Student Trustee Daniel Gil-Sanchez
- B. 2024-2025 Student Trustee Ryan Steeghs

III. AGENDA ADDITIONS/DELETIONS

IV. APPROVAL OF BOARD MINUTES

- A. Approve the June 18, 2024 Meeting Minutes

V. APPROVAL OF BOARD AGENDA

- A. Abstentions by Board Members
- B. Public Comments

VI. APPROVAL OF CONSENT AGENDA

A. Academic Affairs / Academic Innovation and Strategy / Student Services

- 1. Approve the 2023 - 2024 Waivers and Substitutions for Students with Disabilities

Staff Contact: Dr. Peter Barbatis, Vice President, Student Services and Enrollment Management

B. Finance and Administration

- 1. Approval to Certify Prequalified General, Mechanical/HVAC and Electrical Contractors and Authorize the President or Designee to Certify Firms on a Quarterly Basis

Staff Contacts: Ms. Jennifer Alvarez, Director, Procurement and Mr. Edgar Cintron, Director, Facilities

- 2. Approve the Statewide Mutual Aid Agreement

Staff Contact: Dr. Delsa R. Bush, Director, Security and Risk Management

VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA

VIII. TRUSTEES' COMMITTEE REPORTS

IX. PRESIDENT'S REPORT

A. Summer 2024 Enrollment Update

Presenter: Dr. Peter Barbatis, Vice President, Student Services & Enrollment Management

B. State Insurance Health Plan Update

Presenter: Mr. Mike Pustizzi, Chief Human Resource Officer

C. Financial Aid Investigation Update

Presenters: Dr. Russell E. Kaufman, Chief Information Officer

X. INFORMATIONAL ITEMS

A. Academic Affairs / Academic Innovation and Strategy / Student Services

B. Finance and Administration

1. Monthly Financial Review & Analysis

Staff Contact: Mr. James Duffie, Vice President, Finance and Administration

2. First Reading - REPEAL 6Hx-18-4.63 Liquidated Damages

Presenters: Geovanni J. Denis, Esq., Associate General Counsel and Mr. Edgar Cintron, Director, Facilities

3. District Facilities Master Projects List Dated August 7, 2024

Staff Contact: Mr. Kirk Stetson, Manager, Facilities, Planning and Construction

4. First Reading - REPEAL 6Hx-18-4.51 Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services

Staff Contact: Mr. Edgar Cintron, Director, Facilities

5. First Reading - REPEAL 6Hx-18-4.52 Fees for Architects, Engineers, and Planners

Staff Contact: Mr. Edgar Cintron, Director, Facilities

6. Accept 4th Quarter Procurement Reports April 1, 2024 through June 30, 2024

Staff Contact: Ms. Jennifer Alvarez, Director, Procurement

C. Information Services

D. Human Resources

1. Quarterly Human Resources Executive Summary from April 1, 2024 to June 30, 2024

Staff Contact: Mr. Michael Pustizzi, Chief Human Resources Officer

E. Office of General Counsel

1. First Reading - Amendment of Board Policy 6Hx-18-1.00: The District Board of Trustees

Presenter: Giovanni J. Denis, Esq., Associate General Counsel

2. First Reading - Amendment of Board Policy 6Hx-18-1.02: Meetings of the District Board of Trustees

Presenter: Giovanni J. Denis, Esq., Associate General Counsel

3. First Reading - REPEAL of Palm Beach State College District Board of Trustees Policy 6Hx-18-1.01, District Board of Trustees – Organization and Membership

Presenter: Giovanni J. Denis, Esq., Associate General Counsel

4. First Reading - REPEAL Powers, Duties, and Responsibilities of the DBOT Policy 6Hx-18-1.04

Presenter: Giovanni J. Denis, Esq., Associate General Counsel

5. First Reading - Amendment of Board Policy 6Hx-18-1.041 Notice to Amend, Repeal, or Adopt Board Rule

Presenter: Giovanni J. Denis, Esq., Associate General Counsel

6. Quarterly Litigation Report

Staff Contact: Giovanni J. Denis, Esq., Associate General Counsel

XI. ACTION ITEMS**A. Academic Affairs / Academic Innovation and Strategy / Student Services**

1. Approve the Annual Institutional General Education Certification

Presenter: Ms. Julie Sivigny, Dean, Curriculum

B. Finance and Administration

1. Approve the Construction Manager at Risk (CMaR) Agreement with Lebolo Construction Management, Inc. for the Lake Worth TC117 HVAC Replacement Project in Amount Not to Exceed \$3.2 Million and Authorize the President or Designee to Execute Agreement Documents.

Staff Contacts: Mr. Edgar Cintron, Director, Facilities and Ms. Jennifer Alvarez, Director, Procurement

2. Approve a Permanent Utility Easement to Allow Florida Power & Light (FPL) Access to Construct and Maintain a New Primary Electric Service, Equipment and Meter on the Palm Beach Gardens Campus.

Approve a Permanent Utility Easement for the Purpose of Allowing Florida Power & Light (FPL) Access to Construct and Maintain a New Primary Electric Service, Equipment and Meter on the Palm Beach Gardens Campus.

Staff Contact: Mr. Edgar Cintron, Director, Facilities

3. Approve the Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million.

Approve Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million and Authorize the President or Designee to Execute the Agreement Documents.

Staff Contacts: Mr. Edgar Cintron, Director, Facilities and Ms. Jennifer Alvarez, Director, Procurement

4. Second Reading - Approve the Amendment to Board Policy 6Hx-18-3.49 Sexual Predator or Offender Information Notification/Publication

Staff Contact: Dr. Delsa Bush, Director of Security, Safety and Risk Management

C. Information Services

1. Approve the Interlocal Purchasing System (TIPS) Contract #230901 with Innovate Audio Visual, Inc. in the Not to Exceed Amount of \$1,425,000 and Authorize the President to Execute the Agreement

Presenter: Dr. David Edris, Director, Client Support Services

2. Second Reading - Approve the New DBOT Policy: Acceptable Use of Artificial Intelligence Technologies

Staff Contact: Dr. Russell E. Kaufman, Chief Information Officer

XII. OTHER BUSINESS

- A. General Counsel Interviews
- B. President's 2023-2024 Evaluation
- C. President's 2024-2027 Contract
- D. Annual District Board of Trustees Reorganization
 - 1. Election of Chairperson
 - 2. Election of Vice-Chairperson
 - 3. Designation of Meeting Dates for Academic Year 2024-2025

XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

- A. PBSC's Fall Term is scheduled from August 26, 2024 through December 16, 2024
 - Session 1 (Full term - 15 weeks): August 26, 2024 - December 16, 2024
 - Session 2 (Express A - 8 weeks): August 26, 2024 - October 17, 2024
 - Session 3 (12 weeks): September 16, 2024 - December 16, 2024
 - Session 4 (Express B - 8 weeks): October 21, 2024 - December 16, 2024
- B. The College is hosting the Student Success Summit on Friday, August 23, 2024, from 8:30-12:00 on the Palm Beach Gardens Campus.
- C. Save the Date: The Palm Beach State College Foundation's 2024 Golf Classic to benefit student scholarships will be held on Monday, September 23, 2024, at Royal Palm Yacht & Country Club. For more information visit: palmbeachstate.edu/foundation/golf
- D. The next District Board of Trustees meeting is scheduled for Tuesday, September 24, 2024. Immediately following the September meeting, the College is hosting a special celebration in recognition of Carolyn Williams' and Wendy Link's years of service on the District Board of Trustees. E-vites will be sent out to the Board and invited guests next week.

XIV. ADJOURNMENT



PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

MINUTES • June 18, 2024

Regular Meeting

Lake Worth Campus - DBOT

4:00 PM

Multi-Media Board Room, CE-129, 4200 Congress Avenue, Lake Worth, FL 33461

Palm Beach State College advances the economic and social growth of our community and global workforce through innovative, high-quality learning experiences that transform student's lives.

Attendance

Present:

Chair Patrice Bishop, Vice Chair Omar Soto, Trustee Melissa Friedman-Levine, Trustee Daniel Z. Epstein, Trustee Jon Harrison (remote), Student Trustee Daniel Gil-Sanchez

I. MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular meeting of the District Board of Trustees of Palm Beach State College was called to order at approximately 3:02 p.m. on Tuesday, June 18, 2024, by Chair Patrice Bishop. Chair Bishop welcomed participants to the meeting. The Chair asked Trustee Epstein to lead in the Pledge of Allegiance.

II. COMMENTS AND RECOGNITIONS

A. Faculty Comment

Chair Bishop introduced Associate Professor Sandy DeMauro to provide the faculty comments. Associate Professor DeMauro shared information on the Dr. Floyd F. Koch Honors College and the faculty involvement within the Honors College.

III. AGENDA ADDITIONS/DELETIONS

NONE

IV. APPROVAL OF BOARD MINUTES

A. Approve the April 16, 2024 Regular Meeting Minutes

 [DISTRICT BOARD OF TRUSTEES - Regular Meeting Minutes-Final.pdf](#)

Motion:

Motion to Approve the minutes from the April 16, 2024, Regular Board Meeting

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Daniel Z. Epstein.

Approved

V. APPROVAL OF BOARD AGENDA

- A. Abstentions by Board Members

NONE

- B. Public Comments

NONE

Motion:

Motion to Approve the June 18, 2024 Board Agenda

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice Chair Omar Soto.

Approved

VI. APPROVAL OF CONSENT AGENDA

Motion:

Motion to Approve the Consent Agenda

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Daniel Z. Epstein.

Approved

- A. Academic Affairs / Academic Innovation and Strategy / Student Services

1. Approve 2023-2024 Continuing Contract

Staff Contact: Sheila Scott-Lubin, Associate Vice President, Academic Affairs

 [MT 6063 - 6.A.1.docx](#)

2. Approve the 2024-2025 PBSC Catalog

Staff Contact: Julie Sivigny, Dean, Curriculum

 [MT 6040-6.A.2.docx](#)

 [2024-2025 Palm Beach State College Catalog - DRAFT.docx](#)

 [2024-2025 LEGAL redline Catalog.docx](#)

 [2023-24 PBSC 2024-25PBSC redline2 4.29.24.docx](#)


 [2024-2025 - Student Services Redline Catalog.docx](#)

 [2024-2025 Palm Beach State College Catalog - Draft 2 4.29.24-1.docx](#)

3. Approve the 2024-2025 Student Handbook

Staff Contact: Dr. Peter Barbatis, Vice President, Student Services and Enrollment Management

 [MT6153-6.A.3.docx](#)


 [Student-Handbook_Final Draft 2024-2025_April30-RedLine_ForApproval.docx](#)

 [MT6153-6.A.3.doc](#)

B. Finance and Administration

1. Approve 2024/2025 Unexpended Plant Fund 7 Budget

Staff Contact: Mr. James Duffie, Vice President, Finance & Administration

 [MT 6123-VI.B.1.docx](#)

 [2024-2025 Unexpended Plant Fund 7 Budget.pdf](#)

2. Accept Fiscal Year 2023-2024 District Fire, Casualty, and Sanitation Inspection Report.


Staff Contacts: Mr. Edgar Cintron, Director, Facilities, and Ms. Danielle Rao, District Fire Official

 [TRMTL_Fire and Sanitation Rpt_MT5931_VI.B.2.docx](#)

 [2024MayFireReport-Signed.pdf](#)

3. Approve \$83,600 Increase to Contract with Harvard Jolly for the Purpose of Selecting Specialized Medical Fixtures and Equipment for the Lake Worth Campus Medical Simulation Lab. This Brings the Total Contract Value to \$401,512.

Staff Contact: Mr. Kirk Stetson, Manager, Facilities, Planning and Construction

 [TRMTL_HarvardJolly_MedSim_\\$83K_PO_Incrs_FFE_MT6150_VI.B.3.docx](#)

 [PROP_HarvardJolly\(\\$83,600_CO2_PO013126\)_5-9-24.pdf](#)

 [PO_HarvardJolly\(\\$317,912_PO013126_CO1\)_6-27-23.pdf](#)

 [PO_HarvardJolly\(\\$293,952_PO013126\)_12-9-21.pdf](#)

 [COI_HarvardJolly_\(exp_8-1-24\)_4-24-24.pdf](#)

 [ArchAgrmnt SingleProj HarvardJolly MedSimLab FullyExecuted 12-6-21.pdf](#)

4. Approve the 2023 Foundation Audit

Staff Contact: Mr. James E. Duffie, Vice President, Finance and Administration

 [MT 6147 - VI.B.4.docx](#)

 [PBSC Foundation Inc., Financial Statement 2023-2022.pdf](#)

5. Approve Prequalification Certificates for Construction Manager at Risk Services Over a Term of Three Years, with the Option to Renew for an Additional Two Years

Staff Contacts: Mr. Edgar Cintron, Director, Facilities and Ms. Jennifer Alvarez, Director, Procurement

 [Trsmtl CMAR Prequalification MT6156.docx](#)

 [Sample Prequalification Certificate CMAR.docx](#)

 [CMAR-RFQu2024-05DC-Final.pdf](#)

C. Information Services

D. Human Resources

VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA

NONE

VIII. TRUSTEES' COMMITTEE REPORTS

Chair Bishop shared her experience attending the Convening held by Florida's Education Commissioner, Manny Diaz in May. This was the third annual convening, and the first time Board Chairs were invited to attend. Chair Bishop shared that PBSC is ahead of the accreditation process and thanked the team for their hard work and leadership.

IX. PRESIDENT'S REPORT

President Parker provided the Board with a brief updated on the Governor's signing of the Budget. The President shared that the 9.7M Lake Worth Library renovation funding and the State Health Insurance Plan were approved. However, the \$80M allocation to help with the transition over to the plan was vetoed.

- A. TMRW Sports Update (Presenters: Dr. Stephen Joyner, Provost and Dean, Palm Beach Gardens Campus)

Dr. Stephen Joyner, Provost and Dean, Palm Beach Gardens Campus, updated the Board on the progress of TMRW Sports building construction, the announcement of all six teams being identified, and provided a brief update to the berm and fencing on the grounds around the building. Dr. Joyner invited Mr. Rutherford up to the podium to discuss the check from Next League for the TMRW Sports fund of the Palm Beach State College Foundation.

- B. Foundation Presentation (Presenters: Mr. David Rutherford, Vice President, Institutional Advancement and CEO, The Foundation for Palm Beach State College)

Mr. David Rutherford, Vice President, Institutional Advancement and CEO, The Foundation for Palm Beach State College gave a brief update on the donations received to date. Ricky Wade, Foundation Board Chair along with Noel Guillama, Foundation Board Vice Chair presented the College with a check for 10.6M designated to advance the College's greatest needs and highest priorities.

X. INFORMATIONAL ITEMS

- A. Academic Affairs / Academic Innovation and Strategy / Student Services

- B. Finance and Administration

1. Monthly Financial Review & Analysis

President Parker stated Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Mr. Duffie was available to answer any additional questions. Trustees had no questions or concerns.


 [MT 5721 X.B.1.docx](#)

 [Budget.Analysis.May.31.2024.pdf](#)

2. Foundation Annual Budget FY 24-25

President Parker stated Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Mr. Duffie reminded the Board that this was part of the total College annual

budget and is required to be separated out. Trustees had no questions or concerns.

 [MT-6127-X.B.2.docx](#)

 [Annual-Foundation-Budget-FY-24-25.pdf](#)

3. District Facilities Master Projects List Dated June 3 2024

Mr. Kirk Stetson, Manager, Facilities, Planning and Construction, provided this information as part of the Board packet. Trustees had no questions or comments.


 [TRMTL June ConstStatus MT6080 X.B.3.docx](#)


 [District Facilities Master Projects List 6-3-2024.pdf](#)

4. First Reading - Amendment to Board Policy 6Hx-18-3.49 Sexual Predator (Presenters: Dr. Delsa Bush, Director of Security, Safety and Risk Management)

Dr. Delsa Bush, Director, Security, Safety and Risk Management, shared the first reading recommended revisions to the Sexual Predator or Offender Information Notification /Publication Policy. Trustees had no questions or comments.

 [MT 6034- 10.B.4.docx](#)

 [DBOT Policy 3.49 - Sexual Predator or Offender InfoNotificationPublication.pdf](#)

 [Final Proposal for Sexual PredatorOffender-InfoNotification-Publication Policy 6Hx-18-3.docx](#)

5. Quarterly Procurement Report January 1, 2024 through March 31, 2024

Ms. Jennifer Alvarez, Director, Procurement, provided this information as part of the Board packet. Trustees had no questions or comments.

 [Transmittal MT 6106 XB5 Quarterly Procurement Report.docx](#)

 [Purchase Orders 3rdQ 2023.pdf](#)

 [Supplier Contracts 3rdQ 2023.pdf](#)

 [Purchase Orders 3rd Quarter FY24.pdf](#)

 [Supplier Contracts 3rdQ 2024.pdf](#)

6. Annual Surplus Asset Sales and Donations July 1, 2023 through April 4, 2024

Ms. Jennifer Alvarez, Director, Procurement, provided this information as part of the Board packet. Trustees had no questions or comments.

 [Transmittal MT 6090 XB6 Surplus Sales Report.docx](#)

 [Surplus YTD Donations as of 4022024.pdf](#)

 [Surplus YTD Auction Sales as of 4022024 FY 24.pdf](#)

C. Information Services

1. Quarterly IT Purchase Contracts Report (Presenters: Dr. Russell Kaufman, Chief Information Officer and Dr. David Edris, Director, Client Support Services)

Dr. David Edris, Director, Client Support Services provided the IT Project Contracts report. Dr. Edris shared details on current and future IT projects along with the total spend summary per vendor. Dr. Edris requested a change in the reporting frequency to better align with the budget year. Vice Chair Soto concurred that quarterly reports were too frequent and suggested twice a year reporting.

 [Transmittal-IT Project Contracts Report.docx](#)

D. Human Resources

1. Quarterly Human Resources Executive Summary from January 1, 2024 to March 31, 2024

Mr. Michael Pustizzi, Chief Human Resources Officer, provided this information as part of the Board packet. Trustees had no questions or comments.

 [Onboard Transmittal 10.D.1.pdf](#)

 [Executive Summary May 2024 \(3\).pdf](#)

E. Office of General Counsel

1. Quarterly Litigation Report

Mr. Geovanni Denis, Associate General Counsel, provided this information as part of the Board packet. Trustees had no questions or comments.

 [MT 6136 Transmittal Lit Report .docx](#)

 [Lit Report May 2024 .pdf](#)

 [Legal Docket May 2024.docx](#)

XI. ACTION ITEMS

A. Academic Affairs / Academic Innovation and Strategy / Student Services

1. Approve the College's Move to Higher Learning Commission Accreditation Agency (Presenters: Sheila Scott-Lubin, Associate Vice President, Academic Affairs)

Ms. Sheila Scott-Lubin, Associate Vice President, Academic Affairs, provided an update on where the College is with the mandated change in Institutional Accreditor. Ms. Scott-Lubin stated the College is on step 5 of 10 in the process. She shared that the Accreditation Committee reviewed three different agencies: Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), and Northwest Commission on Colleges and Universities (NWCCU). The committee determined that the Higher Learning Commission Accreditation most aligned with the College's mission and values. Trustees had no questions or comments.

 [MT6125 -11.A.1.docx](#)

 [reasonable cause.pdf](#)

 [2024.06.18 DBOT Institutional Accreditation \(003\).pdf](#)

Motion:

Motion to Approve the College's move to the Higher Learning Commission Accreditation Agency

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice Chair Omar Soto.

Approved

2. 2024-2026 Dual Enrollment Articulation Agreement for Palm Beach County (Presenters: Dr. Karline Prophete, Interim Dean, Student Development and Success)

Dr. Karline Prophete, Interim Dean, Student Development and Success, shared the positive impact of the agreement. Dr. Prophete provided the proposed minor changes that clarify the language in the agreement. Trustees had no questions or comments.

 [MT6042-11.A.2 Transmittal.docx](#)

 [Articulation Agreement .docx](#)

Motion:

Motion to Approve the 2024-2026 Dual Enrollment Articulation Agreement

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Trustee Melissa Friedman-Levine.

Approved

B. Finance and Administration

1. Approve Capital Improvement Plan and Legislative Budget Request for Fiscal Years 2025-2026 through 2027-2028 (Presenters: Mr. Kirk Stetson, Manager, Facilities Planning and Construction)

Mr. Kirk Stetson, Manager, Facilities Planning and Construction, shared the 2025-2026 CIP funding priorities for the College. Mr. Stetson provided a brief overview of the annual CIP process. Trustees had no questions or comments.

 [TRMTL CIP MT5933 XI.B.1.docx](#)

 [A-CIP Transmittal-2024.pdf](#)

 [C_CIP2_2024-LtrSize-Priority-Order-for-DBOT.pdf](#)

Motion:


Motion to Approve the Capital Improvement Plan and Legislative Budget Request for Fiscal Years 2025-2026 through 2027-2028

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Trustee Daniel Z. Eptstein.

Approved

2. Approve the Fund 1 Operating Budget, 2024-2025

President Parker stated Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Trustees had no questions or concerns.

 [MT 6124-XI.B.2.docx](#)

 [2024-2025.Fund1.OperatingBudget.PBSC.pdf](#)

Motion:

Motion to Approve the Fund 1 Operating Budget for 2024-2025

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Trustee Melissa Friedman-Levine.

Approved

3. Approve the 2024-2025 Course User Fees

President Parker stated that Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Trustees had no questions or concerns.

 [MT 6004-XI.B.3.docx](#)

 [FeeScheduleBookletSummary-of-CHANGES 2024-2025.pdf](#)

 [2024-2025FeeSchedule-FINAL.pdf](#)

Motion:

Motion to Approve the 2024-2025 Course User Fees

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Trustee Melissa Friedman-Levine.

Approved

4. Approve the 2023-2024 Annual Write-Off of Uncollected Accounts

President Parker stated Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Trustees had no questions or concerns.

 [MT 6100 -11.B.4.docx](#)

 [FINAL BOARD WRITE OFF FILE 4.22.24.pdf](#)

 [FINAL BOARD WRITE OFF FILE 4.22.24-DETAILS-under 50.pdf](#)

 [FINAL BOARD WRITE OFF FILE 4.22.24.xlsx](#)

Motion:

Motion to Approve the 2023-2024 Annual Write-Off of Uncollected Accounts

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice Chair Omar Soto.

Approved

5. Approve 2024-2025 Student Tuition

President Parker stated Mr. James Duffie, Vice President, Finance and Administration, discussed this item in detail during the June 11, 2024, DBOT Workshop and included it as part of the Board packet. Trustees had no questions or concerns.

 [MT 6030 11.B.5.docx](#)

 [2024-2025-Board-Tuition-Rates.pdf](#)

Motion:

Approve the 2024-2025 Student Tuition

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Vice Chair Omar Soto.

Approved

6. Ratify the Omnia Partners Contract #R191601 with BELFOR USA Group, Inc. for Disaster and Non-Disaster Restoration of Operational Services.


Jennifer Alvarez, Director, Procurement, provided a brief overview of the FEMA preposition requirement to have this contract in place prior to a potential disaster. This will allow us to apply for FEMA assistance. Trustees had no questions or comments.

 [TRMTL Belfor Disaster Restoration MT6096 XI.B.6.docx](#)

 [BELFOR R&M Pricing Jan 2022.pdf](#)

 [Piggyback Agreement Belfor FullyExecuted 6-6-24.pdf](#)

 [19-16 DisasterRestoration RFP.pdf](#)

 [BELFOR Response REDACTED OMNIA Region 4 ESC RFP 19-16.pdf](#)

 [BELFOR Contract REDACTED.pdf](#)

 [R191601 Belfor RL3 2023.10.27.docx.pdf](#)

 [COI Belfor USA Group, Inc. \(exp 7-1-24\) 6-28-23.pdf](#)

 [Piggyback Agreement Belfor.docx](#)

 [Form Agreement.docx](#)

 [Belfor Piggyback Agreement Draft \(May DBOT\).docx](#)

 [Piggyback Agreement Belfor- Signed.pdf](#)

Motion:

Motion to Ratify the Omnia Partners Contract #R191601 with BELFOR USA Group, Inc. for Disaster and Non-Disaster Restoration of Operational Services

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Daniel Z. Epstein.

Approved

7. Approve Contract for Debris Monitoring Services with Disaster Program & Operations, Inc (DP&O) Utilizing Santa Fe RFP #17-20C

Ms. Jennifer Alvarez, Director, Procurement, stated this was also a FEMA requirement to have a monitoring service contract in place to document the work being done, equipment used, and hours to assist with FEMA reimbursement. Trustees had no questions or comments.

 [TRMTL Debris Monitoring with DP&O MT6149 XI.B.7.docx](#)

 [PBSC DPO Agreement for Debris Monitoring.pdf](#)

 [PBSC Agreement for Debirs Monitoring - DPO GB signed 5.24.24.pdf](#)

 [RFP 17-20C-DisasterRecovery-DebirsMonitoring.pdf](#)

 [RFP 17-20CAward1.pdf](#)

 [Amendment 1 to Debris Monitoring Agreement - Santa Fe College DPO signed 4.25.2024.pdf](#)

 [PBSC DPO Agreement for Debris Monitoring - Exhibits.pdf](#)

 [COI DP&O\(exp8-19-24\) 5-28-24.pdf](#)

Motion:

Motion to Approve Contract for Debris Monitoring Services with Disaster Program & Operations, Inc (DP&O) Utilizing Santa Fe RFP #17-20C

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Trustee Daniel Z. Epstein.

Approved

8. Ratify the Guaranteed Maximum Price (GMP) Amendment for LEGO Construction Co. the Construction Manager at Risk (CMAR) Contract for the Construction of the Lake Worth Medical Simulation Laboratory Remodel Training Center Interior Remodeling

Mr. Kirk Stetson, Manager, Facilities Planning and Construction, provided this information as part of the Board packet. President Parker provided a brief overview of what happened with the original contract with the previous company and the need to go to the second bidder to continue the work.

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) TRMTL LEGO MedSimLab GMP MT6120 XI.B.8.docx](#)

[!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\) GMP Amend to Construction Agreement LEGO - Med Sim Lab FullyExecuted 6-6-24.pdf](#)

[!\[\]\(de95854c7ee024cfadc48187bbb781b2_img.jpg\) Memorandum Delegation of Authority.pdf](#)

[!\[\]\(3211b5d1d968fc1665909b34f9f16010_img.jpg\) PPT-DBOT-LEGO-GERRITS-GMP 5-11-2024.pdf](#)

[!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42_img.jpg\) CM-Agreement LEGO Construction LW Med Sim Lab signed by LEGO Legal.pdf](#)

[!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d_img.jpg\) GMP Amendment-1 to Construction Agreement LEGO - Med Sim Lab LEGO-signed.pdf](#)

[!\[\]\(6a9b39b98eb945faa14c645ec99e4eaa_img.jpg\) GMP-SIM-Lab EXHIBIT-A \(Summary of Work\) 4-5-2024.pdf](#)

[!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd_img.jpg\) GMP-SIM-Lab EXHIBIT-B GMP-PriceSummary 4-5-2024.pdf](#)

[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) GMP-SIM-Lab EXHIBIT-C Clarification 4-5-2024.pdf](#)

[!\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\) GMP-SIM-Lab EXHIBIT-D DetailedEst 4-5-2024.pdf](#)

[!\[\]\(f1c5da15572e3e09d343161be98f508d_img.jpg\) GMP-SIM-Lab EXHIBIT-E BidTabulations 4-5-2024.pdf](#)

[!\[\]\(235bfe13ebf007ce2eea9e689707fac7_img.jpg\) GMP-SIM-Lab EXHIBIT-F Schedule 4-5-2024.pdf](#)

[!\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\) GMP-SIM-Lab EXHIBIT-G SPEC-Contents 4-5-2024.pdf](#)

[!\[\]\(83bbbd261710c59db0214aa27b2edc0d_img.jpg\) GMP-SIM-Lab EXHIBIT-H Index-DWG 4-5-2024.pdf](#)

Motion:

Motion to Ratify the Guaranteed Maximum Price (GMP) Amendment for LEGO Construction Co. the Construction Manager at Risk (CMAR) Contract for the Construction of the Lake Worth Medical Simulation Laboratory Remodel Training Center Interior Remodeling

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Trustee Daniel Z. Epstein.

Approved

9. Ratify Contract Award for Third-Party Evaluation Services with WorkEd Consulting, LLC for \$1,275,000 Over a Term of 3 Years, with the Option to Renew for an Additional Three Years

Ms. Sheila Scott-Lubin, Associate Vice President, Academic Affairs, and Jennifer Alvarez, Director, Procurement, shared an overview of the Florida Partnership Grant and process of selecting the third-party evaluation service provider. Trustees had no questions or comments.

 [transmittal MT6119 OnBoard XIB9 Third Party Grant Services.docx](#)

 [RFP 2024-04LC Third Party Evaluation Services Agreement.pdf](#)

 [WORKED Proposal.pdf](#)

 [Consolidated Scoresheet RFP 2024-04LC.pdf](#)

Motion:

Motion to Ratify Contract Award for Third-Party Evaluation Services with WorkEd Consulting, LLC for \$1,275,000 Over a Term of 3 Years, with the Option to Renew for an Additional Three Years

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice Chair Omar Soto.

Approved

10. Ratify Contract Amendment with Follett Higher Education for Bookstore Services - \$3,000,000 Estimated Revenue Through February 28, 2029

Ms. Jennifer Alvarez, Director, Procurement, shared details of the renewal agreement and amendment with Follett Higher Education. Ms. Alvarez also provided the reason behind the five-year renewal request.

 [Transmittal XIB10 MT 6117 Follett Amendment and Renewal.docx](#)

 [Amendment 4 Partially Executed \(1\).pdf](#)

 [DBOT 5.21.24 Follett Renewal.pdf](#)

 [Follett agreement 2015 and 3 amendments.pdf](#)

Motion:

Motion to Ratify Contract Amendment with Follett Higher Education for Bookstore Services - \$3,000,000 Estimated Revenue Through February 28, 2029

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Daniel Z. Epstein.


Approved

C. Information Services**1. Approve the Workday Contract Renewal**

Approve the contract renewal with Workday for the College's Enterprise Resource Planning System.

Dr. Russell E. Kaufman, Chief Information Officer, and Ms. Julie Reiman, Director, Enterprise Systems, provided an overview of Workday, timeline of the live applications being turned on, and the breakdown of the annual cost of renewal. Dr. Kaufman explained the purpose of the varied percentage increase over the next five years.

 [Workday Transmittal Page.docx](#)

 [Workday - HCM and Finance Order Form 00442399.0 5 years to 12-13-29.pdf](#)

 [Workday - Student Order Form 00442409.0 5 years to 12-13-29.pdf](#)

Motion:

Motion to Approve the contract renewal with Workday for the College's Enterprise Resource Planning System.

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Melissa Friedman-Levine.

Approved

D. Human Resources**1. Approve Amendment to DBOT Policy 6Hx-18-5.08 Military Leave**

Ms. Cheryl Hare, Director, Total Rewards, provided this information as part of the Board packet. There were no changes made after the first reading at the previous meeting. Trustees had no questions or comments.

 [Transmittal Military Leave 11.D.1-Approval.pdf](#)

 [5.08 Military Leave Second Reading.pdf](#)

Motion:

Motion to Approve the Amendment to DBOT Policy 6Hx-18-5.08 Military Leave


Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice Chair Omar Soto.

Approved

2. Approve 2024-2025 Renewal Contracts for Administrators and Bargaining Unit Members

Mr. Michael Pustizzi, Chief Human Resources Officer, provided this information as part of the Board packet. Trustees had no questions or comments.

 [OnBoard Transmittal 11.D.2.pdf](#)

 [2024-2025 Contracts Administrators and Bargaining Unit Members \(updated\).pdf](#)

Motion:

Motion to Approve 2024-2025 Renewal Contracts for Administrators and Bargaining Unit Members

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Vice Chair Omar Soto.

Approved

XII. OTHER BUSINESS

Trustee Harrison asked for an update on securing the Chief Building Officer position. Mr. Duffie and President Parker stated the person currently in the position is still working in state and has not yet retired.

XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

- A. The District Board of Trustees will not hold a meeting in July in order to accommodate a smooth transition into the new fiscal year which begins on July 1, 2024. The next meeting is scheduled for August 20, 2024, on the Lake Worth Campus.

XIV. ADJOURNMENT

Motion:

Chair Bishop asked for a motion to adjourn the meeting at 5:08 pm

Motion moved by Vice Chair Omar Soto and motion seconded by Trustee Melissa Friedman-Levine.

Approved

ATTEST: _____
Patrice G. Bishop, Chairperson

Ava L. Parker, J.D., President

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: Approval 2023-2024 Waivers and Substitutions for Students with Disabilities
Presenter: Dr. Peter Barbatis, Vice President of Student Service and Enrollment Management

Summary:

Background/Pertinent Facts: The Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities Report is a requirement of the Florida Educational Equity Act. Each educational institution within the state system of public education to submit data and information necessary to determine compliance with the Act. The Act prohibits discrimination against students or employees in any program or activity or in any employment conditions or practices on the basis of race, national origin, gender, disability, or marital status.

Financial Impact: N/A

Strategic Goal(s) Addressed: The College will practice effective enrollment management to endure optimal access, retention, and program completion and student retention.

Duration of Contract: Annual Report

RECOMMEND: Approval

Attachments: Approval 2023-2024 Waivers and Substitutions for Students with Disabilities

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

DRAFT

**2023 - 2024 Waivers and
Substitutions for Students
with Disabilities**



**PALM BEACH STATE
COLLEGE**

Florida Educational Equity Act



Palm Beach State College

**Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with
Disabilities 2023-2024
Template for Submission**

Submission Information

Equity Officer: Juanita Benjamin.

Email: Benjamij@palmbeachstate.edu.

Phone: 561-868-3111.

Date: August 8, 2024.



Division of Florida Colleges
325 W. Gaines Street, Suite 1244
Tallahassee, Florida 32399-0400

FCSInfo@fldoe.org

850-245-0407

The purpose of the Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities Report is to provide reasonable substitution for eligible students as required by Sections (ss.) 1007.264 and 1007.265, Florida Statutes (F.S.) and Rule 6A-10.041, Florida Administrative Code (F.A.C). The following statutes and rules have the specific requirements for the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act”
- Section 1007.264, F.S.
- Section 1007.265, F.S.
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for inputting data, setting goals, and reflecting on goal achievement. Please use the data supplied by the DFC to complete the tables.

Submission of the Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities Report template is due to the Florida Department of Education, Division of Florida Colleges by **July 1, 2024**. The update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

For the 2023-24 report, the factors DFC will review for completeness will be embedded after sections of the report and DFC will use these sections to notify colleges of any omitted required information. These will be marked “Completed by Division of Florida Colleges.” Example:

<i>Review of Part I: Course Substitutions (Completed by Division of Florida Colleges)</i>			
Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

**Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary. Please indicate “0” for the number of students if no substitutions were granted.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing	2	FRE1120 Elementary French I, FRE1121 Elementary French II, SPN1120 Elementary Spanish I, SPN1121 Elementary Spanish II, SPN2200 Intermediate Spanish I, SPN2201 Intermediate Spanish II, SPN2240 Intermediate Conversational Spanish I, SPN2241 Intermediate Conversational Spanish II.	Requirement Waived	FOREIGN LANGUAGE GRADUATION REQUIREMENT
		MAC1105 College Algebra/MGF1106 Liberal Arts Mathematics/MGF1107 Finite Mathematics	PSY2012 General Psychology, ECO2013 Principles of Macroeconomics, ECO2023 Principles of Microeconomics, PHI1100 Critical Reasoning, PHI1010 Introduction to Philosophy, AST1002 Descriptive	MATH

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
			Astronomy, ESC1000 Earth Science, EME2040 Introduction to Technology for Educators and CGS1100 Microcomputer Applications.	
Visual Impairment	2	MAC1105 College Algebra/MGF1106 Liberal Arts Mathematics/MGF1107 Finite Mathematics	PSY2012 General Psychology, ECO2013 Principles of Macroeconomics, ECO2023 Principles of Microeconomics, PHI1100 Critical Reasoning, PHI1010 Introduction to Philosophy, AST1002 Descriptive Astronomy, ESC1000 Earth Science, EME2040 Introduction to Technology for Educators and CGS1100 Microcomputer Applications.	MATH

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
		FRE1120 Elementary French I, FRE1121 Elementary French II, SPN1120 Elementary Spanish I, SPN1121 Elementary Spanish II, SPN2200 Intermediate Spanish I, SPN2201 Intermediate Spanish II, SPN2240 Intermediate Conversational Spanish I, SPN2241	Requirement Waived	FOREIGN LANGUAGE GRADUATION REQUIREMENT
Specific Learning Disability	14	MAC1105 College Algebra/MGF1106 Liberal Arts Mathematics/MGF1107 Finite Mathematics	PSY2012 General Psychology, ECO2013 Principles of Macroeconomics, ECO2023 Principles of Microeconomics, PHI1100 Critical Reasoning, PHI1010 Introduction to Philosophy, AST1002 Descriptive Astronomy, ESC1000 Earth Science, EME2040 Introduction to Technology for Educators and CGS1100 Microcomputer Applications.	MATH

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
		FRE1120 Elementary French I, FRE1121 Elementary French II, SPN1120 Elementary Spanish I, SPN1121 Elementary Spanish II, SPN2200 Intermediate Spanish I, SPN2201 Intermediate Spanish II, SPN2240 Intermediate Conversational Spanish I, SPN2241 Intermediate Conversational Spanish II.	Requirement Waived	FOREIGN LANGUAGE GRADUATION REQUIREMENT
Orthopedic Impairment	0			
Speech/Language Impairment	0			
Emotional or Behavioral Disability	10	MAC1105 College Algebra/MGF1106 Liberal Arts Mathematics/MGF1107 Finite Mathematics	PSY2012 General Psychology, ECO2013 Principles of Macroeconomics, ECO2023 Principles of Microeconomics, PHI1100 Critical Reasoning, PHI1010 Introduction to Philosophy, AST1002	MATH

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
			Descriptive Astronomy, ESC1000 Earth Science, EME2040 Introduction to Technology for Educators and CGS1100 Microcomputer Applications.	
		FRE1120 Elementary French I, FRE1121 Elementary French II, SPN1120 Elementary Spanish I, SPN1121 Elementary Spanish II, SPN2200 Intermediate Spanish I, SPN2201 Intermediate Spanish II, SPN2240 Intermediate Conversational Spanish I, SPN2241	Requirement Waived	FOREIGN LANGUAGE GRADUATION REQUIREMENT
		SPC1017 Fundamentals of Speech Communication	AML2010 American Literature to 1865, AML2020 American Literature After 1865, AML2600 African American Literature, AML2631 Hispanic American Literature, AML2660 Jewish American Literature, ENL2012 English	

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
			Literature Before 1800, ENL2022 English Literature After1800, LIT2110 World Literature Before the Renaissance, LIT2120 World Literature After the Renaissance, LIT2190 Introduction to Afro-Caribbean Literature, LIT2380 Women in Literature, and LIT2370 The Bible as Literature.	
Autism Spectrum Disorder	2	MAC1105 College Algebra/MGF1106 Liberal Arts Mathematics/MGF1107 Finite Mathematics	PSY2012 General Psychology, ECO2013 Principles of Macroeconomics, ECO2023 Principles of Microeconomics, PHI1100 Critical Reasoning, PHI1010 Introduction to Philosophy, AST1002 Descriptive Astronomy, ESC1000 Earth Science, EME2040 Introduction to Technology for Educators and	MATH

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
			CGS1100 Microcomputer Applications.	
Traumatic Brain Injury	0			
Other Health Impairment	0			

How many requests for course substitutions were made and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.) Please indicate "0" if no substitutions were requested or granted.

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall 2022	13	13
Spring 2023	11	9
Summer 2023	8	8
Total	32	30

Review: Course Substitutions
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

This concludes the 2023-24 Annual Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities Report , which must be submitted, as a Word document, to FCSInfo@fldoe.org by **July 1, 2024. Colleges may attach additional files (PDF or Word) as appendices.**

PRESIDENT

Ava L. Parker, J.D.

DISTRICT BOARD OF TRUSTEES

Patrice Bishop, Chair

Omar Soto, Vice Chair

Daniel Z. Epstein, Ph.D.

Jon Harrison

Melissa Friedman-Levine, MD

NOTICE OF NONDISCRIMINATION

Palm Beach State College an equal access/equal opportunity institution, complies with all applicable federal and state laws regarding nondiscrimination on the basis of race, color, creed, ethnicity, national origin, gender, sex, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities.



PALM BEACH STATE
COLLEGE

www.PalmBeachState.edu

BELLE GLADE

1977 College Drive
561-996-7222

BOCA RATON

801 Palm Beach State College Drive
561-393-7222

LAKE WORTH

4200 Congress Avenue
561-967-7222

PALM BEACH GARDENS

3160 PGA Boulevard
561-624-7222

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Approval to Certify Prequalified General, Mechanical/HVAC and Electrical Contractors and Authorize the President or Designee to Certify Firms on a Quarterly Basis

Staff Contacts: Ms. Jennifer Alvarez, Procurement Director and Mr. Edgar Cintron, Facilities Director

Summary:

Background/Pertinent Facts: The Facilities Department at Palm Beach State College frequently engages construction management firms to manage a variety of college-wide construction projects. On May 3, 2024, the Procurement Department issued Solicitation No. 2024-06TR Application for Certification as a Prequalified Construction Contractor- General, Mechanical and Electrical Contractors. The aim of the solicitation was to accept applications from firms to be prequalified based on State Requirements for Educational Facilities (SREF). Prequalified firms are eligible to bid on individual projects as needed.

The College reviewed applications in accordance with qualification standards required by SREF. The firms that are deemed prequalified and eligible to bid on College solicitations are noted below by discipline.

Electrical Contractors

Daveco Electrical Contractors Corp
Florida Lighting Maintenance LLC
Universal Electric of Florida

General Contractors

Advanced Roofing
Air Mechanical & Service Corp
All-Site Construction Inc
Black Diamond General Contracting

CJ Contracting
Fastrack Management and Consulting
Florida Palm Construction
Foster Marine Contractors
FSN Contracting
Hinterland Group
JIJ Construction Group
KAST Construction Company
KER Construction
Lebolo Construction Management
LEGO Construction Co
Persons Services Co
Protect Video Inc
RPM General Contractors
Tideline Construction, LLC
WGM Quality Painting, Inc

Mechanical/HVAC Contractors

Advanced Roofing
Air Mechanical & Service Corp
Air Duct Aseptics, LLC
E.C. Stokes Mechanical Contractor
Farmer & Irwin Corp
Precision Air Systems

The College intends to keep the application process open continuously, with a quarterly review of new applicants for prequalification based on the same SREF requirements.

Financial Impact: The Facilities Department will use approved budgeted funding for construction projects as needed.

Strategic Goal(s) Addressed: The College aims to promote and practice operational efficiencies in all areas.

Duration of Contract: There are no contracts to approve for this request. Certifications are valid for a one-year period. Prequalified firms may renew the certification annually upon submission of proper qualification documentation.

Recommendation For Approval: District Board of Trustees approval is requested to certify the recommended firms in each discipline and authorize the President or

designee to certify applicants on a quarterly basis. Certifications will be issued by the Procurement Department. A sample certification is attached to this recommendation.

RECOMMEND: Approval

Attachments: Prequalification Certification GC HVAC Electrical.docx

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.



Certificate of Prequalification

This Certifies that

is a State of Florida licensed Certified General Contractor and has fulfilled the Palm Beach State College prequalification requirements. Contractor's prequalification is limited to projects with an estimated construction value/size as defined below:

Allowed Maximum Dollar Value of One Project

\$ _____

And

Allowed Maximum Dollar Value under Contract At any

one time \$ _____

Prequalification is for a one-year time period _____

Notes: Values indicated above reflect current financial information on file from the Contractor's surety. Individual projects may have additional qualification requirements as applicable to the project. Contract awards for each individual project will be contingent on meeting the requirements identified in the solicitation.

Contractor's prequalification status can be suspended or revoked by the college pursuant to and State Requirements for Educational Facilities (SREF) (2014), Chapter 4, Section #4.1.

Palm Beach State College Authorized Representative:

Jennifer Alvarez, MPA, CPPO
Procurement Director

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: State of Florida Statewide Mutual Aid Agreement
Division of Emergency Management

Summary:

Background/Pertinent Facts:

This Agreement is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.

C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.

D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.

F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Financial Impact: Palm Beach State College shall reimburse the costs for equipment supplied by the "Assisting Party" at the rental rate established in FEMA's "Schedule of Equipment" and for the use and consumption of any and all consumable supplies delivered by the 'Assisting Party.'

Strategic Goal(s) Addressed: Culture: We will create a learning environment committed to the success of every student and employee.

Duration of Contract: One (1) year with automatic renewal.

RECOMMEND: Approval

Attachments:

Statewide Mutual Aid Agreement

Statewide Mutual Aid Agreement-edited2024.07.25

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management ("the Division") and the local government ("Participating Party") signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, Governor

Kevin Guthrie, Executive Director

- B. The "Division" is the Florida Division of Emergency Management.
- C. A "Requesting Party" to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An "Assisting Party" to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The "Period of Assistance" is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A "Mission" is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A "local government" is any educational district, special district, or any entity that is a "local governmental entity" within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An "educational district" is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A "tribal council" is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An "interlocal agreement" is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A "Resource Support Agreement" as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. "Proof of work" as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals' emergency response activity at a tactical level.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

Kevin Guthrie, *Executive Director*

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

Kevin Guthrie, *Executive Director*

Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

Kevin Guthrie, *Executive Director*

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration: If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



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Ron Desantis, *Governor*

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supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available to the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elect additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

Kevin Guthrie, *Executive Director*

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

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regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section F of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required FDEM forms for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron Desantis, *Governor*

Kevin Guthrie, *Executive Director*

FOR ADOPTION BY STATE COLLEGE, COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____

Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF PALM BEACH STATE COLLEGE,
STATE OF FLORIDA

By: _____
Clerk

By: _____
Patrice G. Bishop, Chairman

Date: _____

Approved as to Form:

By: _____
Attorney for Board

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Financial Review and Analysis Staff Contact: Mr. James Duffie, Vice President, Finance and Administration

Summary:

Background/Pertinent Facts: This agenda item provides a snapshot of the June and July year-end budgets and actual revenues and expenses.

The College continues to closely monitor revenues, expenses, and fund balances while preparing draft financial statements. The amounts are pre-close and reflect data as of 6/30/2024 and 7/31/2024. Not all final entries have been made at this time which will be due to the State after 8/15/2024.

The July 31, 2024, budget vs. actual represents the first month of activity as we begin the 2025 fiscal year.

Financial Impact: N/A

Strategic Goal(s) Addressed: Excel - Organizational Vitality.

Duration of Contract: N/A

RECOMMEND: Approval

Attachments:

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College
For the Twelve Months Ending June 30, 2024
As of August 6, 2024

	2023/24 Original Budget	Year to Date 6/30/2024	% Current to Original Budget
Revenues:			
Student Tuition & Fees	\$ 71,979,043	\$ 70,202,692	98%
Less: Legislative Fee Waivers	(17,062,040)	(18,153,798)	106%
Net Student Tuition & Fees	\$ 54,917,003	\$ 52,048,894	95%
Dual Enrollment Fees	\$ 2,000,000	\$ 1,880,134	94%
State Government:			
FL College System Program Fund	\$ 65,047,135	\$ 65,047,135	100%
Lottery	13,961,552	13,961,552	100%
Performance Funding	1,524,062	1,524,062	100%
Other	2,396,533	3,847,498	161%
Total State Government	\$ 82,929,282	\$ 84,380,247	102%
Federal Government	551,500	947,926	172%
Private Grants/Contracts	200,000	424,338	212%
Sales and Services	1,200,000	982,205	82%
Interest and Dividends & Gain/Loss on Investments	200,000	527,629	264%
Other Revenues	390,000	164,194	42%
Non-Revenue Receipts	1,139,500	1,056,503	93%
Total Revenue	\$ 143,527,285	\$ 142,412,070	99%
Expenditures:			
Compensation by Employment Category			
Instruction	\$ 26,644,732	\$ 22,148,463	83%
Instructional - Overload	3,700,000	4,678,963	126%
Adjunct Instructional	12,129,000	12,443,868	103%
Instructional Management	2,459,000	2,657,543	108%
Institutional Management	1,505,000	1,334,288	89%
Executive Management	2,277,000	2,666,664	117%
Other Professional	19,040,000	22,302,335	117%
Staff Part Time	2,700,000	2,469,090	91%
Technical, Clerical Trade and Service	14,839,000	14,586,687	98%
Student Assistants	300,000	392,025	131%
Contingency - Budget Only	500,000	-	0%
Total Compensation by Categories	\$ 86,093,732	\$ 85,679,926	100%
Benefits	23,478,627	39,595,441	169%
Less: GASB Net Pension Expense, Compensated Absence & OPEB ⁽¹⁾	-	(13,825,999)	
Total Benefits	\$ 23,478,627	\$ 25,769,442	118%
Total Compensation and Benefits	\$ 109,572,359	\$ 111,449,368	102%
Current Expenses			
Professional Development, Travel, & Mileage	\$ 734,787	\$ 770,869	105%
Freight and Postage	80,706	90,877	113%
Telecommunications	207,289	292,054	141%
Printing	137,576	46,580	34%
Repairs and Maintenance	2,091,088	1,703,635	81%
Rentals	309,372	177,624	57%
Insurance	2,869,270	2,660,104	93%
Utilities	3,891,998	3,397,783	87%
Other Services	6,745,205	5,317,816	79%
Professional Fees	1,612,502	2,376,422	147%
Materials and Supplies	4,199,352	2,438,558	58%
Data Software - Non Capitalized	3,952,660	5,432,794	137%
Maintenance and Construction Materials	292,926	355,612	121%
Other Materials and Supplies	853,814	1,415,003	166%
Library Resources	663,082	599,359	90%
Scholarships and Waivers	2,562,081	2,330,129	91%
Other Expenses	1,001,218	427,467	43%
Contingency	500,000	-	0%
Total Current Expenses	\$ 32,704,926	\$ 29,832,686	91%
Total Equipment	1,250,000	949,888	76%
Total Expenditures	\$ 143,527,285	\$ 142,231,942	99%
Net Revenue (Expense)	\$ -	\$ 180,128	

Palm Beach State College
For the One Month Ending July 31, 2024

	2024/25 Original Budget	Year to Date 7/31/2024	% Current to Original Budget
Revenues:			
Student Tuition & Fees	\$ 77,086,801	\$ 24,119,118	31%
Less: Legislative Fee Waivers	(18,153,798)	(4,376,801)	24%
Net Student Tuition & Fees	<u>\$ 58,933,003</u>	<u>\$ 19,742,317</u>	<u>33%</u>
Dual Enrollment Fees	\$ 2,000,000	\$ 166,667	8%
State Government:			
FL College System Program Fund	\$ 65,808,361	\$ 5,484,030	8%
Lottery	13,200,326	1,100,027	8%
Performance Funding	1,362,933	113,577	8%
Other	<u>2,757,660</u>	<u>136,471</u>	<u>5%</u>
Total State Government	<u>\$ 83,129,280</u>	<u>\$ 6,834,105</u>	<u>8%</u>
Federal Government	551,500	41,306	7%
Private Grants/Contracts	300,000	9,125	3%
Sales and Services	1,200,000	233,267	19%
Interest and Dividends & Gain/Loss on Investments	400,000	95,291	24%
Other Revenues	390,000	20,443	5%
Non-Revenue Receipts	1,155,500	25,476	2%
Total Revenue	<u>\$ 148,059,283</u>	<u>\$ 27,167,997</u>	<u>18%</u>
Expenditures:			
Compensation by Employment Category			
Instruction	\$ 27,418,732	\$ 1,531,646	6%
Instructional - Overload	3,700,000	709,931	19%
Adjunct Instructional	12,129,000	1,096,677	9%
Instructional Management	2,459,000	227,825	9%
Institutional Management	1,505,000	127,645	8%
Executive Management	2,277,000	274,493	12%
Other Professional	19,076,200	1,953,849	10%
Staff Part Time	2,700,000	272,080	10%
Technical, Clerical Trade and Service	14,839,000	1,596,574	11%
Student Assistants	300,000	9,007	3%
Contingency - Budget Only	<u>1,937,000</u>	<u>-</u>	<u>0%</u>
Total Compensation by Categories	<u>\$ 88,340,932</u>	<u>\$ 7,799,727</u>	<u>9%</u>
Benefits	24,503,900	2,228,965	9%
Total Compensation and Benefits	<u>\$ 112,844,832</u>	<u>\$ 10,028,692</u>	<u>9%</u>
Current Expenses			
Professional Development, Travel, & Mileage	\$ 767,967	\$ 32,523	4%
Freight and Postage	79,932	1,315	2%
Telecommunications	188,222	24,109	13%
Printing	133,064	322	0%
Repairs and Maintenance	1,759,011	55,846	3%
Rentals	306,786	1,352	0%
Insurance	2,889,270	1,848,505	64%
Utilities	4,134,740	297,027	7%
Other Services	6,917,193	260,198	4%
Professional Fees	1,833,343	218,204	12%
Materials and Supplies	4,057,947	90,089	2%
Data Software - Non Capitalized	5,123,687	996,613	19%
Maintenance and Construction Materials	483,118	39,891	8%
Other Materials and Supplies	837,277	28,243	3%
Library Resources	650,682	47,550	7%
Scholarships and Waivers	2,062,081	393,914	19%
Other Expenses	706,425	263	0%
Contingency	<u>500,000</u>	<u>-</u>	<u>0%</u>
Total Current Expenses	<u>\$ 33,430,745</u>	<u>\$ 4,335,964</u>	<u>13%</u>
Total Equipment	1,783,706	128,387	7%
Total Expenditures	<u>\$ 148,059,283</u>	<u>\$ 14,493,043</u>	<u>10%</u>
Net Revenue (Expense)	<u>\$ -</u>	<u>\$ 12,674,954</u>	

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: First Reading - REPEAL 6Hx-18-4.63 Liquidated Damages

Summary:

Background/Pertinent Facts: Board Policy 6Hx-18-4.63, adopted on February 27, 1975, and amended on August 8, 1990, outlines the conditions under which liquidated damages are applied to construction contracts when a contractor fails to complete a project within the specified timeframe.

Courts have consistently denied the enforceability of liquidated damages clauses, when deemed punitive, unreasonable, and not based on relevant factors. However, in addition the analyzing relevant factors, liquidated damages clauses have been deemed enforceable if the assessment is not strictly a penalty and the assessment of actual damages at the time of the execution was uncertain.

The current policy prescribes a flat daily rate, solely dependent on the contract sum. Factors such as the nature and/or purpose of the contract, circumstances surrounding the execution of the contract, natural and/or ordinary consequences of a breach, and the unique circumstances surrounding each case are not considered.

The college's current contract management practices include the review and drafting, as applicable, of detailed clauses on liquidated damages that are customized to the specific project requirements. These contracts are drafted and reviewed regularly to ensure compliance with all relevant laws and regulations, making an additional policy redundant.

Given the above, Board Policy 6Hx-18-4.63 on liquidated damages is no longer legally enforceable, and as such, the college recommends that the Board of Trustees approve the repeal of Policy 6Hx-18-4.63.

Financial Impact: N/A

Strategic Goal(s) Addressed: Conscientious

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: REPEAL 6Hx-18-4.63 Liquidated Damages

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

TITLE	Liquidated Damages	NUMBER 6Hx-18-4.63
LEGAL AUTHORITY	100.61 FS, 1001.64 FS	PAGE 1 of 2
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 8/8/1990	

Policy:

~~Failure to complete a construction project within the time fixed in any construction contract and/or agreement will result in substantial injury to the owner, and damages arising from such failure cannot be calculated with any degree of certainty; it is for this reason that the owner adopts the following conditions and schedule of liquidated damages:~~

- ~~1. The number of days for the contract shall be specified in the contract documents in accordance with the State Board of Education regulations.~~
- ~~2. The number of days indicated by the proposal shall be the basis for establishing the date of substantial completion. Time on the contract will begin with the notice to proceed issued by the architect.~~
- ~~3. The contractor recognizes and agrees that damages due to failure of the contractor to complete the construction project on the date scheduled are difficult to estimate and/or prove. The contractor consents and agrees that it is not necessary for the owner to prove monetary loss.~~
- ~~4. The contractor agrees to pursue this contract diligently, to provide sufficient labor and to schedule receipt of materials so as to insure full completion on or before the date of the substantial completion, and, should he/she fail to do so, he/she will pay the owner liquidated damages, not to be construed as a penalty, in accordance with the schedule below:~~

Contract Sum	Liquidated Damages
\$00 to \$100,000	\$150 per day
\$100,001 to \$250,000	\$200 per day
\$250,001 to \$500,000	\$300 per day
\$500,001 to \$1,000,000	\$400 per day
\$1,000,001 to \$2,500,000	\$500 per day
\$2,500,001 and over	\$600 per day

~~Larger amounts for liquidated damages may be specified for construction projects which have a critical time factor for completion. In such cases, failure of the contractor to meet the time of the construction contract would disrupt and damage the programs to be housed in the facility under contract.~~

- ~~5. The actual date of completion shall be the date of substantial completion or that date at which time the project is capable of being beneficially occupied by the owner for the purpose for which it was intended, which date would be as determined by the owner following consultation with the architect and would be certified by the designing architect.~~
- ~~6. The contractor may request an extension of time in writing in the form of a change order in accordance with the agreement, due to delays caused by acts of God, authorized labor strikes, authorized actions of the Federal government or abnormal weather and causes totally beyond the control of the contractor. This written request to the owner through the architect must be made within 20 days of the delay. Requests for time extension shall be considered by the designing architect who will make his/her recommendation to the Board as to the granting or denial of the request. Normally anticipated inclement weather shall not be considered as reason for delay, and causes beyond the control of the contractor are limited to such things as changes ordered by the owner necessitating additional time, unavailability of material that may have been originally properly scheduled and anticipated holidays.~~
- ~~7. The Board may grant or deny extensions of time by its own good judgment, considering the recommendations of the designing architect and President of the College.~~
- ~~8. The provisions of this condition are in addition to, and not in place of, all other remedies afforded to the owner by virtue of all the contract documents or the laws of the State of Florida.~~
- ~~9. The appropriate and applicable portions of this condition shall also appear in the construction contract agreement itself.~~

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: District Facilities Master Projects List Dated August 7, 2024
Staff Contact: Mr. Kirk Stetson, Manager, Facilities, Planning and Construction

Summary:

Background/Pertinent Facts: This report provides a monthly overview of all Facilities Planning and Construction projects collegewide. The following Report Summary highlights the projects that are in the Active Construction Phase on each campus.

August 7, 2024 – Report Summary

LAKE WORTH CAMPUS

- LW 6th Avenue Master Landscape Plans Phase 1B – QUAD

PALM BEACH GARDENS CAMPUS

- PBG - SITE - Berm Restoration & Fencing
- PBG Eissey Theater Building Envelope
- PBG CM Chiller 2 Replacement
- PBG Underground Chilled Water Piping - AA102
- PBG Eissey Theater Roof Replacement

BELLE GLADE CAMPUS

- No projects in active construction

BOCA RATON CAMPUS

- BR BT104 Engineering Lab Remodeling
- BR CB100 HVAC Upgrades 1st Floor

LOX GROVES CAMPUS

- LG DMST Building - NEW Construction

Financial Impact: Not Applicable to this report. Impact to construction and maintenance funding is significant and estimated for each project reported.

Strategic Goal(s) Addressed: CULTURE: We will create a learning environment committed to the success of every student and employee.

Duration of Contract: Not Applicable to this report, which is updated weekly for submission and review by Finance and Administration.

RECOMMEND: Approval

Attachments:

District Facilities Master Projects List_8-7-2024

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

District Facilities MASTER PROJECTS LIST

Wednesday, August 7, 2024

General PROJECT Information			FUNDING Information			SCHEDULE Information	
Project NAME	Type	Status	FUNDING	Project Budget	CONST Cost	CONST Start	CONST End
DIST - Active Learning Classrooms - Phase 2	REMODEL	BID	PLANT LOCAL	\$ 445,000.00	TBD	6/10/2024	11/1/2024
DIST - Exterior Entry Door Electronic Access Control	ELECTRIC	DESIGN	SFRF	\$ 2,000,000.00	TBD	est 5/10/2024	est 12/31/2026
Historic Building Remodeling/Renovation	REMODEL	DESIGN	PLANT LOCAL	\$ 1,507,447.83	TBD	est 10/1/2024	est 1/31/2025
LW TC117 Graphics Lab Remodeling (Rm TC 104N)	REMODEL	COMPLETE	PLANT LOCAL	N/A	InHouse	COMPLETE	COMPLETE
LW CM124 Cooling Tower 2 Refurbishment	HVAC	CLOSEOUT	CIF	\$ 290,000.00	\$ 247,597.97	COMPLETE	COMPLETE
LW CF105 Cafeteria Re-Roof	ROOF	CLOSEOUT	DEF MAINT	\$ 724,500.00	\$ 675,000.00	2/26/2024	COMPLETE
LW 6th Avenue Master Landscape Plans Phase 1B - QUAD	SITE	CONSTRUCTION	CIF	\$ 3,845,188.76	\$ 2,322,467.49	8/1/2023	10/1/2024
LW ETD158 Cosmetology Electrical Upgrade/Remodeling	ELECT/REMO	PRE-CONST	CIF	\$ 33,775.00	\$ 25,485.00	5/1/2024	6/10/2024
LW ETA128 Medical Simulation Training Center Remodeling	REMODEL	PRE-CONST	CIF/DONOR	\$ 4,934,319.42	\$ 4,178,636.08	8/1/2024	5/16/2025
LW FN110 AHU Replacement	HVAC	PERMIT	SFRF	\$ 200,000.00	\$ 154,942.00	est 12/18/24	TBD
LW LL113 Library Renovation/Remodeling/Addition	REMO/ADDIT	RFQ FOR QUAL	PECO/LOCAL	\$ 12,000,000.00	TBD	TBD	TBD
LW NS501 Equipment Roof Cover	ROOF	DESIGN	TBD	TBD	TBD	TBD	TBD
LW BK129 E-Sports (SAC) Remodeling	REMODEL	DESIGN	CIF	\$ 94,824.00	TBD	TBD	TBD
LW - SITE - Master Utility Plan UPDATES	STUDY	DESIGN	TBD	N/A	N/A	TBD	TBD
LW - Domestic Water Loop Repairs & Replacement	PLUMBING	DESIGN	DEF MAINT	\$ 71,991.00	\$ 66,694.00	On-going	TBD
LW DW335 - District Warehouse Roof Replacement	ROOF	DESIGN	DEF MAINT	\$ 193,233.00	\$ 193,233.00	TBD	TBD
LW TC117 - HVAC Replacement	HVAC	DESIGN	SFRF	\$ 3,254,479.00	TBD	TBD	TBD
LW CJB107 - OCPA-Production Studio Renovation	RENOVATION	PENDING	TBD	TBD	TBD	TBD	TBD
LW TC117 - OCPA Remodeling/Furniture	REMODEL	PENDING	TBD	TBD	TBD	TBD	TBD
LW CS - Counseling Staff Relocations	FURNITURE	PENDING	TBD	TBD	TBD	TBD	TBD
LW ITB118 AHU Replacement	HVAC	HOLD	TBD	TBD	TBD	TBD	TBD
PBG Stormwater Drainage Improvements	SITE	CLOSEOUT	CIF	\$ 487,140.00	\$ 487,140.00	12/15/2023	COMPLETE
PBG SC116 Phoenix Controls Upgrade	EQUIPMENT	CLOSEOUT	DEF MAINT	\$ 743,403.00	\$ 743,403.00	6/1/2023	COMPLETE
PBG - SITE - Berm Restoration & Fencing	SITE	CONSTRUCTION	CIF	\$ 163,000.00	\$ 159,662.00	3/15/2024	TBD
PBG Eissey Theater Building Envelope	RENOVATION	CONSTRUCTION	SFRF	\$ 1,010,272.55	\$ 1,010,272.55	2/5/2024	10/7/2024
PBG CM Chiller 2 Replacement	HVAC	CONSTRUCTION	SFRF	\$ 735,298.00	\$ 601,423.00	8/12/2024	8/30/2024
PBG Underground CHW Piping -AA102	HVAC	CONSTRUCTION	SFRF	\$ 240,000.00	\$ 237,872.00	6/21/2024	8/9/2024
PBG CM Generator Replacement	ELECTRIC	PERMIT	SFRF	\$ 640,000.00	\$ 620,609.00	TBD-LongLead	TBD
PBG Eissey Theater Roof Replacement	ROOF	CONSTRUCTION	SFRF	\$ 1,693,327.15	\$ 1,693,327.15	6/17/2024	11/1/2024
PBG LC107 Respiratory Care Lab Remodeling	REMODEL	BID	GRANT	\$ 700,000.00	TBD	TBD	TBD
PBG - SITE - Floating Dock Relocation	SITE	DESIGN	PLANT LOCAL	\$ 30,000.00	TBD	TBD	TBD
PBG Concrete Spalling AA & AD Stair Towers	REPR	DESIGN	SFRF	\$ 3,560,000.00	TBD	TBD	TBD
PBG Eissey Theater - Structural Repairs (Stair Replacement)	RENOVATION	DESIGN	SFRF	\$ 960,000.00	TBD	TBD	TBD
PBG Roof Replacement Exterior Covered Walkways	ROOF	DESIGN	SFRF	\$ 480,000.00	TBD	TBD	TBD
PBG TMRW Sports - Owner related scope	NEW	DESIGN	LOCAL	\$ 96,600.00	TBD	5/1/2024	est 12/31/2024
PBG Underground CHW Piping Replacement	HVAC	DESIGN	SFRF	\$ 1,960,000.00	TBD	TBD	TBD
PBG LL104 CTLE remodeling	REMODEL	HOLD	TBD	TBD	TBD	TBD	TBD
PBG MOD 254 HVAC Lab Remodeling	REMODEL	HOLD	TBD	TBD	TBD	TBD	TBD

LEGEND: FUNDING - CIF = CAPITAL IMPROVEMENT FUND; DEF MAINT = DEFERRED MAINTENANCE; PECO = PUBLIC EDUCATION CAPITAL OUTLAY; SFRF = STATE FISCAL RECOVERY FUND

District Facilities MASTER PROJECTS LIST Cont'd

Wednesday, August 7, 2024

General PROJECT Information			FUNDING Information			SCHEDULE Information	
Project NAME	Type	Status	FUNDING	Project Budget	CONST Cost	CONST Start	CONST End
BG - FI Broadband Community Project	REMODEL	PENDING	TBD	TBD	TBD	TBD	TBD
BG - SITE - PBCounty - Fiber Extension	ELECTRIC	COMPLETE	N/A	N/A	N/A - PBC	4/15/2024	COMPLETE
BR BT104 Engineering Lab Remodeling	REMODEL	CONSTRUCTION	CIF	\$ 550,000.00	\$ 392,983.00	5/13/2024	8/12/2024
BR CB100 HVAC Upgrades 1st Floor	HVAC	CONSTRUCTION	DEF MAINT	\$ 942,529.95	\$ 906,736.73	5/1/2024	8/12/2024
BR AD102 E-Sports Remodeling	REMODEL	HOLD	CIF	\$ 46,000.00	TBD	TBD	TBD
BR CA101 & CB100 Roof Replacement	ROOF	DESIGN	SFRF	\$ 1,000,000.00	\$ 984,950.00	TBD	TBD
BR AD102 CTLE Remodeling	REMODEL	HOLD	TBD	TBD	TBD	TBD	TBD
BR CB100 Research Lab Prep Rm CB117.1 Remodeling	REMODEL	PENDING	TBD	TBD	TBD	TBD	TBD
BR BT104 HVAC Upgrade	HVAC	HOLD	TBD	TBD	TBD	TBD	TBD
LG DMST Building - NEW Construction	NEW	CONSTRUCTION	PECO/SFRF	\$ 62,149,663.30	\$ 54,782,076.00	5/8/2023	2/25/2025
LG LGA101 Medical Assistant Lab Remodeling	REMODEL	PERMIT	N/A	N/A	\$ -	5/1/2024	COMPLETE
LG ERTC Master Planning Study BG & LG	SITE	STUDY	LOCAL	\$ 62,150.00	TBD	N/A - STUDY	COMPLETE
LG ERTC BG & LG	SITE	PLAN	PECO/LOCAL	\$ 3,000,000.00	TBD	TBD	TBD

District Facilities CAPITAL PROJECTS PLANNING LIST

General PROJECT Information			FUNDING Information			SCHEDULE Information	
Project NAME	Type	Status	FUNDING	Project Budget	CONST Cost	CONST Start	CONST End
LW Lowes Construction Trades Innovation Center	NEW	STDY	GRANT	\$ 1,000,000.00	TBD	TBD	TBD
LW Campus Sports Master Plan	SITE	STDY	TBD	\$ -	TBD	TBD	TBD
LW SITE - 26KVA Electrical Extension	SITE	STDY	TBD	\$ 15,000.00	TBD	TBD	TBD
LW 6th Avenue Master Landscape Plans Phase 2 - ENTRY BOULEVARD	SITE	PENDING	TBD	\$ 3,000,000.00	TBD	TBD	TBD
LW HU120 - Shade Sails on East Plaza	SITE	PENDING	TBD	TBD	TBD	TBD	TBD
PBG - NEW - Trades Center Building	NEW	PENDING	TBD	\$ -	TBD	TBD	TBD

LEGEND: FUNDING - CIF = CAPITAL IMPROVEMENT FUND; DEF MAINT = DEFERRED MAINTENANCE; PECO = PUBLIC EDUCATION CAPITAL OUTLAY; SFRF = STATE FISCAL RECOVERY FUND

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: First Reading - Repeal Policy 6Hx-18-4.51 Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Service
Staff Contact: Mr. Edgar Cintron, Director of Facilities

Summary:

Background/Pertinent Facts: First Reading recommending the repeal of DBOT Policy 6Hx-18-4.51 Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services.

This policy was last reviewed 08.12.1992.

Guidelines are established by the Consultants' Competitive Negotiation Act, Section 287.055 FS. Florida Statute has been reviewed multiple times since 1990.

Current Policies are being reviewed and cleaned up to make us more efficient and to incorporate best practices.

Financial Impact: N/A

Strategic Goal(s) Addressed: CULTURE: We will create a learning environment committed to the success of every student and employee.

Duration of Contract: N/A

RECOMMEND: Approval

Attachments:

REPEAL 6Hx-18-4.51 Professional Services

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

TITLE	Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services	NUMBER 6Hx-18-4.51
LEGAL-AUTHORITY	1001.61 FS, 1001.64 FS	PAGE 1 of 1
DATE-ADOPTED/AMENDED	Readopted 2/27/1975; Amended 7/26/1979, 8/18/1982, 12/16/1987, 2/14/1990, 8/12/1992	

Policy:

~~Services of professional architects, engineers, landscape architects, or land surveyors shall be selected and negotiated according to Section 287.055 Florida Statutes and in accordance with administrative procedural guidelines adopted by the District Board of Trustees.~~

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: First Reading - Repeal Policy 6Hx-18-4.52 Fees for Architects, Engineers, and Planners.
Staff Contact: Mr. Edgar Cintron, Facilities Director

Summary:

Background/Pertinent Facts: First Reading recommending the repeal of DBOT Policy 6Hx-18-4.52 Fees for Architects, Engineers, and Planners.

This policy was last reviewed 03.14.1990.

Guidelines are established by the Consultants' Competitive Negotiation Act, Section 287.055 FS. Florida Statute has been reviewed multiple times since 1990. The State Requirements for Educational Facilities (SREF) and related statutes govern such activities for the College System.

Current Policies are being reviewed and cleaned up to make us more efficient and to incorporate best practices.

Financial Impact: N/A

Strategic Goal(s) Addressed: CULTURE: We will create a learning environment committed to the success of every student and employee.

Duration of Contract: N/A

RECOMMEND: Approval

Attachments:

REPEAL 6Hx-18-4.52 Fees for Architects, Engineers, and Planners

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

TITLE	Fees for Architects, Engineers, and Planners	NUMBER 6Hx-18-4.52
LEGAL-AUTHORITY	1001.61 FS, 1001.64 FS	PAGE 1 of 1
DATE-ADOPTED/AMENDED	Readopted 2/27/1975; Amended 7/26/1979, 6/20/1984, 3/14/1990; Amended 08/20/2024	

Policy:

~~The basic fee for services paid to an architect, engineer, or planner when employed directly by the Board of Trustees on an individual construction or planning project shall be negotiated in accordance with the Consultants' Competitive Negotiation Act, Section 287.055 FS. The Act requires a two-step process. Competitive negotiations shall occur with the firm or firm(s) only after they have been recommended in accordance with the Competitive Selection Process of the statute.~~

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Accept 4th Quarter Procurement Reports April 1, 2024 through June 30, 2024 Staff Contact: Ms. Jennifer Alvarez, Director, Procurement

Summary:

Background/Pertinent Facts: DBOT Policy **6Hx-18-1.31(7b)**, Contracting Authority, specifies the President or designee's authority to sign or otherwise execute contracts for commodities and services the total value of which is under \$325,000 (the threshold amount noted in Florida Statue 287.017 Category Five). Pursuant to the same Policy **6Hx-18-1.31(8)**, administration will provide quarterly reports of the contracts executed to the board.

The attached quarterly reports represent all purchase orders and supplier contracts for the quarter ending June 30, 2024 for commodities and services based on the results of various competitive processes:

- Purchase Order Report by Supplier – Lists all Suppliers issued Purchase Orders for the quarter, the total amount of those orders for each Supplier, and the number of orders for each Supplier.
- Supplier Contract Report – Lists all Supplier Contracts for the quarter and is sorted by amount.

An annual 'quarter to quarter' comparison of purchase orders and supplier contracts is provided below. For the quarter, the top fifty suppliers account for about 90% of the total college purchase orders.

4TH QUARTER PURCHASE ORDER COMPARISON		
DATE	TOTAL TRANSACTIONS	TOTAL
FY23 (04/01/2023 – 06/30/2023)	921	\$9,897,733

FY24 <small>(04/01/2024 – 06/30/2024)</small>	778	\$19,355,858
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4TH QUARTER SUPPLIER CONTRACT COMPARISON		
DATE	NUMBER OF CONTRACTS	TOTAL
FY23 <small>(04/01/2023 – 06/30/2023)</small>	8	\$126,162
FY24 <small>(04/01/2024 – 06/30/2024)</small>	35	\$16,588,283

Financial Impact: All Purchase Orders and Supplier Contracts included in the quarterly reports were approved in the FY2024 Budget appropriations or were authorized by the District Board of Trustees.

Strategic Goal(s) Addressed: Expand: Ensure growth by attracting and retaining students through effective alignment of programs, services, and resources for a changing marketplace.

Duration of Contract: Purchase Orders reported do not extend beyond June 30, 2024 (with the exception of some Grant Funded encumbrances where the grant term ends after June 30, 2024).

RECOMMEND: Approval

Attachments:

Find_Purchase_Orders April 1 2024 - June 30 2024

Find_Supplier_Contracts April 1 2024 - June 30 2024

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Supplier Contract Report 4th Quarter FY2024

Item	Supplier	Total Contract Amount	Total Number of Contracts
1	Workday Inc	\$8,207,660.00	1
2	WorkED Consulting LLC	\$3,920,000.00	1
3	Nycom Incorporated	\$894,335.00	1
4	Belfor Usa Group Incorporated	\$325,000.00	1
5	Disaster Program & Operations,	\$325,000.00	1
6	JOMAR & Company Inc dba	\$300,000.00	1
7	Edfinancial Services, LLC d.b.a.	\$285,000.00	1
8	Good Karma Brands	\$250,000.00	1
9	Fix My Flyer LLC	\$250,000.00	1
10	Johnson, Levinson, Ragan,	\$232,455.00	1
11	Modern Campus USA, Inc.	\$217,380.61	1
12	Florida Lambdarail LLC	\$202,800.00	1
13	NearSpace Education	\$156,400.00	1
14	Cape Design Engineering	\$151,119.00	1
15	AVIATION CONNECTION USA	\$123,840.00	1
16	Signal Communications L.L.C	\$120,073.00	1
17	QLESS, INC.	\$114,075.00	1
18	Laerdal Medical Corp.	\$80,073.79	1
19	Tomahawk Technologies Inc.	\$63,732.00	1
20	Box, Inc.	\$60,404.40	1
21	BridgePoint Associates, LLC	\$49,999.00	1
22	Wolfpack CubeSat Development	\$48,480.00	1
23	Academic Tutoring, LLC	\$39,500.00	1
24	OCI Associates, Inc.	\$39,480.00	1
25	WATERMARK INSIGHTS LLC	\$35,575.92	1
26	Grace Training Supply, Inc.	\$25,620.00	1
27	Everon, LLC	\$20,874.44	1
28	Canto, Inc	\$10,975.00	1
29	Snap-on Incorporated, a Division	\$8,531.27	1
30	Folk The Collective, LLC	\$8,250.00	1
31	United Data Technologies	\$8,000.00	1
32	MCT, Inc.	\$4,550.00	1
33	Nexair LLC	\$3,500.00	1
34	Nms Management Services Inc	\$3,000.00	1
35	Miriam Joueidi dba Precious Time	\$2,600.00	1
Total		\$16,588,283.43	35

Purchase Order Report 4th Quarter FY2024

Item	Suppliers	Sum of Purchase Orders	Count of Purchase Orders	Percent of Total Spend
1	Patterson Dental Supply, Inc.	\$4,267,185.88	9	22.05%
2	DG Investment Intermediate Holdings 2, INC dba of Converg	\$2,883,658.69	9	14.90%
3	Santa Fe College	\$2,684,918.70	3	13.87%
4	Nycom Incorporated	\$1,573,078.00	2	8.13%
5	Trane U S Inc	\$677,938.00	4	3.50%
6	WorkED Consulting LLC	\$432,250.00	3	2.23%
7	Kewaunee Scientific Corporation	\$421,201.18	1	2.18%
8	Andrea Construction	\$392,983.00	1	2.03%
9	Above Interior Distributors, Inc.	\$357,576.02	1	1.85%
10	Advanced Roofing, Inc.	\$290,774.05	3	1.50%
11	Edfinancial Services, LLC d.b.a. Edamerica	\$285,000.00	1	1.47%
12	Johnson, Levinson, Ragan, Davila, Inc.	\$232,455.00	1	1.20%
13	Trident Southeast LLC	\$180,275.62	2	0.93%
14	Tarkett USA Inc.	\$164,851.02	6	0.85%
15	NearSpace Education	\$156,400.00	2	0.81%
16	Rebekah's Dreams Ent & Prod Svcs., Inc.	\$147,098.40	2	0.76%
17	Daikin Applied Americas Inc	\$140,098.00	1	0.72%
18	Follett Higher Education Group, LLC	\$124,676.77	3	0.64%
19	Advanced Control Corp.	\$124,525.00	1	0.64%
20	AVIATION CONNECTION USA CORP	\$123,840.00	2	0.64%
21	Amazon.com Services, Inc.	\$123,133.03	185	0.64%
22	Cline Aluminum Doors, Inc.	\$122,666.00	1	0.63%
23	Signal Communications L.L.C	\$120,073.00	1	0.62%
24	Empire Office Inc	\$105,411.84	3	0.54%
25	Pocket Nurse	\$103,500.08	10	0.53%
26	Laerdal Medical Corp.	\$90,748.80	3	0.47%
27	Elsevier-Hesi	\$85,704.00	2	0.44%
28	Sharp Electronics Corporation	\$82,822.16	3	0.43%
29	Insight Public Sector, Inc.	\$73,144.54	1	0.38%
30	INTERAMERICA STAGE INC	\$72,627.00	2	0.38%
31	Syndaver Labs, Inc.	\$62,245.50	1	0.32%
32	Cdw Computer Systems, Inc.	\$59,020.35	7	0.30%
33	WATERMARK INSIGHTS LLC	\$58,715.89	2	0.30%
34	Workday Inc	\$56,978.00	2	0.29%
35	Hubbard Radio West Palm Beach, LLC	\$53,675.00	1	0.28%
36	Grace Training Supply, Inc.	\$51,240.00	2	0.26%
37	HW Spring Training Complex LLC dba The Ballpark of the Pa	\$50,000.00	1	0.26%
38	BridgePoint Associates, LLC	\$49,999.00	1	0.26%
39	M & M Asphalt Maintenance Inc	\$48,850.00	1	0.25%
40	Accurate Balancing & Commissioning Inc	\$48,600.00	1	0.25%
41	Modern Campus USA, Inc.	\$46,630.00	2	0.24%
42	Municipal Emergency Services Inc	\$45,566.44	3	0.24%
43	Ed Grants, LLC	\$45,000.00	1	0.23%
44	Lenovo (United States) Inc (Inactive)	\$42,409.00	7	0.22%
45	Office Furniture Warehouse, Inc.	\$40,558.49	10	0.21%
46	Academic Tutoring, LLC	\$39,500.00	1	0.20%
47	Jose Espinoza dba Espinoza Bobcat Service Inc.	\$38,550.00	1	0.20%
48	Compuquip Technologies LLC	\$37,800.00	1	0.20%
49	Trilogy MedWaste Southeast LLC	\$36,842.10	7	0.19%
50	B & H Photo-Video, Inc.	\$36,055.45	8	0.19%
	Total Top Fifty Suppliers	\$17,588,849.00	328	90.87%
	Total Other Suppliers	\$1,767,009.80	450	9.13%
	Total for 4th Quarter	\$19,355,858.80	778	100.00%

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Quarterly Human Resources Executive Summary from April 1, 2024 to
June 30, 2024
Staff Contact: Mr. Michael Pustizzi, Chief Human Resources Officer

Summary:

Background/Pertinent Facts: The Human Resources Quarterly Report provides a summary of appointments, transfers, promotions, demotions, retirements, departures, and temporary assignments from January 1, 2024, to March 31, 2024, for the District Board of Trustees review.

Financial Impact: The report contains replacement positions, which have been approved during the budget process.

Strategic Goal(s) Addressed: The College will advance a constant commitment to excellence in teaching and learning.

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: Executive Summary August 2024

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Executive Summary

Human Resource Actions | Board Agenda

August 20, 2024

Review for the District Board of Trustees of Palm Beach State College for April 1, 2024 – June 30, 2024

The Human Resource Actions provides information on all appointments, transfers, promotions, retirements, and departures for Board approval.

New Employees of The College

The following is a total of regular new employees. Below is the breakdown by position category.

Category	# of Employees
Administrator	0
Faculty	0
Staff	47
Total	47

Current Employees of The College

The following is a total of employees who were either promoted, transferred or demoted. Below is the breakdown by position category.

Category	# of Employees
Administrator	1
Faculty	0
Staff	22
Total	23

The employment status change breakdown is below:

Category	# of Employees
Promotion	17
Lateral transfer	6
Demotion	0
Total	23

Employee Departures

Below is the total of employees who departed from the College. The reason for separation of employment is listed below.

Category	# of Employees
Retirement	10
Resignation	24
Dismissed or resignation in lieu of termination, Reduction in force	4
Deceased	2
Total	40

Supplemental Temporary Assignments

The following is a total of employees who have a supplemental assignment as shown below.

Category	# of Employees
Department Chair	60
Overload	224
Student Club/Organization Advisor	44
Total	328

Temporary Assignments

The following is a total of temporary employees who have assignments as shown below.

Category	# of Employees
Adjunct Instructor	1276
Athletic Coach	1
Total	1277

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: First Reading - Amendment of Board Policy 6Hx-18-1.00: the District Board of Trustees

Staff Contact: Geovanni Denis, Associate General Counsel

Summary:

Background/Pertinent Facts: The current Board Policy 6Hx-18-1.00: The District Board of Trustees is recommended for amendment to remove outdated language. It is also recommended that policies 6Hx-18-1:01 and 6Hx-18- 1:04 be merged with 6Hx-18-1.00 to streamline the indexation of Section 1 of the DBOT policy.

These recommendations are part of the Office of General Counsel's effort to update Section 1 of the DBOT policies.

Financial Impact: No Financial Impact

Strategic Goal(s) Addressed: Conscientious

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: Amendment of Board Policy 6Hx-18-1.00 Redline

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College

Board Policy

TITLE	The District Board of Trustees	NUMBER 6Hx-18-1.00
LEGAL AUTHORITY	1001.61 FS, 1001.63 FS, 1001.64 FS, 6A-14.024 FAC	PAGE 1 of 24
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 6/19/2001, <u>09/XX/2022</u>	

Policy:

The District Board of Trustees of Palm Beach State College (hereinafter, the “Board”) is a political subdivision of the state as specifically provided by law and rules of the State Board of Education.

~~The Board is is the governing Board of the College. It is vested by the law with the responsibility to operate the College and with such necessary authority as may be needed for the proper operation and improvement thereof in accordance with Florida Statutes and rules of the State Board of Education with applicable law and regulations. In all suits against the Board, service of process shall be made on the chairperson of the Board, or, in the absence the Chair, the President of the College, or the President’s designee.~~

~~The District Board of Trustees of Palm Beach State College is the governing Board of the College. It is vested by the law with the responsibility to operate the College and with such necessary authority as may be needed for the proper operation and improvement thereof in accordance with Florida Statutes and rules of the State Board of Education.~~

After considering recommendations submitted by the President, the Board shall adopt such rules, policies, and procedures as are necessary to operate the College in such manner as to assure the fulfillment of the responsibilities assigned to Board.

~~The District Board of Trustees is constituted a body corporate by the name of “The District Board of Trustees of Palm Beach State College, Florida.” It shall be referred to hereafter as the District Board of Trustees. In all suits against the Board, service of process shall be made on the chairperson of the Board, or, in the absence of the chairperson on another member of the Board.~~

Statute provides for five members of the Board. Trustees are appointed by the Governor -and confirmed by the Senate. Pending Senate confirmation, Trustees may begin service upon approval of four members of the State Board of Education. Regular terms are four years in length.

At its first regular meeting after July 1 each year, the Board shall organize by electing a chairperson whose duty it is to preside at all meetings of the Board, and a vice chairperson whose duty it is to act as chairperson during the absence or disability of the elected chairperson.

The President shall be the executive officer and corporate secretary of the Board , as well as the chief administrative officer of the College. All components of the institution and all aspects of its s-operation are responsible to the Board through the President.

Within fourteen (14) calendar days after the annual organizational meeting of the Board, the President of the College shall file with the Chancellor of the State Board of Education a copy of the organizational proceedings identifying the chairperson and vice chairperson and the schedule of regular meetings for the year.

If the position of chairperson becomes vacant, the Board shall proceed to elect a chairperson at the ensuing regular or special meeting. At the organizational meeting, the President shall act as chairperson until the organization is completed.

-It is the duty of the Board chairperson to notify the Governor, in writing, whenever a Board member fails to attend three (3) consecutive regular board meetings in any one fiscal year ; such absences may be grounds for removal.

+-+

**Agenda Item: X.E.2
INFORMATIONAL**

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: First Reading - Amendment of Board Policy 6Hx-18-1.02: Meetings of the District Board of Trustees

Summary:

Background/Pertinent Facts: The current Board Policy 6Hx-18-1.02: Meetings of the District Board of Trustees is recommended for amendment for clarification as to Notice, types of meetings, amendment to agenda after the agenda has been made public, virtual attendance, and updating language.

The recommendations are made as part of the Legal Department's commitment to bring Policies up to date.

Financial Impact: n/a

Strategic Goal(s) Addressed: n/a

Duration of Contract: n/a

RECOMMEND: Approval

Attachments: First Reading - Amendment of Board Policy 6Hx-18-1.02

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College

Board Policy

TITLE	Meetings of the District Board of Trustees	NUMBER 6Hx-18-1.02
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS, 6A-14.024 FAC	PAGE 1 of 2
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 9/27/1988, 5/8/1991, 6/19/2001, <u>Revised XX/YY/2024</u>	

The Board of Trustees shall have the authority to convene regular meetings, special meetings, emergency meetings, executive sessions, workshops, and information sessions.

Policy:

1. Notice. The President's Office will provide notice of Board meetings pursuant to applicable Florida Statute, as amended.
2. Regular Meetings. Regular meetings of the Board shall follow a schedule adopted by the Board. The place of the meetings may be rotated among the campuses of the College, other locations, or remotely via telephone or online as permitted by law.
 - a. If a meeting is canceled or if there is no meeting scheduled, the president is authorized to approve routine business items.
 - a.b. These items will be placed on the agenda for the next scheduled Board meeting for confirmation.
3. Special and Emergency Meetings. Special and Emergency meetings of the Board can be called by the chairperson, by the president when requested by a majority of the board, or by the majority of the Board itself. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings. In the event a special meeting is called, the Board shall notify one newspaper of general circulation in the District of the time, date, place and purpose of the meeting at the earliest possible time. Special or Emergency meetings may be conducted in person, remotely via telephone, or virtually as permitted by law.
- 2.4. Workshops and Information Sessions. Workshops and Information sessions may be held when necessary to discuss matters of Board interests, however, no action, including preliminary agreements may be taken at such meetings.
- 3.5. Quorum. Three (3) members of the appointed District Board of Trustees shall constitute a quorum for any meeting. Trustees participating by teleconference shall be considered present for purpose of establishing a quorum.
4. Minutes. The minutes of regular meetings shall include agenda items, and shall set forth clearly all actions and proceedings of the board including the record of vote. The minutes of special meetings shall set forth the facts regarding the procedure in calling the meeting, the reason for

the meeting, and shall include agenda items and all actions and proceedings of the board including the record of vote. ~~The actions taken at special meetings shall have the same force and effect as if taken at a regular meeting.~~

~~5. Place of Meeting. All regular and special meetings of the Board shall be held at the administrative headquarters of the College unless the Board designates another location. If another location is designated, public notice shall be given at least 10 days prior to the time of the regular or special meeting unless an emergency situation arises which requires immediate attention.~~

~~6.~~

~~6. Agenda. The president of the College shall prepare, advertise, and distribute in accordance with ~~the Administrative Procedures Act~~applicable laws, an agenda at least seven (7) days prior to each meeting of the Board. ~~Only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as provided in the Administrative Procedures Act. Generally, only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as otherwise deemed necessary by the Board and permitted by law. After the agenda has been made available, changes may be made in accordance with law.~~~~

~~7.~~

~~8. Voting. Voting shall be by voice, either in person or virtually/telephonic, providing that their discussion of the agenda items and casting of votes can be heard by all in attendance. If the chairperson wishes to make a motion or to second a motion, he/she shall relinquish the gavel to the vice chairperson, or, in his/her absence, to any other Board member to act as temporary presiding officer.~~

~~Voting. Voting shall be by voice unless a written ballot is requested by the chairperson of the Board. If the chairperson wishes to make a motion or to second a motion, he/she shall relinquish the gavel to the vice chairperson, or, in his/her absence, to any other Board member to act as temporary presiding officer.~~

~~Board Policy. It shall be the policy of the Board to encourage the attendance of interested persons at Board meetings, including representatives of the press.~~

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: First Reading - REPEAL of Palm Beach State College District Board of Trustees Policy 6Hx-18-1.01, District Board of Trustees – Organization and Membership
Staff Contact: Mr. Geovanni J. Denis, Esq., Associate General Counsel

Summary:

Background/Pertinent Facts: The Staff recommends that the District Board of Trustees repeal policy 6Hx-18-1:01, consolidating it with 6Hx-18-1.00 to simplify the indexing of Section 1 of the DBOT policy. This suggestion follows a recent evaluation of the District Board of Trustees' Section 1 – General Policies. This consolidation enhances the efficiency and clarity of policies.

Financial Impact: N/A

Strategic Goal(s) Addressed: Conscientious

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: First Reading - REPEAL of Palm Beach State College District Board of Trustees Policy 6Hx-18-1.01, District Board of Trustees – Organization and Membership

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

TITLE	District Board of Trustees—Organization and Membership	NUMBER 6Hx-18-1.01
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS, 6A-14.024,	PAGE 1 of 1
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 6/19/2001	

Policy:

- ~~1. Statute provides for five members of the District Board of Trustees of Palm Beach State College. Trustees are appointed by the Governor and confirmed by the Senate. Pending Senate confirmation, Trustees may begin service upon approval of four members of the State Board of Education. Regular terms are four years in length.~~
- ~~2. At its first regular meeting after July 1 each year, the Board shall organize by electing a chairperson whose duty it is to preside at all meetings of the Board, and a vice chairperson whose duty it is to act as chairperson during the absence or disability of the elected chairperson.~~
- ~~3. The president shall be the executive officer and corporate secretary of the District Board of Trustees as well as the chief administrative officer of the College. All components of the institution and all aspects of its operation are responsible to the District Board of Trustees through the president.~~
- ~~4. Within fourteen calendar days after the annual organizational meeting of the District Board of Trustees, the president of the College shall file with the Chancellor of the State Board of Education a copy of the organizational proceedings identifying the chairperson and vice chairperson and the schedule of regular meetings for the year.~~
- ~~5. If the position of chairperson becomes vacant, the Board shall proceed to elect a chairperson at the ensuing regular or special meeting. At the organizational meeting, the president shall act as chairperson until the organization is completed.~~
- ~~6. It is the duty of the Board chairperson to notify the Governor, in writing, whenever a Board member fails to attend three (3) consecutive regular board meetings in any one fiscal year; such absences may be grounds for removal.~~

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: First Reading - REPEAL of Palm Beach State College District Board of Trustees Policy 6Hx-18-1.04 Powers, Duties, and Responsibilities of the District Board of Trustees

Staff Contact: Mr. Giovanni J. Denis, Esq., Associate General Counsel

Summary:

Background: The Staff recommends that the District Board of Trustees repeal policy 6Hx-18-1:04, consolidating it with 6Hx-18-1.00 to simplify the indexing of Section 1 of the DBOT policy. This suggestion follows a recent evaluation of the District Board of Trustees' Section 1 - General Policies. This consolidation enhances the efficiency and clarity of policies.

Financial Impact: N/A

Strategic Goal(s) Addressed: Conscientious

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: First Reading - REPEAL Powers, Duties, and Responsibilities of the DBOT Policy 6Hx-18-1.04

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

TITLE	Powers, Duties, and Responsibilities of the District Board of Trustees	NUMBER 6Hx-18-1.04
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS; 6A-14.024 FAC	PAGE 1 of 1
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 6/19/2001	

Policy:

- ~~1. The District Board of Trustees of Palm Beach State College is responsible for the proper operation of the College in accordance with Florida statutes and rules of the State Board of Education.~~
- ~~2. The District Board of Trustees, after considering recommendations submitted by the president, shall adopt such rules, policies, and procedures as are necessary to operate the College in such manner as to assure the fulfillment of the responsibilities assigned to the District Board of Trustees. {The Board can act without the recommendation of the President pursuant to Florida Statutes 1001.64(3).} These rules, procedures, and policies may supplement those prescribed by the State Board of Education if they will contribute to the more orderly and efficient operation of the state community college system. Such rules, procedures, and policies for the District Board of Trustees of Palm Beach State College shall include but are not limited to those authorized by the provisions of Section 1001.64, Florida Statutes, and Rule 6A-14.024, Florida Administrative Code.~~

**Agenda Item: X.E.5
INFORMATIONAL**

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: First Reading - Amendment of Board Policy 6Hx-18-1.041 Notice to Amend, Repeal, or Adopt Board Rule

Staff Contact: Geovanni Denis, Associate General Counsel

Summary:

Background/Pertinent Facts: The current Board Policy 6Hx-18-1.041: Notice to Amend, Repeal, or Adopt Board Rule is recommended for amendment. 6A-14-0.24 FAC is repealed. Additionally, we recommend adding a policy introduction so that the DBOT policies are subject to regular and continuous review. Language was added to clarify minor changes to board policies for the enhancement of business practices.

The recommendations are made as part of the Legal Department's commitment to bring Policies up to date.

Financial Impact: n/a

Strategic Goal(s) Addressed: n/a

Duration of Contract: n/a

RECOMMEND: Approval

Attachments: First Reading - Amendment of Board Policy 6Hx-18-1.041 Notice to Amend, Repeal, or Adopt Board Rule

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College

Board Policy

TITLE	Notice to Amend, Repeal, or Adopt Board Rule	NUMBER 6Hx-18-1.041
LEGAL -AUTHORITY	1001.64 FS, 120.54 FS, 6A-14.024 FAC	PAGE 1 of 1
DATE ADOPTED/AMENDED	Adopted 6/28/1979; Amended 7/26/1979, 6/19/2001, <u>XX/YY/2024</u>	

Policies adopted by The District Board of Trustees are subject to regular and continuous review for mission and strategy relevance, compliance, clarity, and effectiveness. The President or designee shall adopt, amend and/or propose repeal, as necessary due to changes in law or other circumstances.

Policy:

Palm Beach State College shall inform the public of proposed new policies, revisions to existing policies, or the elimination of policies in accordance with procedures established by Section 120.54, Florida Statutes, as amended. at least twenty-eight (28) days prior to the intended action.

After publication of proposed new policies, revisions to, or elimination of existing policies, an individual may request, within twenty-one (21) days of publication, to present evidence and argument on all issues under consideration.

Proceedings, adoption of, revisions to, and elimination of existing policies shall be in accordance with procedures established by Section 120.54, Florida Statutes.

The District Board of Trustees authorizes the President or designee(s) to periodically adopt routine changes to Board policies (Minor Amendments). Minor Amendments are editorial changes that do not otherwise affect the policy content or substance, such as for the purpose of reflecting changes in various types of policy provisions, including without limitation organizational structure, position or office titles, dates, information technology based systems, contact names and information, references to laws, rules or policies, renumbering/reorganization of policies; and to correct grammar, punctuation, or clerical errors; or to conform to other Board policies in any other non-substantive ways. Such Minor Amendments may be made to Board policy at any time during the life cycle of a policy, shall properly reflect the intent of the existing Board policy, and may be adopted without further Board consideration, action or notice.

All approved Board policies will be posted on the College's District Board of Trustees Policy Webpage.

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Quarterly Litigation Report
Staff Contact: Geovanni Denis, Esq., Associate General Counsel

Summary:

Background/Pertinent Facts: This Quarterly Litigation Update reports the College's pending liability claims as of July 31, 2024.

The College successfully defended two Equal Employment Opportunity Commission claims and is monitoring two potential premise liability claims and a civil complaint.

Financial Impact: This report contains the legal fees incurred in defense of the College. These funds were allocated during the annual budget process.

Strategic Goal(s) Addressed: N/A

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: Quarterly Litigation Report

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College District Board of Trustees Meeting



Quarterly Litigation Update

Geovanni Denis, Esq.

Associate General Counsel

August 20, 2024

REPORTING PERIOD

05/01/2024 – 07/31/2024





Claims Per Fiscal Year Professional and General Liability

Fiscal Year	Admin Claims (OCR/EEOC/FCHR)	Letter of Representation	Notice of Intent	Summons & Complaints	Total Opened	Total Closed
2021 - 2022	3	1	2	2	8	5
2022 - 2023	2	0	0	2	4	2
2023 - 2024	1	0	0	2	3	4
2024 - 2025	0	2	1	0	3	2
Total					18	13



Agency Review Summary

Faziltun Zilani v. PBSC (Employee)- On March 15, 2023, a complaint of employee employment discrimination was filed with Palm Beach County Office of Equal Opportunity (OEO), alleging violation of Title VII of the Civil Rights Act. Based on the information provided by the complainant, the complaint was referred for investigation and further processing by the EEOC. *On May 22, 2024, EEOC issued its Determination and Notice of Rights. The EEOC will not proceed further with its investigation and makes no determination about whether further investigation would establish a violation of the statute. On June 12, 2024, the College received a Letter from the complainant with a demand for insurance information, which was provided by Johns Eastern for review. The complainant has until August 20, 2024, to file a civil action on the alleged charges.*

Felisia Hill v. PBSC (Employee) – On November 3, 2023, the college was notified of a charge of employment discrimination filed with the EEOC by Felisia C. Hill under the Americans With Disabilities Act of 1990. Allegations include discrimination based on disability and retaliation, with issues related to reasonable accommodation and discharge, purportedly occurring around January 30, 2023. The College filed its position statement with EEOC on November 28, 2023. *The EEOC did not complete its investigation within 180 days of the date the Commission assumed jurisdiction over the alleged claims. On June 10, 2024, EEOC issued its Notice of Right to Sue within 90 days to the complainant. The complainant has until September 8, 2024, to file a civil action against the College.*



Litigation Summary

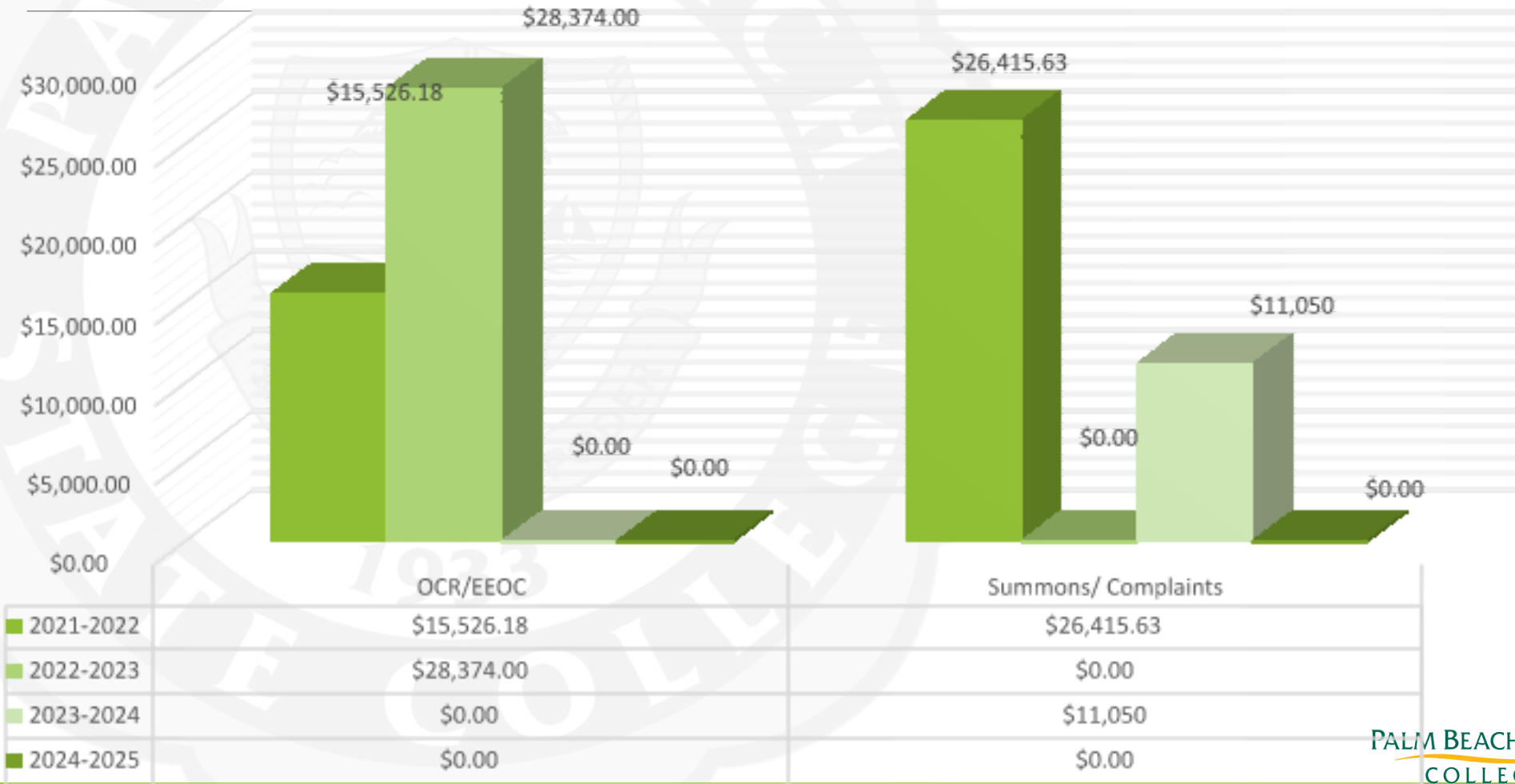
Claudia Mileydi Gomez Sanchez and Francisca Sanchez (Invitees) – On June 24, 2021, Claimants served a 768.28 Claim for damages via Certified Mail on PBSC DBOT, regarding an incident at the Palm Tran Bus Stop on Campus on May 5, 2021. The claim involves a student identified as a potential attacker. The claimant's counsel issued the necessary notice under 768.28, F.S., and requested insurance information, which Johns Eastern provided. As of now, there has been no further action by the Claimants. Pursuant to F.S. 95.11(3)(a), Claimants have a 4-year window from the date of the incident to initiate legal proceedings.

Michael Nicolas Bastien (Invitee) – On June 11, 2024, the Claimant's counsel provided the prerequisite notice pursuant to 768.28, F.S. and demanded insurance information for an alleged incident involving the claimant while visiting the Belle Glade Campus. Johns Eastern is currently reviewing the claim.

Lucas Haynes (Invitee) – On July 2, 2024, the Claimant's counsel provided the prerequisite notice pursuant to 768.28, F.S., and demanded insurance information for an alleged incident involving the claimant while visiting the Belle Glade Campus. Johns Eastern is currently reviewing the claim.



Total Incurred 20-21, 21-22, 22-23, 23-24 & 24-25



Agenda Item: 11.A.1

Palm Beach State College District Board of Trustees Agenda Transmittal Sheet

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: Annual Institutional General Education Certification
Staff Contact: Julie Sivigny, Dean Curriculum
Presenter Information: Dr. Coleman-Ferrell, VPAA

Summary: Certification that PBSC has completed its review of Academic Year 2025-2026 Institutional General Education Course options in compliance with the new required Annual Institutional General Educational Review process.

Background/Pertinent Facts: In January 2024, the State Board of Education (SBOE) approved revisions to Rule 6A-14.0303, Florida Administrative Code which set forth the statutory requirements for all general education courses and provided institutional requirements for approving and reporting institutional GenEd course offerings.

The rule and regulation describe the new process for an annual institutional review by each institution of all general education course offerings with a subsequent submission to the SBOE for approval.

PBSC has reviewed each course and its course description on the spreadsheet provided by the Office of K-20 Articulation for compliance with the requirements of sections 1007.25 and 1007.55, Florida Statutes, and the applicable SBOE rule. Revisions to the college's course options have been submitted to the Statewide Course Numbering System (SCNS) and are reflected on the spreadsheet for submission to the state Articulation Coordinating Committee (ACC) by September 1, 2024 deadline, for implementation in fall of 2025.

Financial Impact: None identified.

Strategic Goal(s) Addressed: *Completion. We will increase the completion and transfer rates of all students.* The College's Institutional General Education course options meet compliance for foundational knowledge and support student transfer to upper-division programs.

Duration of Contract: NA.

RECOMMEND: Approval

Attachments: Office of K-20 Articulation Excel Spreadsheet with 2025-2026 PBSC GenEd Course Options; Certification Form for Academic Year 2025-26 General Education Courses; SBOE Memorandum; 2025-2026 PBSC GenEd Course Description Revisions

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Subject Name	Subject Code	Course Number	Course Name	INSTITUTIONAL GENERAL EDUCATION COURSES Course Description	Credits	STATUS
Foreign Language	SPN	2200	Intermediate Spanish 1 (AA)	Taught in Spanish, an in-depth analysis of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Appreciation of the life and culture of native speakers will be attained through lectures, reading and discussions about Hispanic nations. Honors credit available.	3 Credits	Removed from GenEd
Foreign Language	SPN	2201	Intermediate Spanish 2 (AA)	This class is a continuation of SPN2200. Advanced grammar and composition are enhanced through translating, writing of creative themes and conversing. Appreciation of the life and culture of native speakers will be attained through lectures reading and discussions about Hispanic nations. Honors credit available.	3 Credits	Removed from GenEd
Humanities	AML	2600	African American Literature (AA)	A survey of literature by African Americans from the eighteenth century to the present. Students will understand African-American literature as both attached to and counter to the mainstream tradition. (*)	3 Credits	Removed from GenEd (includes Honors)
Humanities	AML	2631	Hispanic American Literature (AA)	This course surveys literature by Hispanic Americans throughout American history, with an emphasis on contemporary works. Issues of varied influences, culture, disenfranchisement, agency, identity and inclusion are among those considered. The student will develop an understanding of the Hispanic American experience and its rich literary traditions. (*)	3 Credits	Removed from GenEd
Humanities	AML	2660	Jewish American Literature (AA)	This course explores the representations and interpretations of Jews and Judaism throughout American literary history and culture, from the seventeenth century through present day. Readings trace how Jewish writers negotiate Jewish and national identity as they use numerous literary genres in their attempt to define what it means to be Jewish in America, what it means to be American, and what it means to be a Jewish American. (*)	3 Credits	Removed from GenEd
Humanities	ENC	1141	Writing About Literature (AA)	This course, recommended for potential English majors, is designed to develop abilities to analyze and interpret short stories, novels, plays and poems and to write about these literary forms critically, responsively, and persuasively. (*)	3 Credits	Removed from GenEd (includes Honors)
Humanities	LIT	2050	Survey of Literary Humor (AA)	Introduction to Literary Humor is an international and multicultural course that examines humor and its genres in literature. Through reading, visual aids, writing, and discussion, students will discover the diversity of literary humor spanning the globe, in a variety of time periods, and across culture. (*)	3 Credits	Removed from GenEd
Humanities	LIT	2190	Introduction to Afro-Caribbean Literature (AA)	Introduction to Afro-Caribbean Literature is a broad survey course that includes African, Caribbean, and African-American authors connected by the colonial experience. Students will study writers who write in English, or whose works have been translated in English, from the 17th century to the present in terms of their critical, social, political, and historic contexts. Although the course looks at writers of the African diaspora, the works of Caribbean authors are emphasized. (*)	3 Credits	Removed from GenEd
Humanities	LIT	2370	The Bible As Literature (AA)	A survey of works collected in the Hebrew Bible and the New Testament, focusing on literary features that influence interpretation, as well as on the significance these works have for students as modern readers. (*)	3 Credits	Removed from GenEd
Humanities	LIT	2380	Women In Literature (AA)	The development of the tradition of literature by women in English from the seventeenth century to the present. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition. (*)	3 Credits	Removed from GenEd (includes Honors)
Humanities	MUH	2018	History and Appreciation of Jazz (AA)	Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz. Writing assignments are included. (*)	3 Credits	Removed from GenEd
Humanities	ARH	2050	Art History: Ancient to Renaissance (AA)	A comparative exploration of art, architecture, and design from the paleolithic period to the Renaissance including selections from the Western Canon . Various art forms will be studied critically with regards to their formal quality as well as the larger context of world events and philosophy. Emphasis will be placed on the artist's role in society. (*)	3 Credits	Revised Course Description (includes Honors)
Humanities	ARH	2051	Art History: Renaissance to Contemporary (AA)	A comparative exploration of art, architecture, and design from the Renaissance to the present including selections from the Western Canon . Various art forms will be studied critically with regards to their formal qualities as well as the larger context of world events and philosophy. Emphasis will be placed on the artist's role in society. (*)	3 Credits	Revised Course Description (includes Honors)
Humanities	LIT	2090	Contemporary Literature (AA)	The study of major writers and literary trends since 1945 focuses on students' own time and place in the world paired with critical reading of important contemporary works of literature and writing about those works including selections from the Western Canon . The course fulfills general education requirement for literature. (*)	3 Credits	Revised Course Description (includes Honors)

Subject Name	Subject Code	Course Number	Course Name	INSTITUTIONAL GENERAL EDUCATION COURSES Course Description	Credits	STATUS
Humanities	LIT	2110	World Literature Before the Renaissance (AA)	Selected literary texts of the ancient, medieval and Renaissance periods to 1600 are read and interpreted including selections from the Western Canon. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. (*)	3 Credits	Revised Course Description (Includes Honors)
Humanities	LIT	2120	World Literature after the Renaissance (AA)	Selected literary texts of the Enlightenment, the Romantic period, the period of Realism and Naturalism and the modern era are read and interpreted including selections from the Western Canon. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. (*)	3 Credits	Revised Course Description (Includes Honors)
Humanities	MUT	1001	Fundamentals of Music (AA)	This course provides the basic foundations of music including scales, intervals, key signatures, major and minor keys, triads, and rhythm. The student will learn to read and write music using basic notation. Includes selections from the Western Canon. (*)	3 Credits	Revised Course Description
Natural Science	GLY	1000	Descriptive Geology (AA)	The materials, structure, and surface of Earth and processes that produced or shaped them are covered. Laboratory exercises and demonstrations are included. (*) <i>Will be replaced by state Core GenEd Course GLYX010 effective 2025-2026</i>	3 Credits	Removed from GenEd
Social Sciences	SYG	1230	American Minorities Today (AA)	Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Demonstration of computer application is required. (*)	3 Credits	Removed from GenEd
Social Sciences	SYG	2010	American Social Problems (AA)	Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, demographics , influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Demonstration of computer application is required. (*)	3 Credits	Revised Course Description
Social Sciences	SYG	2000	Introduction to Sociology (AA)	Governs basic Sociological concepts and perspectives essential for understanding organized social life including emphasis on the sociological imagination, major theoretical perspectives, research methodology, culture, society, socialization, social interaction, social structure, social stratification, social institutions, demographics and social change. Demonstration of computer application is required. In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, influences, crime, change, groups, sex, race and ethnicity, family, class, and population. Updated for state-mandated course description; Replaced state Core GenEd SYGX000 as Institutional GenEd Course effective Fall 2024	3 Credits	Revised Course Description (Includes Honors) effective 2024-25

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Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
ENC	1	102		HONORS COLLEGE COMPOSITION 2	05/01/2015	3		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
ENC	1	102		COLLEGE COMPOSITION 2	08/02/2019	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	37	✓
SPC	1	017		HONORS FUNDAMENTALS OF SPEECH COMMUNICATION	08/02/2009	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
SPC	1	017		FUNDAMENTALS OF SPEECH COMMUNICATION	01/03/2017	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
ENC	1	101		HONORS COLLEGE COMPOSTION 1	05/01/2015	3	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	12	✓
ENC	1	101		COLLEGE COMPOSITION 1	08/02/2019	3.0	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38 (10)	✓
ENC	1	141		HONORS WRITING FOR LITERATURE	08/15/2006	3		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
ENC	1	141		WRITING ABOUT LITERATURE	08/01/1989	3.0		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
CGS	1	100		MICROCOMPUTER APPLICATIONS	05/01/2002	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SNCN 8/1/2003 as Gen Ed
CGS	2	525		MULTIMEDIA PRESENTATIONS	05/01/2000	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/11/2005
CGS	2	542		ADVANCED DATABASE CONCEPTS	05/01/1995	1.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/10/2005
ENC	1	121		HONORS COLLEGE COMPOSITION I	05/08/2011	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/20/2015
SPC	1	016		FUNDAMENTALS OF SPEECH COMMUNICATION	08/15/2005	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 8/02/2009
SPC	1	016		HONORS FUNDAMENTALS OF SPEECH COMMUNICATION	08/01/2002	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/02/2009
ENC	1	122		HONORS COLLEGE COMPOSITION 2	05/08/2011	3.0		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	8	Discontinued SCNS 8/20/2015
ARH	2	050		HONORS ART HISTORY: ANCIENT TO RENAISSANCE	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	3	✓
ARH	2	050		ART HISTORY ANCIENT TO REINASSANCE	05/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	34	✓
ARH	2	051		HONORS ART HISTORY RENAISSANCE TO CONTEMPORARY	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
ARH	2	051		ART HISTORY: REINASSANCE TO CONTEMPORARY	08/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	33	✓
LIT	2	090		CONTEMPORARY LITERATURE	01/01/2000	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	10	✓
LIT	2	090		HONORS CONTEMPORARY LITERATURE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	1	✓
LIT	2	110		WORLD LITERATURE BEFORE THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	25	✓
LIT	2	110		HONORS WORLD LITERATURE BEFORE THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
LIT	2	120		WORLD LITERATURE AFTER THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	27	✓
LIT	2	120		HONORS WORLD LITERATURE AFTER THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	7	✓
MUT	1	001		FUNDAMENTALS OF MUSIC	08/20/2007	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
AML	2	010		HONORS AMERICAN LITERATURE TO 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
AML	2	010		AMERICAN LITERATURE TO 1865	01/10/1986	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	24	✓
AML	2	020		HONORS AMERICAN LIETERATURE AFTER 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
AML	2	020		AMERICAN LITERATURE AFTER 1865	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	23	✓
ENL	2	012		HONORS ENGLISH LITERATURE BEFORE 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
ENL	2	012		ENGLISH LITERATURE BEFORE 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	22	✓
ENL	2	022		HONORS ENGLISH LITERATURE AFTER 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
ENL	2	022		ENGLISH LITERATURE AFTER 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	26	✓
FIL	2	000		FILM APPRECIATION	01/10/2015	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	12	✓
FRE	1	120		ELEMENTARY FRENCH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
FRE	1	121		ELEMENTARY FRENCH II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
GER	1	120		ELEMENTARY GERMAN I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
GER	1	121		ELEMENTARY GERMAN II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
SPN	1	120		ELEMENTARY SPANISH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	8	✓

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Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
SPN	1	120		HONORS ELEMENTARY SPANISH I	08/20/2011	4		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
ARH	1	000		HONORS ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5	✓
ARH	1	000		ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	41	✓
LIT	1	000		HONORS INTRODUCTION TO LITERATURE	03/24/2022	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	7	✓
LIT	1	000		INTRODUCTION TO LITERATURE	06/26/2017	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	49	✓
MUL	1	010		MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	31	✓
MUL	1	010		HONORS MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	4	✓
THE	1	000		THEATRE APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38	✓
AML	2	600		HONORS AFRO-AMERICAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
AML	2	600		AFRICAN AMERICAN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	13	✓
AML	2	631		HISPANIC AMERICA LITERATURE	08/15/2007	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	2	✓
AML	2	660		JEWISH AMERICAN LITERATURE	08/20/2011	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	050		SURVEY OF LITERARY HUMOR	08/21/2014	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	190		INTRODUCTION TO AFRO-CARIBBEAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
LIT	2	370		THE BIBLE AS LITERATURE	08/16/2014	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	380		WOMEN IN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	10	✓
LIT	2	380		HONORS WOMEN IN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	2	✓
MUH	2	018		HISTORY AND APPRECIATION OF JAZZ	08/16/2007	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	5	✓
SPN	2	200		INTERMEDIATE SPANISH I	04/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
SPN	2	201		INTERMEDIATE SPANISH II	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	3	✓
FRE	2	200		INTERMEDIATE FRENCH I	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/20/2008
FRE	2	201		INTERMEDIATE FRENCH II	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/20/2008
GER	2	200		INTERMEDIATE GERMAN I	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	4	Discontinued SCNS 8/20/2008
GER	2	201		INTERMEDIATE GERMAN II	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	4	Discontinued SCNS 8/20/2009
LIT	1	050		SURVEY OF LITERARY HUMOR	08/21/2011	3		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/21/2014
LIT	1	370		THE BIBLE AS LITERATURE	08/16/2007	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/16/2014
MAC	1	114		HONORS TRIGONOMETRY	05/08/2009	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
MAC	1	114		TRIGONOMETRY	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38	✓
MAC	1	140		HONORS PRECALCULUS	08/20/2011	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
MAC	1	140		PRECALCULUS	08/01/1991	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36	✓
MAC	1	147		PRECALCULUS ALGEBRA & TRIGONOMETRY	03/24/2022	5		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	35	✓
MAC	2	233		SURVEY OF CALCULUS	01/01/2002	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38	✓
MAC	2	312		HONORS CALCULUS WITH ANALYTICAL GEOMETRY 2	05/07/2013	4		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
MAC	2	312		CALCULUS WITH ANALYTIC GEOMETRY II	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	46	✓
MAC	2	313		CALCULUS WITH ANALYTIC GEOMETRY III	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36	✓
MAP	2	302		DIFFERENTIAL EQUATIONS	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	29	✓
MAS	2	103		LINEAR ALGEBRA	08/20/2013	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	19	✓
MAC	1	105		HONORS COLLEGE ALGEBRA	08/02/2015	3	Math	Math	Reviewed: No Updates	Both General Education (Core/Institution)	Course Description	10	✓
MAC	2	311		HONORS CALCULUS WITH ANALYTICAL GEOMETRY 1	08/01/2015	4	Math	Math	Reviewed: No Updates	Both General Education (Core/Institution)	Course Description	16	✓
MAC	1	105		COLLEGE ALGEBRA	08/02/2015	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	54	✓

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Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
MAC	1	105	C	COLLEGE ALGEBRA COREQUISITE	09/14/2022	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	2	✓
MAC	2	311		CALCULUS WITH ANALYTIC GEOMETRY I	08/01/2015	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	47	✓
STA	2	023		STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48	✓
STA	2	023		HONORS STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	16	✓
MGF	1	106		LIBERAL ARTS MATHEMATICS	01/03/2016	3.0	Math	Math	Reviewed: No Updates	Not Applicable	Not Applicable	47	Discontinued; converted to MGF 1130
MGF	1	107		FINITE MATHEMATICS	01/03/2016	3.0	Math	Math	Reviewed: No Updates	Not Applicable	Not Applicable	44	Discontinued; converted to MGF 1131
MGF	1	111		GEOMETRY	08/13/2003	1.0		Math	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 8/20/2008
BOT	1	010	L	GENERAL BOTANY LABORATORY	08/20/2016	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9	✓
BOT	1	010		GENERAL BOTANY	08/20/2016	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
BSC	1	011		PRINCIPLES OF BIOLOGY II	05/01/2000	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	27	✓
BSC	1	011	L	PRINCIPLES OF BIOLOGY II LAB	05/01/2000	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	18	✓
BSC	2	086	L	ANATOMY & PHYSIOLOGY LAB II	08/15/2006	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
BSC	2	086		ANATOMY & PHYSIOLOGY II	08/15/2006	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	16	✓
BSC	1	311		MARINE BIOLOGY	08/01/2020	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
BSC	2	421		INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
BSC	2	421	L	INTRODUCTION TO BIOTECHNOLOGY LAB	08/20/2011	2		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
BSC	2	421		HONORS INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
CHM	1	025		INTRODUCTORY CHEMISTRY	08/15/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
CHM	1	032	L	PRINCIPLES OF CHEMISTRY LAB	08/20/2012	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
CHM	1	032		PRINCIPLES OF CHEMISTRY	08/20/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
CHM	1	046	L	GENERAL CHEMISTRY II LAB	01/01/2004	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
CHM	1	046		GENERAL CHEMISTRY 2	07/14/2021	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	17	✓
CHM	1	046		HONORS GENERAL CHEMISTRY 2	08/15/2022	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
HSC	2	100		HONORS HEALTH CONCEPTS AND STRATEGIES	01/03/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HSC	2	100		HEALTH CONCEPTS AND STRATEGIES	01/03/2015	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	2	✓
HSC	1	101		HONORS CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HSC	1	101		CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
HUN	1	201		HONORS ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HUN	1	201		ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
MCB	2	010	L	INTRODUCTION TO MICROBIOLOGY LAB	02/18/1997	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
MCB	2	010		INTRODUCTION TO MICROBIOLOGY	08/20/2011	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9	✓
MCB	2	010		HONORS INTRODUCTION TO MICROBIOLOGY	08/21/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
PHY	1	001		APPLIED PHYSICS	08/15/2004	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
PHY	2	049		GENERAL PHYSICS WITH CALCULUS II	08/01/1986	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
PHY	2	049	L	GEN. PHYSICS II AND GEN. PHYSICS WITH CALC. II LAB	08/01/1998	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	12	✓
PHY	2	054		GENERAL PHYSICS II	08/01/1987	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	25	✓
PSC	1	341		PHYSICAL SCIENCE FOR TODAY'S WORLD	08/01/1988	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	11	✓
BSC	1	005	L	CONCEPTS IN BIOLOGY LAB	08/20/2018	1	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	21	✓
BSC	1	010	L	PRINCIPLES OF BIOLOGY LAB 1	08/20/2008	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	21	✓
BSC	2	085	L	ANATOMY & PHYSIOLOGY LAB I	08/15/2006	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	12	✓

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Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
CHM	1	045	L	GENERAL CHEMISTRY I LAB	01/01/2004	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	16	✓
PHY	2	048	L	GEN. PHYSICS I AND GEN. PHYSICS WITH CALC. I LAB	08/01/1998	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	20	✓
BSC	1	005		HONORS CONCEPTS IN BIOLOGY	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	6	✓
BSC	1	005		CONCEPTS IN BIOLOGY	08/20/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	43	✓
BSC	1	010		PRINCIPLES OF BIOLOGY 1	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
BSC	1	010		HONORS PRINCIPLES OF BIOLOGY 1	08/03/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	3	✓
BSC	2	085		ANATOMY & PHYSIOLOGY I	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
BSC	2	085		HONORS ANATOMY AND PHYSIOLOGY 1	08/20/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	3	✓
CHM	1	045		HONORS GENERAL CHEMISTRY 1	07/14/2021	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5	✓
CHM	1	045		GENERAL CHEMISTRY I	08/15/2021	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	23	✓
ESC	1	000		EARTH SCIENCE	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	36	✓
EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	43	✓
EVR	1	001		HONORS INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	9	✓
OCE	1	001		INTRODUCTION TO OCEANOGRAPHY	01/03/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	30	✓
PHY	1	020		FUNDAMENTALS OF PHYSICS	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	34	✓
PHY	2	048		HONORS GENERAL PHYSICS WITH CALCULUS 1	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	4	✓
PHY	2	048		GENERAL PHYSICS WITH CALCULUS 1	08/02/2015	4.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
PHY	2	053		GENERAL PHYSICS 1	08/02/2015	4.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	24	✓
PHY	2	053		HONORS GENERAL PHYSICS I	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	23	✓
AST	1	002		DESCRIPTIVE ASTRONOMY	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Not Applicable	50	✓
GLY	1	000		DESCRIPTIVE GEOLOGY	08/01/1996	3.0		Natural Science	Reviewed: Removed from General Education	Not Applicable	Not Applicable	12	Discontinued in SCNS effective 8/14/2025 to be replaced with State Core GLY course.
AST	1	003		PLANETARY ASTRONOMY	08/01/1999	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	9	Discontinued SCNS 1/3/2016
AST	1	004		STELLAR & GALACTIC ASTRONOMY	36373	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	11	Discontinued SCNS 1/3/2016
BSC	1	050		HONORS ENVIRONMENTAL CONSERVATION	08/01/2002	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SCNS 8/20/2014
BSC	1	050		ENVIRONMENTAL CONSERVATION	08/15/2006	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	15	Discontinued SCNS 8/20/2014
BSC	1	085		ANATOMY & PHYSIOLOGY I	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	10	Discontinued SCNS 8/15/2006
BSC	1	085	L	ANATOMY & PHYSIOLOGY LAB I	08/15/2006	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/15/2006
BSC	1	086		ANATOMY & PHYSIOLOGY II	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	7	Discontinued SCNS 8/15/2006
BSC	1	086	L	ANATOMY & PHYSIOLOGY LAB II	08/01/1993	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	5	Discontinued SCNS 8/15/2006
CHM	1	015		PRINCIPLES OF CHEMISTRY	09/01/1987	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SCNS 8/1/2006
CHM	1	020		PRINCIPLES OF CHEMISTRY	08/15/2006	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	33	Discontinued SCNS 8/20/2012
CHM	1	020	L	PRINCIPLES OF CHEMISTRY LAB	08/20/2011	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	11	Discontinued SCNS 8/20/2012
CHM	1	040		GENERAL CHEMISTRY I	08/01/1996	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 1/1/2004
CHM	1	041	L	GENERAL CHEMISTRY II LAB	05/01/1988	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	1	041		GENERAL CHEMISTRY II	08/01/1996	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	2	046		GENERAL CHEMISTRY III	05/04/1998	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	2	046	L	GENERAL CHEMISTRY III LAB	09/01/1987	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
OCE	1	001	L	INTRODUCTION TO OCEANOGRAPHY LABORATORY	11/04/2005	1.0	Natural Science	Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	7	Discontinued SCNS 1/3/2019
ZOO	1	010		GENERAL ZOOLOGY LECTURE	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	22	Discontinued SCNS 8/15/2008
ZOO	1	010	L	GENERAL ZOOLOGY LAB	08/01/1993	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/15/2008

Statewide Course Numbering System
General Education Course Report

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
SYG	2	000		INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	55	✓
SYG	2	000		HONORS INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	14	✓
SYG	2	010		AMERICAN SOCIAL PROBLEMS	08/01/1983	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	23	✓
GEA	1	000		PRINCIPLES OF GEOGRAPHY AND CONSERVATION	08/01/2006	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	20	✓
POS	1	001		INTRODUCTION TO POLITICAL SCIENCE	05/15/1984	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
POS	2	112		AMERICAN STATE AND LOCAL GOVERNMENTS	01/01/2002	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	23	✓
AMH	2	010		UNITED STATES HISTORY TO 1865	05/26/1983	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	44	✓
AMH	2	010		HONORS UNITED STATES HISTORY TO 1865	08/01/2002	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	11	✓
AMH	2	020		U. S. HISTORY FROM 1865 TO THE PRESENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	51	✓
AMH	2	020		HONORS UNITED STATES HISTORY FROM 1865 TO PRESENT	08/20/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	10	✓
ANT	2	000		ANTHROPOLOGY	08/01/2021	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	32	✓
ECO	2	013		PRINCIPLES OF MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48	✓
ECO	2	013		HONORS PRINCIPLES OF MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	11	✓
PHI	1	010		INTRODUCTION TO PHILOSOPHY	08/02/2015	3.0	Humanities	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	50	✓
POS	1	041		INTRODUCTION TO AMERICAN GOVERNMENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	51	✓
POS	1	041		HONORS INTRODUCTION TO AMERICAN GOVERNMENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	13	✓
PSY	2	012		HONORS GENERAL PSYCHOLOGY	03/31/2016	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	15	✓
PSY	2	012		INTRODUCTION TO PSYCHOLOGY	08/01/2020	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	64	✓
SYG	1	230		AMERICAN MINORITIES TODAY	11/02/1990	3.0		Social Sciences	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	6	✓

Certification Form

Academic Year 2025-26 General Education Courses

Please email signed form to Articulation@fldoe.org no later than September 1, 2024.

Dear Commissioner Diaz,

I certify that my institution has reviewed our general education course options for compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

- Reviewed Excel spreadsheet provided by the Office of K-20 Articulation.
- Submitted new courses or changes to the Statewide Course Numbering System (SCNS).

FCS/SUS President Signature

Board of Trustee Chair Signature

Institution

Date

Date

Date of Board Approval



Ben Gibson, *Chair*
Ryan Petty, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Kelly Garcia
MaryLynn Magar

MEMORANDUM

TO: Florida College System Presidents
State University System Presidents

FROM: Manny Diaz, Jr.

DATE: February 26, 2024

SUBJECT: **Annual Institutional General Education Review Process**

On January 17, 2024, the State Board of Education (SBOE) approved revisions to Rule 6A-14.0303, Florida Administrative Code, and on January 24, 2024, the Board of Governors (BOG) approved revisions to Regulation 8.005. The amended rule and regulation set forth the statutory requirements for all general education courses, identify the list of general education core courses beginning fall semester of 2024 and provide institutional requirements for approving and reporting institutional general education course offerings. On January 25, 2024, a joint memo was issued for the purpose of notifying institutions regarding these revisions.

The rule and regulation describe a process for an annual institutional review by each institution of all general education course offerings with a subsequent submission to the SBOE or BOG for approval. It is important that institutions review each course and its course description for compliance with the requirements of sections 1007.25 and 1007.55, Florida Statutes, and the applicable SBOE rule or BOG regulation. In addition, each institution's list must be approved by its Board of Trustees and submitted to the Articulation Coordinating Committee (ACC) **no later than September 1, 2024**, for implementation in fall of 2025. The ACC has the responsibility to send each list to the BOG or SBOE, as applicable no later than December 1 each year. Once the SBOE and BOG receive the lists, the remaining process for final approval follows the SBOE rule for FCS institutions and the BOG regulation for state universities.

To assist in this review, the Office of K-20 Articulation has compiled a spreadsheet of all general education course offerings for each institution as they are currently listed in the Statewide Course Numbering System (SCNS) and the usage data for each course. Institutions will use this spreadsheet to submit their official list of general education course offerings to the ACC and will make the associated changes to their courses in the SCNS no later than September 1, 2024.

Annual General Education Review Process
February 26, 2024
Page Two

Each State University System Provost and each FCS Chief Academic Officer will receive the spreadsheet from the Office of K-20 Articulation, along with detailed instructions, contact information and a Certification Form for each institution's president and Board of Trustees chair to sign certifying the review and approval of the courses on the list. Institutions will submit their updated general education course lists via the spreadsheet provided and the completed Certification Form to the Office of K-20 Articulation at articulation@fldoe.org, no later than **September 1, 2024**.

Thank you for your attention to this important work and for all that you do to support our students in Florida.

MD/kh

Cc: Raymond Rodrigues, Chancellor, State University System
Emily Sikes, Interim Vice Chancellor for Academic and Student Affairs, Office of the Board of Governors
Kimberly Richey, Senior Chancellor, Florida Department of Education
Kathryn Hebda, Chancellor, Division of Florida Colleges, Florida Department of Education
State University System Provosts
FCS Chief Academic Officers

Statewide Course Numbering System
General Education Course Report

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
ENC	1	102		HONORS COLLEGE COMPOSITION 2	05/01/2015	3		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
ENC	1	102		COLLEGE COMPOSITION 2	08/02/2019	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	37	✓
SPC	1	017		HONORS FUNDAMENTALS OF SPEECH COMMUNICATION	08/02/2009	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
SPC	1	017		FUNDAMENTALS OF SPEECH COMMUNICATION	01/03/2017	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
ENC	1	101		HONORS COLLEGE COMPOSTION 1	05/01/2015	3	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	12	✓
ENC	1	101		COLLEGE COMPOSITION 1	08/02/2019	3.0	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38 (10)	✓
ENC	1	141		HONORS WRITING FOR LITERATURE	08/15/2006	3		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
ENC	1	141		WRITING ABOUT LITERATURE	08/01/1989	3.0		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
CGS	1	100		MICROCOMPUTER APPLICATIONS	05/01/2002	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SNCN 8/1/2003 as Gen Ed
CGS	2	525		MULTIMEDIA PRESENTATIONS	05/01/2000	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/11/2005
CGS	2	542		ADVANCED DATABASE CONCEPTS	05/01/1995	1.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/10/2005
ENC	1	121		HONORS COLLEGE COMPOSITION I	05/08/2011	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/20/2015
SPC	1	016		FUNDAMENTALS OF SPEECH COMMUNICATION	08/15/2005	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 8/02/2009
SPC	1	016		HONORS FUNDAMENTALS OF SPEECH COMMUNICATION	08/01/2002	3.0		Communications	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/02/2009
ENC	1	122		HONORS COLLEGE COMPOSITION 2	05/08/2011	3.0		Communications	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	8	Discontinued SCNS 8/20/2015
ARH	2	050		HONORS ART HISTORY: ANCIENT TO RENAISSANCE	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	3	✓
ARH	2	050		ART HISTORY ANCIENT TO REINASSANCE	05/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	34	✓
ARH	2	051		HONORS ART HISTORY RENAISSANCE TO CONTEMPORARY	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
ARH	2	051		ART HISTORY: REINASSANCE TO CONTEMPORARY	08/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	33	✓
LIT	2	090		CONTEMPORARY LITERATURE	01/01/2000	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	10	✓
LIT	2	090		HONORS CONTEMPORARY LITERATURE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	1	✓
LIT	2	110		WORLD LITERATURE BEFORE THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	25	✓
LIT	2	110		HONORS WORLD LITERATURE BEFORE THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
LIT	2	120		WORLD LITERATURE AFTER THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	27	✓
LIT	2	120		HONORS WORLD LITERATURE AFTER THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	7	✓
MUT	1	001		FUNDAMENTALS OF MUSIC	08/20/2007	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4	✓
AML	2	010		HONORS AMERICAN LITERATURE TO 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
AML	2	010		AMERICAN LITERATURE TO 1865	01/10/1986	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	24	✓
AML	2	020		HONORS AMERICAN LIETERATURE AFTER 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
AML	2	020		AMERICAN LITERATURE AFTER 1865	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	23	✓
ENL	2	012		HONORS ENGLISH LITERATURE BEFORE 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
ENL	2	012		ENGLISH LITERATURE BEFORE 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	22	✓
ENL	2	022		HONORS ENGLISH LITERATURE AFTER 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
ENL	2	022		ENGLISH LITERATURE AFTER 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	26	✓
FIL	2	000		FILM APPRECIATION	01/10/2015	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	12	✓
FRE	1	120		ELEMENTARY FRENCH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
FRE	1	121		ELEMENTARY FRENCH II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
GER	1	120		ELEMENTARY GERMAN I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
GER	1	121		ELEMENTARY GERMAN II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
SPN	1	120		ELEMENTARY SPANISH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	8	✓

**Statewide Course Numbering System
General Education Course Report**

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
SPN	1	120		HONORS ELEMENTARY SPANISH I	08/20/2011	4		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
ARH	1	000		HONORS ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5	✓
ARH	1	000		ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	41	✓
LIT	1	000		HONORS INTRODUCTION TO LITERATURE	03/24/2022	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	7	✓
LIT	1	000		INTRODUCTION TO LITERATURE	06/26/2017	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	49	✓
MUL	1	010		MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	31	✓
MUL	1	010		HONORS MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	4	✓
THE	1	000		THEATRE APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38	✓
AML	2	600		HONORS AFRO-AMERICAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
AML	2	600		AFRICAN AMERICAN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	13	✓
AML	2	631		HISPANIC AMERICA LITERATURE	08/15/2007	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	2	✓
AML	2	660		JEWISH AMERICAN LITERATURE	08/20/2011	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	050		SURVEY OF LITERARY HUMOR	08/21/2014	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	190		INTRODUCTION TO AFRO-CARIBBEAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
LIT	2	370		THE BIBLE AS LITERATURE	08/16/2014	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1	✓
LIT	2	380		WOMEN IN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	10	✓
LIT	2	380		HONORS WOMEN IN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	2	✓
MUH	2	018		HISTORY AND APPRECIATION OF JAZZ	08/16/2007	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	5	✓
SPN	2	200		INTERMEDIATE SPANISH I	04/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	4	✓
SPN	2	201		INTERMEDIATE SPANISH II	08/15/2005	3.0		Humanities	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	3	✓
FRE	2	200		INTERMEDIATE FRENCH I	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/20/2008
FRE	2	201		INTERMEDIATE FRENCH II	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/20/2008
GER	2	200		INTERMEDIATE GERMAN I	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	4	Discontinued SCNS 8/20/2008
GER	2	201		INTERMEDIATE GERMAN II	08/15/2005	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	4	Discontinued SCNS 8/20/2009
LIT	1	050		SURVEY OF LITERARY HUMOR	08/21/2011	3		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/21/2014
LIT	1	370		THE BIBLE AS LITERATURE	08/16/2007	3.0		Humanities	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 8/16/2014
MAC	1	114		HONORS TRIGONOMETRY	05/08/2009	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	3	✓
MAC	1	114		TRIGONOMETRY	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38	✓
MAC	1	140		HONORS PRECALCULUS	08/20/2011	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
MAC	1	140		PRECALCULUS	08/01/1991	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36	✓
MAC	1	147		PRECALCULUS ALGEBRA & TRIGONOMETRY	03/24/2022	5		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	35	✓
MAC	2	233		SURVEY OF CALCULUS	01/01/2002	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38	✓
MAC	2	312		HONORS CALCULUS WITH ANALYTICAL GEOMETRY 2	05/07/2013	4		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
MAC	2	312		CALCULUS WITH ANALYTIC GEOMETRY II	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	46	✓
MAC	2	313		CALCULUS WITH ANALYTIC GEOMETRY III	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36	✓
MAP	2	302		DIFFERENTIAL EQUATIONS	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	29	✓
MAS	2	103		LINEAR ALGEBRA	08/20/2013	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	19	✓
MAC	1	105		HONORS COLLEGE ALGEBRA	08/02/2015	3	Math	Math	Reviewed: No Updates	Both General Education (Core/Institution)	Course Description	10	✓
MAC	2	311		HONORS CALCULUS WITH ANALYTICAL GEOMETRY 1	08/01/2015	4	Math	Math	Reviewed: No Updates	Both General Education (Core/Institution)	Course Description	16	✓
MAC	1	105		COLLEGE ALGEBRA	08/02/2015	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	54	✓

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
MAC	1	105	C	COLLEGE ALGEBRA COREQUISITE	09/14/2022	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	2	✓
MAC	2	311		CALCULUS WITH ANALYTIC GEOMETRY I	08/01/2015	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	47	✓
STA	2	023		STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48	✓
STA	2	023		HONORS STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	16	✓
MGF	1	106		LIBERAL ARTS MATHEMATICS	01/03/2016	3.0	Math	Math	Reviewed: No Updates	Not Applicable	Not Applicable	47	Discontinued; converted to MGF 1130
MGF	1	107		FINITE MATHEMATICS	01/03/2016	3.0	Math	Math	Reviewed: No Updates	Not Applicable	Not Applicable	44	Discontinued; converted to MGF 1131
MGF	1	111		GEOMETRY	08/13/2003	1.0		Math	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 8/20/2008
BOT	1	010	L	GENERAL BOTANY LABORATORY	08/20/2016	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9	✓
BOT	1	010		GENERAL BOTANY	08/20/2016	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
BSC	1	011		PRINCIPLES OF BIOLOGY II	05/01/2000	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	27	✓
BSC	1	011	L	PRINCIPLES OF BIOLOGY II LAB	05/01/2000	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	18	✓
BSC	2	086	L	ANATOMY & PHYSIOLOGY LAB II	08/15/2006	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
BSC	2	086		ANATOMY & PHYSIOLOGY II	08/15/2006	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	16	✓
BSC	1	311		MARINE BIOLOGY	08/01/2020	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
BSC	2	421		INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
BSC	2	421	L	INTRODUCTION TO BIOTECHNOLOGY LAB	08/20/2011	2		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
BSC	2	421		HONORS INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
CHM	1	025		INTRODUCTORY CHEMISTRY	08/15/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
CHM	1	032	L	PRINCIPLES OF CHEMISTRY LAB	08/20/2012	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
CHM	1	032		PRINCIPLES OF CHEMISTRY	08/20/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
CHM	1	046	L	GENERAL CHEMISTRY II LAB	01/01/2004	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13	✓
CHM	1	046		GENERAL CHEMISTRY 2	07/14/2021	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	17	✓
CHM	1	046		HONORS GENERAL CHEMISTRY 2	08/15/2022	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
HSC	2	100		HONORS HEALTH CONCEPTS AND STRATEGIES	01/03/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HSC	2	100		HEALTH CONCEPTS AND STRATEGIES	01/03/2015	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	2	✓
HSC	1	101		HONORS CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HSC	1	101		CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
HUN	1	201		HONORS ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1	✓
HUN	1	201		ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
MCB	2	010	L	INTRODUCTION TO MICROBIOLOGY LAB	02/18/1997	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	6	✓
MCB	2	010		INTRODUCTION TO MICROBIOLOGY	08/20/2011	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9	✓
MCB	2	010		HONORS INTRODUCTION TO MICROBIOLOGY	08/21/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4	✓
PHY	1	001		APPLIED PHYSICS	08/15/2004	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7	✓
PHY	2	049		GENERAL PHYSICS WITH CALCULUS II	08/01/1986	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15	✓
PHY	2	049	L	GEN. PHYSICS II AND GEN. PHYSICS WITH CALC. II LAB	08/01/1998	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	12	✓
PHY	2	054		GENERAL PHYSICS II	08/01/1987	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	25	✓
PSC	1	341		PHYSICAL SCIENCE FOR TODAY'S WORLD	08/01/1988	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	11	✓
BSC	1	005	L	CONCEPTS IN BIOLOGY LAB	08/20/2018	1	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	21	✓
BSC	1	010	L	PRINCIPLES OF BIOLOGY LAB 1	08/20/2008	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	21	✓
BSC	2	085	L	ANATOMY & PHYSIOLOGY LAB I	08/15/2006	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	12	✓

**Statewide Course Numbering System
General Education Course Report**

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
CHM	1	045	L	GENERAL CHEMISTRY I LAB	01/01/2004	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	16	✓
PHY	2	048	L	GEN. PHYSICS I AND GEN. PHYSICS WITH CALC. I LAB	08/01/1998	1.0	Natural Science	Natural Science	Reviewed: No Updates	Both General Education (Core/Institution)	Not Applicable	20	✓
BSC	1	005		HONORS CONCEPTS IN BIOLOGY	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	6	✓
BSC	1	005		CONCEPTS IN BIOLOGY	08/20/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	43	✓
BSC	1	010		PRINCIPLES OF BIOLOGY 1	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
BSC	1	010		HONORS PRINCIPLES OF BIOLOGY 1	08/03/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	3	✓
BSC	2	085		ANATOMY & PHYSIOLOGY I	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
BSC	2	085		HONORS ANATOMY AND PHYSIOLOGY 1	08/20/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	3	✓
CHM	1	045		HONORS GENERAL CHEMISTRY 1	07/14/2021	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5	✓
CHM	1	045		GENERAL CHEMISTRY I	08/15/2021	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	23	✓
ESC	1	000		EARTH SCIENCE	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	36	✓
EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	43	✓
EVR	1	001		HONORS INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	9	✓
OCE	1	001		INTRODUCTION TO OCEANOGRAPHY	01/03/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	30	✓
PHY	1	020		FUNDAMENTALS OF PHYSICS	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	34	✓
PHY	2	048		HONORS GENERAL PHYSICS WITH CALCULUS 1	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	4	✓
PHY	2	048		GENERAL PHYSICS WITH CALCULUS 1	08/02/2015	4.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	22	✓
PHY	2	053		GENERAL PHYSICS 1	08/02/2015	4.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	24	✓
PHY	2	053		HONORS GENERAL PHYSICS I	08/02/2015	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	23	✓
AST	1	002		DESCRIPTIVE ASTRONOMY	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Not Applicable	50	✓
GLY	1	000		DESCRIPTIVE GEOLOGY	08/01/1996	3.0		Natural Science	Reviewed: Removed from General Education	Not Applicable	Not Applicable	12	Discontinued in SCNS effective 8/14/2025 to be replaced with State Core GLY course.
AST	1	003		PLANETARY ASTRONOMY	08/01/1999	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	9	Discontinued SCNS 1/3/2016
AST	1	004		STELLAR & GALACTIC ASTRONOMY	36373	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	11	Discontinued SCNS 1/3/2016
BSC	1	050		HONORS ENVIRONMENTAL CONSERVATION	08/01/2002	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SCNS 8/20/2014
BSC	1	050		ENVIRONMENTAL CONSERVATION	08/15/2006	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	15	Discontinued SCNS 8/20/2014
BSC	1	085		ANATOMY & PHYSIOLOGY I	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	10	Discontinued SCNS 8/15/2006
BSC	1	085	L	ANATOMY & PHYSIOLOGY LAB I	08/15/2006	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	6	Discontinued SCNS 8/15/2006
BSC	1	086		ANATOMY & PHYSIOLOGY II	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	7	Discontinued SCNS 8/15/2006
BSC	1	086	L	ANATOMY & PHYSIOLOGY LAB II	08/01/1993	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	5	Discontinued SCNS 8/15/2006
CHM	1	015		PRINCIPLES OF CHEMISTRY	09/01/1987	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	3	Discontinued SCNS 8/1/2006
CHM	1	020		PRINCIPLES OF CHEMISTRY	08/15/2006	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	33	Discontinued SCNS 8/20/2012
CHM	1	020	L	PRINCIPLES OF CHEMISTRY LAB	08/20/2011	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	11	Discontinued SCNS 8/20/2012
CHM	1	040		GENERAL CHEMISTRY I	08/01/1996	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	2	Discontinued SCNS 1/1/2004
CHM	1	041	L	GENERAL CHEMISTRY II LAB	05/01/1988	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	1	041		GENERAL CHEMISTRY II	08/01/1996	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	2	046		GENERAL CHEMISTRY III	05/04/1998	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
CHM	2	046	L	GENERAL CHEMISTRY III LAB	09/01/1987	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	1	Discontinued SCNS 1/1/2004
OCE	1	001	L	INTRODUCTION TO OCEANOGRAPHY LABORATORY	11/04/2005	1.0	Natural Science	Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	7	Discontinued SCNS 1/3/2019
ZOO	1	010		GENERAL ZOOLOGY LECTURE	08/01/1993	3.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	22	Discontinued SCNS 8/15/2008
ZOO	1	010	L	GENERAL ZOOLOGY LAB	08/01/1993	1.0		Natural Science	Reviewed: No Updates	Not Applicable	Not Applicable	8	Discontinued SCNS 8/15/2008

Statewide Course Numbering System
General Education Course Report

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	SCNS Update
SYG	2	000		INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	55	✓
SYG	2	000		HONORS INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	14	✓
SYG	2	010		AMERICAN SOCIAL PROBLEMS	08/01/1983	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	23	✓
GEA	1	000		PRINCIPLES OF GEOGRAPHY AND CONSERVATION	08/01/2006	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	20	✓
POS	1	001		INTRODUCTION TO POLITICAL SCIENCE	05/15/1984	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	10	✓
POS	2	112		AMERICAN STATE AND LOCAL GOVERNMENTS	01/01/2002	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	23	✓
AMH	2	010		UNITED STATES HISTORY TO 1865	05/26/1983	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	44	✓
AMH	2	010		HONORS UNITED STATES HISTORY TO 1865	08/01/2002	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	11	✓
AMH	2	020		U. S. HISTORY FROM 1865 TO THE PRESENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	51	✓
AMH	2	020		HONORS UNITED STATES HISTORY FROM 1865 TO PRESENT	08/20/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	10	✓
ANT	2	000		ANTHROPOLOGY	08/01/2021	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	32	✓
ECO	2	013		PRINCIPLES OF MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48	✓
ECO	2	013		HONORS PRINCIPLES OF MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	11	✓
PHI	1	010		INTRODUCTION TO PHILOSOPHY	08/02/2015	3.0	Humanities	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	50	✓
POS	1	041		INTRODUCTION TO AMERICAN GOVERNMENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	51	✓
POS	1	041		HONORS INTRODUCTION TO AMERICAN GOVERNMENT	08/20/2018	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	13	✓
PSY	2	012		HONORS GENERAL PSYCHOLOGY	03/31/2016	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	15	✓
PSY	2	012		INTRODUCTION TO PSYCHOLOGY	08/01/2020	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	64	✓
SYG	1	230		AMERICAN MINORITIES TODAY	11/02/1990	3.0		Social Sciences	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	6	✓

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Approve Construction Manager at Risk (CMaR) Agreement with Lebolo Construction Management, Inc. for the Lake Worth TC117 HVAC Replacement Project in Amount Not to Exceed \$3.2 Million and Authorize the President or Designee to Execute the Agreement Documents.
Staff Contacts: Mr. Edgar Cintron, Facilities Director, and Ms. Jennifer Alvarez, Procurement Director

Summary:

Background/Pertinent Facts: In the June 18, 2024 Board meeting, the District Board of Trustees approved eight (8) firms for Construction Manager at Risk (CMaR) services for prequalification certification, after an extensive selection process. Lebolo Construction Management, Inc. was one of the selected firms.

The College engaged Lebolo Construction Management, Inc. to provide CMaR pre-construction and construction services for the Lake Worth TC117 HVAC Replacement project. The TC Building is over 20 years old and is served by the original HVAC equipment. Johnson Levinson Ragan Davila, Inc. (JLRD) is the Engineer of Record (EOR) for this project. The project scope of work includes the replacement of eight (8) HVAC air handling units (AHUs) and the expansion of the mechanical room enclosures, as the existing mechanical rooms do not provide adequate service clearance around the air handlers.

The project is currently design. Once the project nears the completion of design, Lebolo Construction Management, Inc. will provide a Guaranteed Maximum Price (GMP) for this project. The CMaR warrants to the owner that the project will be built at a price not-to-exceed the GMP. If the cost is approved by the College, the construction phase contract to the CMAR would occur and the CMaR assumes the risk of meeting the GMP.

The College is seeking approval from the District Board of Trustees to approve the CMaR Agreement with Lebolo Construction Management, Inc. for an amount Not to Exceed \$3,200,000 for the Lake Worth TC117 HVAC Replacement project. Furthermore, it is requested to authorize the President or designee to execute the agreement documents.

Financial Impact: Not to exceed \$3.2 million. This project is funded by State Fiscal Recovery Funds (SFRF).

Strategic Goal(s) Addressed: The College aims to promote and practice operational efficiencies in all areas.

Duration of Contract: Until project completion, no later than December 2026.

RECOMMEND: Approval

Links:

[CM-Agreement-LeboloConstruction LW TC117HVAC Replace Lebolo-signed 8-1-24](#)

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Approve a Permanent Utility Easement for the Purpose of Allowing Florida Power & Light (FPL) Access to Construct and Maintain a New Primary Electric Service, Equipment and Meter on the Palm Beach Gardens Campus.
Staff Contact: Mr. Edgar Cintron, Director, Facilities

Summary:

Background/Pertinent Facts: This new primary electric service from FPL is being requested by the College tenant, NexGen Sports Group, Inc., located at 2961 RCA Boulevard, Palm Beach Gardens, Florida. In order to provide this high voltage service, FPL needs to extend underground conduit & cabling from an existing concrete power pole on RCA Boulevard to a new 3-phase vacuum switch cabinet and primary metering cabinet. The area needed to provide this equipment and service is 15'-0" by 40'-0" as shown on the accompanying survey sketch and legal description. The location is on the college's south property line, west of the RCA Boulevard campus entrance, and will pose no constraints to future development on the site. As typical with college site utilities, extension from this easement to the NexGen Sports group switch will remain a private college utility extension with no easement required by FPL.

Subject to legal counsel's final review and approval, it is requested that the Board approve the permanent Utility Easement described in the attached survey sketch and legal description for the purpose of allowing FPL access to construct and maintain a new electrical service, associated equipment, and meter.

Financial Impact: This new electric meter will be in the name of NexGen Sports Group and will have no financial impact on the Palm Beach Gardens Campus electrical utility billings.

Strategic Goal(s) Addressed: CULTURE: We will create a learning environment committed to the success of every student and employee.

Duration of Contract: August 2024

RECOMMEND: Approval

Attachments:

PBG FPL Permanent Utility Easement Legal Description and Sketch_MT5877

Easement for Business -

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

EXHIBIT "A"

LEGAL DESCRIPTION OF 15'x40' FPL EASEMENT PALM BEACH STATE COLLEGE - GARDENS CAMPUS

Being an easement located in the south half of Sections 5 and 6, Township 42 South, Range 43 East, Palm Beach Gardens, Palm Beach County, Florida, being more particularly described as follows:

COMMENCING at the southwest corner of said Section 5; thence North $01^{\circ}24'50''$ East (State Plane Grid Bearing Datum), along the west line of Section 5, a distance of 60.00 feet to a point on the north right-of-way line of RCA Boulevard, being the POINT OF BEGINNING of the parcel described herein; thence North $88^{\circ}34'15''$ West along said north right-of-way line, 35.00 feet; thence North $01^{\circ}24'50''$ East parallel with the west line of Section 5, a distance of 15.00 feet; thence South $88^{\circ}34'15''$ East parallel with said north right-of-way line, 35.04 feet; thence South $88^{\circ}32'07''$ East parallel with said north right-of-way line, 4.96 feet; thence South $01^{\circ}24'50''$ West parallel with the west line of Section 5, a distance of 15.00 feet to said north right-of-way line; thence North $88^{\circ}32'07''$ West along said north right-of-way line, 5.00 feet to the POINT OF BEGINNING.

Described parcel contains 0.138 acres (600 square feet), more or less.

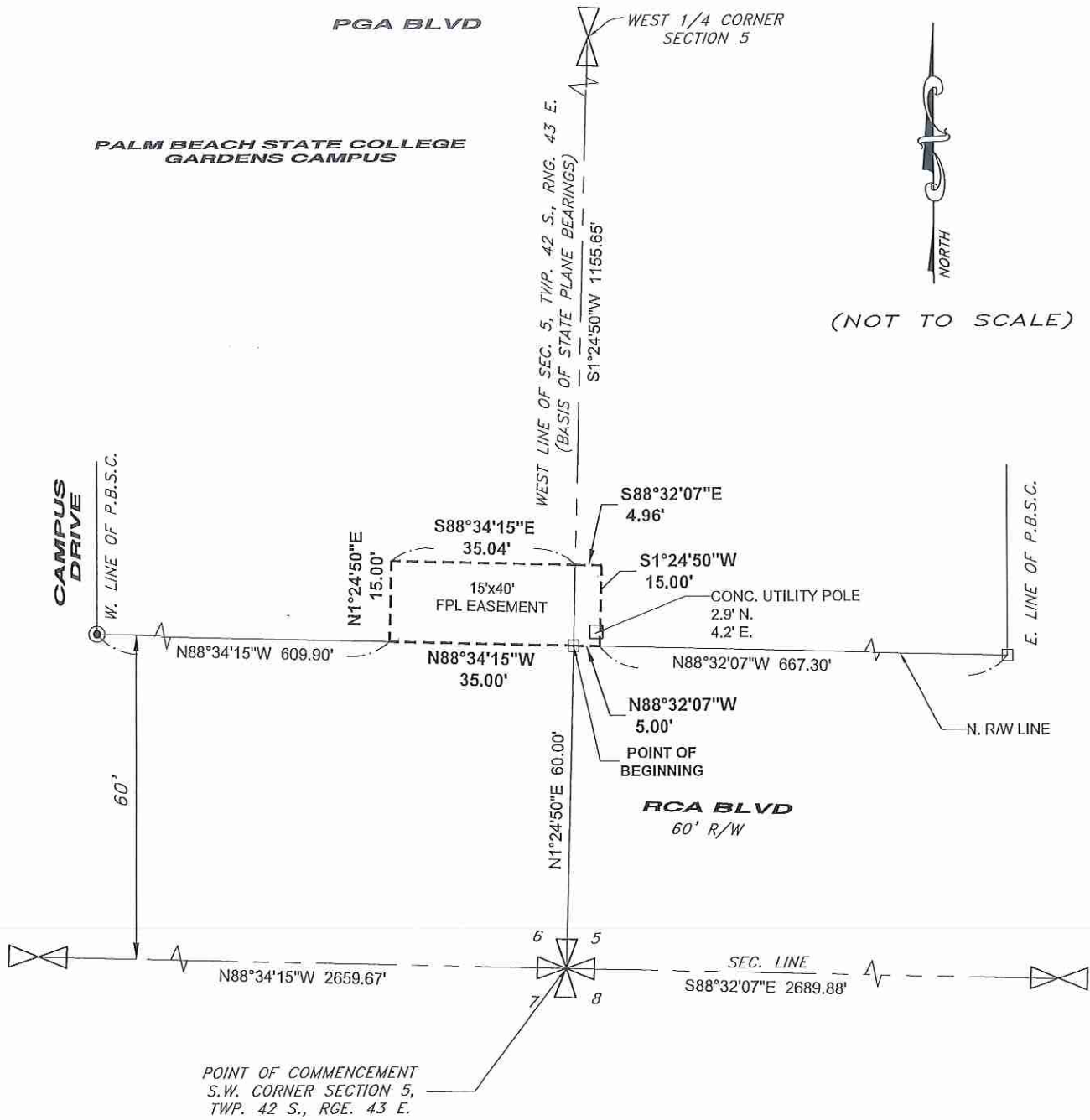
PGA BLVD

PALM BEACH STATE COLLEGE
GARDENS CAMPUS

WEST 1/4 CORNER
SECTION 5



(NOT TO SCALE)



LEGEND

- SEC. = SECTION
- TWN = TOWNSHIP
- RGE = RANGE
- P.B.S.C. = PALM BEACH STATE COLLEGE
- CONC. = CONCRETE
- BLVD. = BOULEVARD
- FPL = FLORIDA POWER & LIGHT

LAND SURVEYOR'S STATEMENT

I HEREBY CERTIFY THAT THE SKETCH SHOWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF THE ACCOMPANYING DESCRIPTION AND COMPLIES WITH THE STANDARDS OF PRACTICE AS SET FORTH IN CHAPTER 5J-17, F.A.C. BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

Dennis Painter
BY: _____

DENNIS PAINTER
REGISTERED LAND SURVEYOR
FLORIDA CERTIFICATION No. 3542
FOR THE FIRM

NOT VALID UNLESS SEALED WITH SURVEYOR'S EMBOSSED SEAL AND SIGNATURE.

THIS IS NOT A BOUNDARY SURVEY

DRAWN BY:	N. ORTIZ
APPROVED BY:	D. PAINTER
SCALE:	1" = 30'
DATE:	10/31/2023
FIELD BOOK/PAGES:	N/A

BY:	DATE:	REVISIONS:

**SKETCH AND LEGAL DESCRIPTION
OF 15' x 40' FPL EASEMENT
AT PALM BEACH STATE COLLEGE
GARDENS CAMPUS**

F.R.S. & ASSOCIATES, INC.
LAND SURVEYORS AND LAND PLANNERS
CERTIFICATE OF AUTHORIZATION NO. LB 4241
2257 VISTA PARKWAY, SUITE 4
WEST PALM BEACH, FLORIDA 33411
PHONE (561) 478-7178 FAX (561) 478-7922
Web Site: www.frssurvey.com

Work Request No. _____

Sec. __, Twp __ S, Rge __ E

Parcel I.D. _____
(Maintained by County Appraiser)

EASEMENT (BUSINESS)

This Instrument Prepared By

Name: _____
Co. Name: _____
Address: _____

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its affiliates, licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of overhead and underground electric utility facilities (including wires, poles, guys, cables, conduits and appurtenant equipment) to be installed from time to time; with the right to reconstruct, improve, add to, enlarge, change the voltage as well as the size of, and remove such facilities or any of them within an easement described as follows:

Reserved for Circuit Court

See Exhibit "A" ("Easement Area") Easements are 10 feet in width for underground with FPL facilities installed along the center line of the easement

Together with the right to permit any other person, firm, or corporation to attach wires to any facilities hereunder and lay cable and conduit within the Easement Area and to operate the same for communications purposes; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the Easement Area, which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area heretofore described, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on _____, 20__.

Signed, sealed and delivered in the presence of:

(Witness' Signature)

Print Name: _____
(Witness)

(Witness' Signature)

Print Name: _____
(Witness)

Entity name

By: _____

Print Name: _____

Print Address: _____

STATE OF _____ AND COUNTY OF _____. The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, the _____ of _____ a _____, who is personally known to me or has produced _____ as identification, and who did (did not) take an oath.
(Type of Identification)

My Commission Expires:

Notary Public, Signature

Print Name _____

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: Approve Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million and Authorize the President or Designee to Execute the Agreement Documents.
Staff Contacts: Mr. Edgar Cintron, Facilities Director, and Ms. Jennifer Alvarez, Procurement Director

Summary:

Background/Pertinent Facts: In the June 18, 2024, Board meeting, the District Board of Trustees approved the eight (8) recommended firms for Construction Manager at Risk (CMaR) services for prequalification certification, after an extensive selection process. Kaufman Lynn Construction was one of the selected firms.

The College engaged Kaufman Lynn Construction to provide CMaR services for the Palm Beach Gardens Spalling Repair and AA and AD Stair Replacement project. Song + Associates is the Architect of Record (AOR) for this project. The project scope of work includes the demolition and replacement of four external stair towers connected to buildings AD101 and AD102 at the Palm Beach Gardens campus due to significant spalling and poor structural condition. The scope also includes the removal of existing metal roofing at all exterior canopy walkways for concrete spalling repairs, with subsequent roof replacement at the exterior canopy walkways.

The project is currently in design. Once the project nears the completion of design, Kaufman Lynn Construction will provide a Guaranteed Maximum Price (GMP) for this project. The CMaR warrants to the owner that the project will be built at a price not-to-exceed the GMP. If the cost is approved by the College, the construction phase contract to the CMAR would occur and the CMaR assumes the risk of meeting the GMP.

The College is seeking approval from the District Board of Trustees to approve the CMaR Agreement with Kaufman Lynn Construction for an amount Not to Exceed \$4,000,000 for the Palm Beach Gardens Spalling Repair and AA and AD Stair Replacement project. Furthermore, it is requested to authorize the President or designee to execute the agreement documents.

Financial Impact: Not to exceed \$4 million. This project is funded by State Fiscal Recovery Funds (SFRF).

Strategic Goal(s) Addressed: The College aims to promote and practice operational efficiencies in all areas.

Duration of Contract: Until project completion, no later than December 2026.

RECOMMEND: Approval

Links:

[CM-Agreement-KaufmanLynn PBG Spalling](#)

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: Second Reading - Amendment to Board Policy 6Hx-18-3.49 Sexual Predator or Offender Information Notification/Publication
Staff Contact: Dr. Delsa Bush, Director of Security, Safety and Risk Management

Summary:

Background/Pertinent Facts: The current Board Policy 6Hx-18-3.49, Sexual Predator or Offender Information Notification/Publication, is being recommended for amendment. Below are the following changes:

- Updated College Employee titles.
- Added language to define the Florida Department of Law Enforcement (FDLE) guidelines as aligned with the college policy.
- Removed procedural processes.

Financial Impact: N/A

Strategic Goal(s) Addressed: Culture - We will create a learning environment committed to the success of every student and employee.

Duration of Contract: N/A

RECOMMEND: Approval

Attachments:

REDLINED-2ndReadingAmendment-6Hx-18-3.49-SexualPredator-or-OffenderInfoNotificationPub

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

<p>TITLE</p>	<p>Sexual Predator or Offender Information Notification/Publication</p>	<p>NUMBER 6Hx-18-3.49</p>
<p>LEGAL AUTHORITY</p>	<p>1001.64, 775.21, & 943.0435, Florida Statutes</p>	<p>PAGE 1 of 1</p>
<p>DATE ADOPTED/AMENDED</p>	<p>Adopted 3/11/2003, Amended mo/dd/yyyy</p>	

- ~~1. The College shall publish resource information for those interested in contacting respective law enforcement agencies having jurisdiction for a particular Palm Beach State College campus, the FDLE hotline or the FDLE website for information concerning sexual predators or offenders.~~
- ~~2. Upon receipt of notification from local law enforcement the information shall be delivered to the attention of the President, who shall then forward it to the Vice President of Student Services or Director of Human Resources, depending on the status of the registrant, and Supervisor of Safety and Security. The Vice President of Student Services will notify the appropriate Dean of Student Services.~~
- ~~3. If the registrant is a student, the Dean of Student Services for the identified campus will arrange a conference, which will include a designee from that office, the Supervisor of Safety and Security, and the registrant. Based on this conference and the severity of the offence the parties present may become involved in further action which includes but is not limited to: (1) consultation with legal counsel, (2) notification of campus Security Departments for purposes of monitoring the activity of the offender, and/or (3) notification of the Campus Provost, program director, classroom instructor, immediate supervisor or others as appropriate.~~
- ~~4. If the registrant is an employee, the Director of Human Resources will arrange a conference, which will include a designee from that office, the Supervisor of Safety and Security, and the registrant. Based on this conference and the severity of the offence the parties present may become involved in further action which includes but is not limited to: (1) consultation with legal council, (2) notification of campus Security Departments for purposes of monitoring the activity of the offender, (3) notification of the offender's immediate supervisor, and (4) notification of the Campus Provost.~~
- ~~5. The conference referenced above shall be conducted in a confidential manner.~~
 - ~~a. A student registrant will be advised of the appropriateness of the program in which they are enrolled, the resources available on campus to help ensure success in reaching their respective academic goals, and the need to comply with all aspects of the existing Student Code of Conduct as published in the Student Handbook. Failure to comply with the Student Code of Conduct will result in disciplinary action~~

~~b. An employee registrant will be advised to comply with the law and College rules and procedures. Failure to comply will result in disciplinary action that may include but is not limited to termination or other punishment as provided by applicable law.~~

Purpose

To provide information to students, employees, and the College community about persons that are enrolled at or employed by the College, and who are also registered as sexual predators or sexual offenders with local law enforcement agencies and the Florida Department of Law Enforcement (FDLE).

Policy:

In accordance with 775.21, F.S., (“The Florida Sexual Predators Act”) and 943.0435, F.S., convicted sex offenders in Florida must register with the Florida Department of Law Enforcement (FDLE). The FDLE makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials. It is the responsibility of the county sheriff to notify the College if an offender or predator is enrolled, employed, or carrying on a vocation at the College.

The College will publish information that students and employees can use to search for sexual predators and offenders who have registered with the local law enforcement agency with jurisdiction. Students or employees may also access this information by visiting the FDLE website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>, or calling the FDLE hotline (1-888-357-7332).

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: Approve the Interlocal Purchasing System (TIPS) Contract
Presenter: Dr. David Edris, Direct, Client Support Services

Summary:

Board approval is requested, subject to final General Counsel review, to utilize The Interlocal Purchasing System (TIPS) Contract #230901 with Innovate Audio Visual, Inc. in the not to exceed amount of \$1,425,000 for various Audio Visual Equipment, Supplies, and Services.

Innovate Audio Visual, Inc. is the contractor awarded as a result of TIPS RFP #230901 for Audio Visual Equipment, Supplies, and Services.

Background/Pertinent Facts:

This contract is needed to purchase Audio-Visual installation services, technology equipment for classrooms and learning spaces, as well as software and related services.

Anticipated AV Installation and Equipment Projects:

- Sim Lab Equipment
- Boca Engineering Classroom Equipment
- Respiratory Equipment
- Active Learning Classrooms
- eSports Arena Equipment
- Lox Grove Equipment for LGA139/140 and Building #2
- Other Departments Technology purchases
- Purchase AV Equipment and installation for Classroom projects College-Wide

The use of this cooperative contract complies with 6A-14.0734(2)(c) Florida Administrative Code, purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law of buying cooperatives.

Financial Impact:

The total contract amount shall not exceed \$1,425,000. for the duration of the agreement which will end November 30, 2026. Quarterly, IT will provide a report to the DBOT detailing the total amount spent to date, the overall budget, and the progress of the work for each project included in this approval.

Strategic Goal(s) Addressed:

Innovation - The items purchased from this contract support face-to-face and online modalities. Supports classroom annotation devices.

Duration of Contract:

Contract is valid through November 30, 2026. with an option to renew for one (1) additional one-year period to November 30, 2027.

RECOMMEND: Approval

Attachments: Innovate Audio Visual Piggyback Agreement (TIPS Contract 230901)

Links: NA

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

MASTER CONTRACTOR/SERVICES AGREEMENT

THIS AGREEMENT is made by and between the District Board of Trustees of Palm Beach State College (hereinafter referred to as "College"), and Innovate Audio Visual, Inc., a Florida Corporation, (hereinafter referred to as "Contractor"), authorized to do business in Florida, whose address is 3460 Fairlane Farms Road, Suite 13, Wellington, FL 33414, this _____ day of _____, 2024.

WHEREAS, the College desires to purchase Audio Visual Equipment, Supplies, and Services; and

WHEREAS, the College desires to procure these services from Contractor, utilizing existing contract prices provided to The Interlocal Purchasing System (TIPS), pursuant to its solicitation number RFP #230901, for Audio Visual Equipment, Supplies, and Services; and

WHEREAS, in accordance with solicitation number RFP #230901, TIPS, entered into a three (3) year agreement with Contractor for services effective November 29, 2023 through November 30, 2026, with the option to renew for an additional one (1) year; and

WHEREAS, the College desires to purchase services from Contractor on the same terms, conditions, and pricing provided under solicitation number RFP #230901, subject to the terms and conditions of this Agreement, the College's Purchasing policies, and Florida law; and

WHEREAS, the Contractor agrees to extend the terms, conditions, and pricing of solicitation number RFP #230901 to the College, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration of which the parties hereto acknowledge, the parties agree as follows:

1 The above recitals are true and correct and are incorporated herein by reference.

2 The Contractor shall provide to the College Audio Visual Equipment, Supplies, and Services for the College, in accordance with and pursuant to the same terms, conditions, and pricing of solicitation number RFP #230901 procured by TIPS.

3 This Agreement shall terminate on November 30, 2026, unless Contract Number 230901 is renewed by TIPS, in which case the College will have sole discretion to renew the Agreement.

4 The College, at its sole discretion, reserves the right to terminate this Agreement with or without cause immediately upon providing written notice to Contractor.

Upon receipt of such notice, the Contractor shall not incur any additional costs under the Agreement. The College shall be liable only for reasonable costs incurred by Contractor prior to the date of the notice of termination. The College shall be the sole judge of "reasonable costs."

5 The Contractor shall indemnify and hold harmless the College and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the College or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the Contractor or its employees, agents, servants, partners, principals, or subcontractors. The Contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the College, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the College or its officers, employees, agents, and instrumentalities as herein provided the obligations of this section shall survive the term of this Agreement.

6 Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party.

7 This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute relating to this Agreement shall only be filed in a court of competent jurisdiction in Palm Beach County, Florida, and each of the parties to this Agreement submits itself to the jurisdiction of such court.

8 IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE'S OFFICE OF THE GENERAL COUNSEL AT 561-868-3139, DENISG@PALMBEACHSTATE.EDU, 4200 S. CONGRESS AVENUE, MS # 21, LAKE WORTH, FLORIDA 33461.

- a. Contractor shall comply with public records laws, specifically to:
 - i. Keep and maintain public records required by the College to perform the service.
 - ii. Upon request from the College's custodian of public records, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute or as otherwise provided by law.

- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the College.
- iv. Upon completion of the Agreement, transfer, at no cost, to the College all public records in possession of the Contractor or keep and maintain public records required by the College to perform the service. If the Contractor transfers all public records to the College upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the College, upon request from the College's custodian of public records, in a format that is compatible with the information technology systems of the College.
- v. If the Contractor does not comply with this section, the College shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

9 The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

10 The documents listed below are a part of this Agreement and are hereby incorporated by reference. In the event of inconsistency between the documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:

- a. Terms and conditions as contained in this Agreement.
- b. Terms and Conditions of TIPS solicitation number RFP #230901.
- c. Contractor's response to solicitation number RFP #230901 and any subsequent information submitted by Contractor during the evaluation and negotiation process.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the College and the Contractor executed this Agreement as of the day and year first above written.

PALM BEACH STATE COLLEGE

By: _____

Print Name: _____

Title: _____

CONTRACTOR

By: _____

Print Name: _____

Title: _____

(The remainder of this page intentionally left blank)

Palm Beach State College District Board of Trustees Meeting

IT Audio Visual Contract TIPS #230901

Dr. David Edris

IT Director Client Support
Services

August 20, 2024





Current & Future AV Projects

- Classroom Projects
 - **FIPSE Grant** to create active learning studios
 - 5 are finished with refinements
 - 7 more by 9/2024
 - **Boca Campus Engineering Classrooms**
 - Approximately \$174K equipment and installation
 - **LW Sim Lab Equipment**
 - Classroom/Debrief AV rooms installation approximately \$40K, most equipment already purchased.





Current & Future AV Projects

- Classroom Projects
 - **PBG Respiratory Classroom**
 - Approximately \$140K equipment and installation
 - **Lox Building 2 – Dental/Medical**
 - 11 Classrooms + Dental Hygiene
 - 7 Flex Lab + Anatomy Lab
 - 2 Active Learning + Multipurpose Lecture Hall
 - Expected AV installs in Q1 2025.





Approval of TIPS Contract #230901

Vendor: INNOVATE AUDIO VISUAL, INC.

TIPS (The Interlocal Purchasing System) RFP 230901 –
Audio Visual Equipment, Supplies, and Services

Contract is valid through November 30, 2026.
(option to renew for one (1) additional year)

Not to exceed \$1,425,000

Type of Equipment and Services: Audio Visual installation services, technology equipment for classrooms and learning spaces, as well as software and related services.

Board approval is requested, subject to final General Counsel review





Approval of TIPS Contract #230901

Item XI.C.1

Board of Trustees Action Requested:

Approval, subject to approval by General Counsel, IT Audio Visual Contract TIPS #230901 in the estimated amount not to exceed \$1,425,000.00 through November 30, 2026, with an option to renew for one (1) additional year; and authorize the President to execute the related documents.

**Agenda Item: X1.C.2
Action**

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: August 20, 2024

To: Members of the District Board of Trustees

From: Ava L. Parker, J.D., President

Subject: Second Reading DBOT Policy: Acceptable Use of Artificial Intelligence Technologies Policy
Staff Contact: Dr. Russell E. Kaufman, Chief Information Officer

Background/Pertinent Facts: Palm Beach State College (PBSC) recognizes the significant potential of Artificial Intelligence (AI) technologies to enhance teaching, learning, research, and administrative functions. This policy establishes the appropriate and responsible use of AI at PBSC to ensure that they are employed ethically, securely, and effectively to support the College while respecting privacy, confidentiality, and legal standards. Failure to abide by the policy and associated procedure(s) may result in disciplinary action, up to and including termination.

Financial Impact: N/A

Strategic Goal(s) Addressed: Advance Teaching Excellence

Duration of Contract: N/A

RECOMMEND: Approval

Attachments: PBSC AI Policy – Final.pdf

Approval: Ava L. Parker, J.D., President

This item has been approved electronically by the appropriate executive and/or supervisor.

Palm Beach State College

Board Policy

TITLE	Acceptable Use of Artificial Intelligence Technologies	NUMBER 6Hx-18-6.xx
LEGAL AUTHORITY	F.S. 1001.64; F.S. 1001.65; FS 501.171	PAGE 1 of 2
DATE ADOPTED/AMENDED	Adopted: [Date]	Policy

Policy:

I. Purpose

Palm Beach State College (PBSC) recognizes the significant potential of Artificial Intelligence (AI) technologies to enhance teaching, learning, research, and administrative functions. This policy establishes the appropriate and responsible use of AI at PBSC to ensure that they are employed ethically, securely, and effectively to support the College while respecting privacy, confidentiality, and legal standards. Failure to abide by the policy and associated procedure(s) may result in disciplinary action, up to and including termination.

II. Scope

This policy applies to all faculty, staff, students, and third-party contractors who engage with AI technologies on behalf of the College, whether within academic or administrative settings.

III. Definitions

AI Systems - Artificial Intelligence Systems refer to computer systems or programs designed to perform tasks that would typically require human intelligence. These systems are designed to process data, learn from experience, adapt to new inputs, and perform tasks autonomously or semi-autonomously.

IV. Policy Statement

All use of Artificial Intelligence (AI) Systems at Palm Beach State College (PBSC) will abide by the following:

1. The College shall uphold the privacy and security of data used in AI-driven transactions in compliance with Florida Statutes and other applicable data protection laws. This includes implementing robust data protection measures, maintaining data confidentiality, and obtaining consent for data collection, processing, and sharing activities as proscribed in PBSC's Information Security Policy (6Hx-18-6.01).
2. Personal information of all PBSC faculty, staff, students, and third-party contractors should not be input into Generative AI tools without validated contracts and security measures. All AI systems must undergo thorough security review and approval by the

Chief Information Officer before adoption. Incidents must be meticulously documented in accordance with legal requirements.

3. All use of AI Systems by students, faculty, and staff must adhere to principles of fairness, transparency, accountability, and privacy. AI initiatives should advance academic, administrative, and societal missions, promoting student success, research, and efficiency. It is crucial to acknowledge that AI-generated content may exhibit inaccuracies, biases, or be entirely fabricated, a phenomenon sometimes referred to as "hallucinations."
 - a. The college acknowledges the limitations of relying solely on AI detection tools to determine instances of academic dishonesty. Cases based solely on AI detection results will not automatically be considered a violation of the Student Code of Conduct. However, a hallucinated citation can be considered and may constitute evidence of academic dishonesty.
 - b. Restricted and Internal Use data, as defined in the College's Data Classification and Handling Policy (6Hx-18-6.02), shall not be transmitted, uploaded, or sent to an AI system unless approved by the Information Security Department and the Chief Information Officer.
 - c. Projects involving the use of AI systems for research or academic purposes must undergo ethical review by the Institutional Review Board (IRB) to assess potential risks and ensure compliance with ethical guidelines.
 - d. College employees are prohibited from presenting any content generated by Generative AI tools as their original work. If referencing, summarizing, or incorporating ideas from Generative AI output, individuals must ensure its accuracy and refrain from plagiarizing existing work or infringing upon the intellectual property rights of others.
 - e. College employees are required to verify the accuracy of information produced by Generative AI tools before utilizing such information. Reliance on Generative AI output should only occur after confirmation of accuracy from supplementary sources.
4. This policy applies to all new and existing AI systems that are developed or currently in use.

Please rate the performance of the President on each of the following factors:

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
-----------	------	----------	--------------------	---------------------------

BOARD RELATIONS

1.	Keeps the Board informed of College operations and activities.	4	1			
2.	Carries out directions of the Board and supports Board actions.	5				
3.	Maintains a harmonious working relationship with entire Board.	4	1			
4.	Communicates in a straightforward and honest manner.	4	1			
5.	Keeps the Board informed of actual and anticipated litigation, specific community concerns and adverse media coverage.	4				1

Comments:

President Parker works diligently to keep Board members informed about the business of the College. I appreciate her responsiveness to questions and requests for additional information from the Board and her sense of urgency in ensuring the Board is aware of faculty, community, or media concerns. She requests input from the Board on important policy matters and is flexible with hearing other viewpoints.

President Parker and her team do an excellent job interacting with the board.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
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COMMUNITY, STATE, AND NATIONAL RELATIONS

1.	Promotes collaborative efforts with other colleges, public agencies, business and industries to ensure the college is providing appropriate services, skills and educational needs to the community.	4	1			
2.	Effectively interacts with community organizations in a leadership capacity.	5				
3.	Actively promotes and maintains appropriate state and national professional affiliations.	5				
4.	Utilizes a communication strategy to promote and enhance the College's image in the community.	4	1			

5.	Works effectively with local legislative delegation.	3				2
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Comments:

She is an excellent ambassador for the College, locally and state-wide. She does not miss an opportunity to advocate for the College and has been publicly recognized by many PB County businesses, business boards and community groups throughout her tenure at the College. She has strong standing within the university and college system, and I've been privileged to witness her leadership and influence within those relationships while attending various ACCT conferences with her. She has directed her team to build relationships with local businesses to research and understand the needs of the business community in order to ensure that local businesses turn to PBSC first to hire our students when there are job openings. These strong business relationships also ensure students enrolling at PBSC the best opportunities to gain education, knowledge, certificates and degrees in disciplines where they can find good jobs, make a livable wage and thrive in PBC.

PBSC clearly benefits from good community, state and national relations. I have not observed any legislative engagement thus far, but having seen the budget allocations and plans for the 2024-2025 session, I have no doubt that it will be well-done.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
-----------	------	----------	--------------------	---------------------------

FISCAL ACCOUNTABILITY

1.	Develops and maintains financial plans to ensure the College operates with effective and sound fiscal policies.	4	1			
2.	Is responsive and innovative with respect to changes in the community and in the delivery of educational services.	3	2			
3.	Develops and maintains a budget process which promotes efficiency and high performance.	4	1			
4.	Seeks out additional funds and fiscal resources to further advance the College in achieving its mission and vision.	4	1			
5.	Establishes plans to ensure the physical plant and technology at campuses are upgraded and maintained on a routine basis to promote greater student access and learning options.	5				

President Parker provides the leadership to effectively develop the budget and manage resources to accomplish a high degree of student success and retention with a variety of on-campus, hybrid and remote learning opportunities. She has spearheaded many upgrades to technology on PBSC campuses and has been systematic in planning and budgeting for upgrades to the physical plant for each campus. These upgrades have supported cutting-edge learning opportunities to students.

It is a credit to President Parker's leadership that PBSC's finance team caught a well-hidden attempt to steal money from the Federal government via student aid.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
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PERSONNEL/HUMAN RESOURCES OPERATIONS

1.	Establishes and maintains open and effective lines of communication with all constituencies within the College.	4				1
2.	Maintains effective working relationships with College employees.	4				1
3.	Effectively delegates responsibility to appropriate staff.	3	1			1
4.	Engenders the trust and confidence of staff.	4	1			
5.	Willingness to make difficult personnel decisions.	3	1			1
6.	Responds to issues of concern to faculty and staff timely.	2	1			2

Comments:

She has continued her efforts to enhance the work culture at PBSC. She is visible to faculty, staff and students and has increased her communications through weekly video addresses highlighting PBSC news and social media. She hires competent staff, delegates appropriately and holds people accountable. She is thoughtful when making tough personnel decisions, gathering feedback from appropriate colleagues, seeking counsel to ensure decisions are legal and sound, and confirming she has all pertinent facts prior to making a final decision.

I have had very limited exposure to personnel and HR issues as a trustee so far, but I expect that to change when we return after the summer. I have no reason to assume, just from the manner and enthusiasm of senior staff attending DBOT meetings, that relationships are anything but very good.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
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LEADERSHIP

1.	Is a problem solver and values creativity and innovation.	4	1			
2.	Initiates new ideas and changes.	4	1			
3.	Inspires others to develop their potential and excel in their work.	4				1

4.	Effective at short and long-range planning.	5				
5.	Works effectively with students and employees to provide leadership for the College.	5				
6.	Provides effective leadership in collaboration with the College Foundation to build positive relationships with supporters of the college.	5				
7.	Provides leadership in completing current construction projects and renovations.	4	1			
8.	Builds teamwork among colleagues and subordinates.	4	1			
9.	Supports initiatives that promote an environment that develops student growth, achievement and successful outcomes.	4	1			
10.	Communicates and promotes the vision, mission and values of PBSC in a manner that encourages students, faculty and staff to become dedicated to the present and future success of PBSC and its strategic plan.	5				

Comments:

President Parker provides the leadership to effectively develop the budget and manage resources to accomplish a high degree of student success and retention with a variety of on-campus, hybrid and remote learning opportunities. She has spearheaded many upgrades to technology on PBSC campuses and has been systematic in planning and budgeting for upgrades to the physical plant for each campus. These upgrades have supported cutting-edge learning opportunities to students. It is a credit to President Parker's leadership that PBSC's finance team caught a well-hidden attempt to steal money from the Federal government via student aid.

PBSC has an extraordinary opportunity in 2025 with the launch of the TMRW Sports PGA TGL facility, thanks to some strong leadership over this past year. President Parker and the Foundation leadership have done very well this year in profile-raising and fund-raising. I look forward to getting to spending more time with faculty and students.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
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ACCOUNTABILITY – PERIODIC REPORTS TO THE BOARD

1.	Established and implemented a plan which effectively addressed the performance goals established in the College Accountability Plan in accordance with F.S. 1001.64 (19) (attached hereto as composite Exhibit "A").	5				
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2.	Student recognition and achievement.	4	1			
3.	Faculty and staff recognition and achievement.	3	2			
4.	Successfully set and achieved measurable and specific goals for the past academic year.	5				

Comments:

President Parker made significant strides in reaching her goals and objectives for 2024 and she shares the credit generously with her cabinet, faculty and staff during monthly Board meetings. She is quick to give credit for innovative ideas to deserving individuals and she enthusiastically celebrates students who have achieved a variety of successes as well as individual faculty and staff who reach milestones and accomplishments. There is always time set aside at the Board meetings to celebrate "wins" among the PBSC team.

The DBOT benefits from very good reporting. I expect it only to get better when we return in the fall and the volume of activity increases.

PRESIDENT'S 2023-2024 GOALS

GOAL 1: RETENTION AND RECRUITMENT

President's Comments: Please see attached. Board

Comments:

- Good strides were made on recruitment, primarily due to increased communications, simplifying the process for students and the push in dual enrollment. The President and her staff have performed admirably to reach students and provide the means for them to receive information easily and frequently in order to register for classes. The college's efforts to integrate into the high schools to introduce students to the possibility of attending college has had a tremendous impact on dual enrollment. I appreciate the goals listed for the upcoming year to further recruitment efforts in 2024 -25.
- She's clearly exceed expectations.
- Appears improved and heading toward pre-pandemic numbers.
- Good improvement, even though there was a tough Post COVID effect.
- 2023-2024 was a strong year for retention and recruitment.

GOAL 2: FUNDRAISING

President's Comments: Please see attached. Board

Comments:

- Goal - \$15M; Raised - \$27.3M. President Parker and David Rutherford make quite the fundraising team and are highly deserving of accolades. With 70% of the \$100M Cornerstone fundraising goal achieved, the mission of awareness of, engagement in, and giving to PBSC is being accomplished. The highlighting of the college and the Foundation through various community magazines and media partnerships, TMRW Sports, a successful 90th anniversary year campaign, and a highly successful STEAM event have definitely increased the visibility of PBSC and its value to our local community.
- She's clearly exceeded expectations.
- Amazing!
- Significantly exceeded the goals set up.
- The increase in funds raised from 2022-2023 to 2023-2024 is outstanding.

GOAL 3: SAFETY AND SECURITY

President's Comments: Please see attached. Board

Comments:

- The decision to implement armed security on campus to augment the unarmed campus security officers was an important undertaking to ensure the safety of everyone at the college. The President and her security staff took the time to research best practices and create a plan that would provide the most effective and beneficial way to ensure the safety and security of the college and its constituents. Campus security will continue to be an important topic and I commend the college for implementing this important program as more students return to the campus for in-person learning.
- She's clearly exceed expectations.
- Happy that we have armed guards on campus. Believe this was the right direction to take the college.
- Good advancement this year in protecting faculty and students from unforeseen violent situations.
- The deployment of armed safety officers was a good decision. It has been implemented without great expense. We need to continue to strengthen campus security, particularly with regard to facility access badging and monitoring.

GOAL 4: PROCUREMENT AND CONTRACTING

President's Comments: Please see attached.

Board Comments:

-The implementation of the new CMS will enhance the efficiency and workflow of the contract process. It was reassuring to be part of the contract workshop and hear the consultant's support of the contract process, forms and requirements that the college has implemented and utilizes. The ongoing process of modifying and updating policies, procedures and templates with best practices, established authorities and approvals is a great indication that there is a continual improvement process within the contracts area.

- She's clearly exceeded expectations.

- PBSC will benefit from the new Contract Management System. It is incumbent us to make sure we maintain the depth of skills required within the staff to get the best value and performance for PBSC procurement and contracting.

GOAL 5: SIXTH AVENUE IMPROVEMENT

President's Comments: Please see attached.

Board Comments:

- I am eager for this goal to be accomplished. It seems that there have been delays and unexpected problems, including the roadwork on Sixth Avenue. Once completed, the new entry will be an exciting focal point for the campus and much more attractive. It will provide a sense of place and destination for students. Looking forward to see the progress very soon.

- She's clearly exceeded expectations.

- Much needed. Slower than anticipated but seems unable to be avoided.

- Project has been delayed due to unforeseen circumstances, but overall progress is positive.

- Sixth Avenue Improvement is on track despite some unexpected delays and issues.

GOAL 6: 90th ANNIVERSARY CELEBRATION

President's Comments: Please see attached

Board Comments:

- The 90th Anniversary celebrations have been a high point for the President this past year. All the proclamations, the STEAM event, the reconnections with alumni and then highlighting one each week on the website was PR genius, The Emerald Torch Awards Gala, the Dental and Medical groundbreaking at Lox Groves, TMRW Sports groundbreaking featuring Governor DeSantis -- so many high recognition, proud moments for PBSC. The college let the community know we have been the county's biggest supporter for the past 90 years, we are highly effective and we are critically important to the success of Palm Beach County -- we literally "roared" into 2024!
- She's clearly exceeded expectations.
- It has been an incredible year celebrating the college.
- Well planned and executed.
- There is no question the 90th Anniversary Celebration received widespread coverage.

GOAL 7: Business Partnership

President's Comments: Please see attached.

Board Comments:

- The 7.5% increase in business partnerships is significant over last year. Maintaining an active relationship with 9 out of 10 of the largest employers in PB County is also significant. These partnerships are critical to the success of the college, and President Parker has done an excellent job cultivating these relationships. If we provide classes, certificates and degrees for our students that meet the needs of these employers, we can assure success for PBSC students who graduate. I've heard President Parker say more than once that we want PBSC to be the first place that employers look for talent when hiring, and strong community partnerships will ensure that businesses know the quality of education our students are receiving. Expanding our community business partnerships is an effective way to increase the visibility, the credibility and the importance of the college within PBC.
- She's clearly exceeded expectations.
- Glad to see the growth.
- Business partnerships continued to expand in the college for the past year. We saw this with the successful negotiation of the TMRW Sports initiative.
- PBSC has a strong foundation to build on with regard to business partnerships. We should use the unique attention we will receive in 2025 with the launch of TMRW Sports' PGA TGL to find businesses to partner with for every single course we teach, with the primary goal of post-graduation student employment through teaching skills employers need.

Excellent	Good	Adequate	Improvement Needed	No Opportunity to Observe
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OVERALL PERFORMANCE

1.	Overall, rate the performance and effectiveness of the President.	4	1			
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SIGNATURES:

Ava L. Parker, J.D., President
Palm Beach State College

Patrice G. Bishop, Chair
Palm Beach State College District Board of Trustees

Exhibit "A"**1001.64 Florida College System institution boards of trustees; powers and duties.—**

(19) Each board of trustees shall appoint, suspend, or remove the president of the Florida College System institution. The board of trustees may appoint a search committee. The board of trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86.

1008.45 Florida College System institution accountability process.—

(1) It is the intent of the Legislature that a management and accountability process be implemented which provides for the systematic, ongoing improvement and assessment of the improvement of the quality and efficiency of the Florida College System institutions. Accordingly, the State Board of Education and the Florida College System institution boards of trustees shall develop and implement an accountability plan to improve and evaluate the instructional and administrative efficiency and effectiveness of the Florida College System. This plan shall be designed in consultation with staff of the Governor and the Legislature and must address the following issues:

- (a) Graduation rates of A.A. and A.S. degree-seeking students compared to first-time-enrolled students seeking the associate degree.
- (b) Minority student enrollment and retention rates.
- (c) Student performance, including student performance in college-level academic skills, mean grade point averages for Florida College System institution A.A. transfer students, and Florida College System institution student performance on state licensure examinations.
- (d) Job placement rates of Florida College System institution career students.
- (e) Student progression by admission status and program.
- (f) Career accountability standards identified in s. 1008.42.
- (g) Institutional assessment efforts related to the requirements of s. III in the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools.
- (h) Other measures approved by the State Board of Education.

(2) The State Board of Education shall submit an annual report, to coincide with the submission of the agency strategic plan required by law, providing the results of initiatives taken during the prior year and the initiatives and related objective performance measures proposed for the next year.

(3) The State Board of Education shall address within the annual evaluation of the performance of the executive director, and the Florida College System institution boards of trustees shall address within the annual evaluation of the presidents, the achievement of the performance goals established by the accountability process.

History.—s. 392, ch. 2002-387; s. 116, ch. 2004-357; s. 129, ch. 2007-217; s. 115, ch. 2011-5.

**PALM BEACH STATE COLLEGE
EMPLOYMENT CONTRACT
FOR THE PRESIDENT**

THIS CONTRACT OF EMPLOYMENT is by and between the **DISTRICT BOARD OF TRUSTEES OF PALM BEACH STATE COLLEGE**, ("BOARD"), a political subdivision of the State of Florida and public body corporate, 4200 Congress Avenue, Lake Worth, Florida 33461, and Ava L. Parker, ("PRESIDENT"). The BOARD and the PRESIDENT (the PARTIES) entered into this CONTRACT OF EMPLOYMENT as of the date of the last signature below, with an effective date of July 1, 2024, and this CONTRACT shall amend and replace in its entirety all prior agreements between the PARTIES.

WITNESSETH

NOW, THEREFORE, and in consideration of the terms and conditions and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **EMPLOYMENT.** The BOARD hereby employs the PRESIDENT to serve as PRESIDENT and Chief Executive Officer of Palm Beach State College (the "COLLEGE"). The PRESIDENT hereby accepts such employment and acknowledges that during any term of the Contract, the PRESIDENT shall also serve as Secretary of the BOARD, in accordance with Florida Statute. The PRESIDENT shall devote, except as provided otherwise herein, full-time attention and energies to the duties as PRESIDENT of the COLLEGE, subject to the policies, supervision and direction of the BOARD.
2. **TERM OF EMPLOYMENT; EVALUATION; RENEWAL.** The PRESIDENT's employment shall be for a term of three (3) years commencing July 1, 2024, or upon

full execution by the parties, and terminating on the first meeting of the BOARD following June 30, 2027, where a quorum of the BOARD is present. The term of this contract is subject to prior termination as provided for in this Contract. The anniversary date of this Contract shall be July 1 of each year. Pursuant to Florida Statutes and State Board of Education Rules, the BOARD shall annually evaluate the PRESIDENT's performance of her duties and responsibilities pursuant to state and federal law, professional ethics, and the expressed requirements of the BOARD. Upon acceptance by a majority of the BOARD, the written evaluation shall be submitted to the Chancellor of the Florida College System pursuant to the rules of the State Board of Education. The following year's goals and objectives for the PRESIDENT shall be agreed upon by the PRESIDENT and the BOARD as soon as practical following the BOARD's acceptance of the then current year's evaluation.

Upon a positive evaluation by the BOARD of the PRESIDENT's performance and a determination by the BOARD that all the previous fiscal year's goals and objectives have been satisfactorily met, the PRESIDENT shall receive a stipend in the following fiscal year, payable as a lump sum as soon as administratively practicable but in no case later than 60 days following such evaluation and determination by the BOARD, to be paid as follows: in fiscal 2025 - \$45,000.00; in fiscal 2026 - \$50,000.00; and in fiscal 2027 - \$50,000.00. The stipend or stipends shall be onetime payments and shall not constitute a part of base salary. The determination of whether the PRESIDENT's evaluation is positive and the determination of whether the goals and objectives have been met rests in the sole discretion of the BOARD.

As soon as administratively practicable after the approval of this Contract by the BOARD, the PRESIDENT will receive a onetime lump sum payment of \$40,000.00, which will not be a part of base salary.

Upon agreement between the PRESIDENT and the BOARD, the term of this Contract may be extended by addendum.

3. **DUTIES.** The PRESIDENT shall exercise the authority, powers, duties and responsibilities of a college PRESIDENT as set forth in Florida Statutes F.S. 1001.65 and F.A.C. 6A-14.0261, which are incorporated herein by reference. The PRESIDENT shall do all things necessary, as authorized by the BOARD, to advance the interests of the COLLEGE and to meet the goals and performance objectives defined and set by FLDOE, applicable state and federal laws and the BOARD. The PRESIDENT shall also ensure the proper administration and implementation of policies, procedures and directives related to the continued establishment, operations, maintenance and improvement of the COLLEGE's accreditation, student performance, and its fiscal and financial health, integrity and viability.
4. **COMPENSATION.** The PRESIDENT shall be paid an annual base salary of Three Hundred and Seventy Thousand Dollars (\$370,000.00), such salary to be paid in installments in accordance with the policy of the BOARD governing payment. The PRESIDENT shall be eligible for any future pay increases or stipends under the same terms as other senior administrative staff members employed by the College. The PRESIDENT'S salary for any extensions of this term shall be renegotiated and may or may not be increased at the discretion of the BOARD.

5. **REIMBURSABLE EXPENSES.** Subject to the PRESIDENT providing receipts or other documentation in accordance with the BOARD's established policies, procedures and rules, the BOARD shall reimburse the PRESIDENT for any reasonable and necessary expenses incurred by the PRESIDENT in the course of her employment by the BOARD and approved by the BOARD.

6. **INSURANCE AND OTHER BENEFITS.** The PRESIDENT is eligible for all Senior Management Class benefits as an employee as defined by the COLLEGE rules and procedures.

However, one Senior Management vacation day shall accrue to the PRESIDENT for each month of employment and the number of days accrued in excess of the Senior Management plan may not be converted to direct or deferred compensation. The benefits provided to the PRESIDENT under this Contract shall not be modified or cancelled unless she is provided with new or modified benefits substantially similar to or greater in quality or coverage than the modified or cancelled benefits.

A. **Health, Dental, Life and Disability Insurance.** The PRESIDENT shall be provided with hospitalization and medical insurance, as well as dental and disability insurance benefits as normally provided to senior administrative employees of the COLLEGE. Life insurance will be provided in an amount of five hundred thousand dollars (\$500,000).

B. **Automobile Allowance.** The BOARD shall provide the PRESIDENT an annual allowance of sixteen thousand dollars (\$16,000), paid in equal installments, for the purchase or lease of an automobile and mileage will not otherwise be reimbursed for travel within Palm Beach County. The

PRESIDENT shall be reimbursed as any other employee of the COLLEGE travelling on COLLEGE business when travelling outside Palm Beach County.

- C. Deferred Compensation. The COLLEGE shall contribute annually an amount equivalent to the IRS annual 415(c) limit in 401(a) and 457(b) accounts in applicable College sponsored plans. In addition, the COLLEGE shall annually contribute to a 403(b) account. Contributions shall be made as deferred compensation in semi-monthly installments to College sponsored plans. Funds within the plans are directed by the PRESIDENT who may choose future voluntary contributions in accordance with IRS limitations and regulations.

- D. Paid Leave. The PRESIDENT shall be entitled to paid vacation leave and to accumulate unused vacation leave according to the vacation leave policy applicable to senior administrative employees of the COLLEGE as noted in Attachment "A." The PRESIDENT shall receive ten (10) additional vacation days per contract year under the same terms. The additional days will be available to use on the first day of the contract year. The PRESIDENT shall be entitled to be paid for time off for illness or for personal reasons according to the sick leave policy applicable to senior administrative employees of the COLLEGE. In addition, to the foregoing, the PRESIDENT shall also be entitled to participate in other paid leave benefits to the same extent, and in the same manner as all employees of the COLLEGE, subject to the laws

and regulations of the State of Florida, policies of the BOARD and provisions of this Contract.

E. Retirement Benefit. In addition to any other benefits provided for herein, the PRESIDENT shall be provided with the retirement benefits for community college Presidents pursuant to Section 121.055 Florida Statutes.

F. Annual Physical Exams. The PRESIDENT shall undergo an annual physical examination at the BOARD's expense by a physician of the PRESIDENT's choice.

7. **CONSULTING ACTIVITIES PAID SERVICE ON BOARDS.** The PRESIDENT shall not provide professional services to or for any person or firm for remuneration other than the BOARD, and shall not engage in any activity that may be competitive with or adverse to the best interest of the BOARD and the COLLEGE. The PRESIDENT may, however, with the prior approval of the BOARD, receive remuneration for service as a board member of a company or as a speaker at an event provided, however, that the PRESIDENT utilizes her vacation leave when performing these functions, and provided that such services do not interfere with the PRESIDENT's performance of her duties under this Contract.

8. **TERMINATION.** The Contract may be terminated pursuant to the following:

A. Death or Disability. In the event of the death or permanent disability of the PRESIDENT, the Contract shall terminate and the PRESIDENT or her estate, as the case may be, shall be due compensation and benefits hereunder only to the date of death or determination of disability by the Board.

- i. Death. If the PRESIDENT dies while employed, the COLLEGE shall pay, in accordance with the President's legal direction or the law, to her spouse, executor, legal representative, administrator or designated beneficiary as applicable, a lump sum of all amounts earned or accrued, pursuant to this Contract, that have not been paid as of the date of her death, and all benefits accrued or earned before or upon her death in accordance with the terms of any applicable benefit plans and programs of the COLLEGE as described herein. Except as otherwise set forth above the COLLEGE shall have no further liability or obligation under the Contract to the PRESIDENT'S spouse, executors, legal representatives, administrators, heirs or assigns or any other person claiming under or through the PRESIDENT.
- ii. Disability. If the PRESIDENT is unable to perform the essential functions of her position with or without reasonable accommodation during the term of this Contract, because of physical or mental injury or illness ("Disability"), subject to any limitations imposed by federal, state or local laws for the COLLEGE to provide a reasonable accommodation to her, if such reasonable accommodation would not impose an undue hardship to the COLLEGE and would enable her to satisfactorily perform the essential functions as the COLLEGE PRESIDENT.

iii. Determination of Disability. The PRESIDENT, upon the request and at the expense of the BOARD, agrees, at any time during the term of this Contract to submit to examination by a qualified physician or physicians to be selected by the PRESIDENT from a list consisting of not less than three physicians approved by the BOARD. The PRESIDENT authorizes the report of this examination to be submitted to the BOARD with a copy being forwarded to the PRESIDENT. Notwithstanding the examination, the Board shall comply with the terms of the Florida Civil Rights Act and/or Americans with Disabilities Act relating to discrimination against individuals with a disability and its obligation, as an employer, to reasonably accommodate individuals with a disability.

B. Other Termination. The BOARD shall have the right to suspend or dismiss the PRESIDENT at any time, with or without cause.

i. The PRESIDENT may be terminated if she receives a negative evaluation and by a vote of a majority of the BOARD not to be retained. In response, The PRESIDENT may be entitled to an amount equal to twenty (20) weeks of compensation of base salary at the time of dismissal as provided for in §215.425(4)(a)(1), Florida Statutes. Settlement payment will be subject to the execution of a mutually agreeable and executed release from any and all future claims.

ii. The PRESIDENT may be terminated without cause. If sub-paragraph (i) does not apply, the PRESIDENT shall be paid an amount equal to

one year of her salary at that time or the remainder of her base salary at the time of termination for the balance of the term of the Contract, whichever is less, provided that the Board shall pay any amount in excess of such salary for twenty (20) weeks from nontax revenues and nonstate-appropriated funds, the payment and receipt of which does not otherwise violate part III of chapter 112, Florida Statutes, as provided for in §215.425(2)(a), Florida Statutes.

- iii. The PRESIDENT may be terminated for cause. With termination for cause, the BOARD shall determine the amount, if any, of termination compensation to be provided consistent with Florida law including, without limitation, §215.425, Florida Statutes. Provided, however, that if the PRESIDENT is terminated for "misconduct" as defined by §443.036(30), Florida Statutes, as that section may be amended from time to time, the Board shall not pay the PRESIDENT any severance pay.
- iv. Reasons for termination, in the sole discretion of the BOARD, for cause may include the following:
 1. A deliberate and certain violation of her duties and responsibilities as set forth in the Contract, or her refusal or unwillingness to perform such duties and responsibilities in good faith and to the best of her abilities.

2. Any conduct constituting moral turpitude or dishonesty that results in public disrespect, contempt, or ridicule upon the COLLEGE.
3. A serious and deliberate violation of a State or Federal law or rule that adversely reflects upon or affects the COLLEGE.
4. Prolonged chronic and/or excessive absences from duty without the Board's approval.
5. Misconduct as defined in §443.036(29), Florida Statutes.

Upon termination of the Contract, the PRESIDENT shall return, at a time and a place mutually agreed upon by the parties, all COLLEGE property issued to her.

The PRESIDENT will have the authority to terminate the Contract with or without cause by providing reasonable notice, based on the circumstances. If the PRESIDENT provides reasonable notice, she will be required to complete her duties and responsibilities as determined by the BOARD. The PRESIDENT will be compensated through the effective date of her termination unless she fails to complete her assigned duties and responsibilities. The BOARD, in its sole discretion may withhold any accrued salary, compensation and benefits.

9. **SURVIVORSHIP.** The respective rights and obligations of the parties under the Contract shall survive any termination of the PRESIDENT'S employment to the extent necessary to the intended preservation of such rights and obligations
10. **NOTICES.** All notices and other communications required or permitted under this Contract or necessary or convenient in connection with it, shall be in writing and shall

be deemed to have been provided when hand delivered or mailed by registered or certified mail, to the following:

To the College:

To the President:

Chairperson, District Board of Trustees

President, Palm Beach State College

Palm Beach State College
4200 Congress Avenue
Lake Worth, Florida 33461

Palm Beach State College
4200 Congress Avenue
Lake Worth, Florida 33461

Office of General Counsel

Palm Beach State College
4200 Congress Avenue
Lake Worth, Florida 33461

- 11. **ENTIRE CONTRACT, AMENDMENT AND ASSIGNMENT.** The Contract sets forth the entire understanding between the parties with respect to its subject matter, and cannot be changed, modified, extended or terminated except upon written amendment approved by the BOARD and executed on its behalf by a duly authorized member of the BOARD and by the PRESIDENT. All of the terms and conditions of the Contract shall be binding upon and inure to the benefit of and be enforceable by the BOARD and the respective, heirs, executors, administrators, legal representatives, successors and assigns of the parties, except that the duties and responsibilities of the PRESIDENT under the Contract are of a personal nature and shall not be assignable or delegable in whole or in part by her.
- 12. **NO CONFLICTING CONTRACTS.** The PRESIDENT represents and warrants that she is free to enter into this Contract, acknowledges its' terms and conditions and is prepared to perform as stated herein. The PRESIDENT is not a party to any

existing Contract which would prevent her from entering into and performing the Contract.

13. **SEVERABILITY.** If any provision of the Contract is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of the Contract which can be given effect without the invalid or unenforceable provision or application and shall not invalidate or render unenforceable such provision or application in any other jurisdiction. If any provision is held void, invalid or unenforceable with respect to particular circumstances, the Contract shall nevertheless remain in full force and effect in all other circumstances.
14. **NO WAIVER OF REMEDIES.** No delay or omission by a party in exercising any right, remedy or power under the Contract or existing at law or in equity shall be construed as a waiver by that party, and any such right, remedy or power may be exercised by such party from time to time and as often as may be deemed expedient or necessary by such party in its sole discretion.
15. **BENEFICIARIES/REFERENCES.** The PRESIDENT shall be entitled, to the extent permitted under any applicable law, to select and change a beneficiary or beneficiaries to receive any compensation or benefit payable under the Contract following her death by giving the College written notice thereof In the event of the PRESIDENT'S death or a judicial determination of her incompetence, references in the Contract to the PRESIDENT shall be deemed, where appropriate, to refer to her beneficiary or beneficiaries, estate or other legal representative, as appropriate.
16. **MISCELLANEOUS.** All section headings used in the Contract are for convenience only. The Contract may be executed in counterparts, each of which is an original. It shall not be

necessary in making proof of the Contract or any counterpart of it to produce or account for any of the other counterparts.

- 17. **GOVERNING LAW.** The Contract shall be governed by and interpreted under the laws of the State of Florida, State Board of Education Rules, and Board policies and regulations now existing or hereafter enacted or promulgated.

Given under our hands and seals this ____ day of _____, 2024, Palm Beach County, Florida.

**DISTRICT BOARD OF TRUSTEES OF
PALM BEACH STATE COLLEGE**

COLLEGE PRESIDENT

By _____
Chairperson, Patrice G. Bishop

By _____
Ms. Ava L. Parker, J.D.

Date: _____

Date: _____

Attest:

Attest:

2024-2025 Proposed DBOT Meeting Dates and Locations

MEETING DATE	MEETING LOCATION
September 24, 2024	Lake Worth Campus
October 15, 2024	Lake Worth Campus
November 19, 2024	Boca Raton Campus
December 2024 - No DBOT Meeting/Winter Break	
January 14, 2025	Lake Worth Campus
February 18, 2025	Belle Glade Campus
March 2025 - No DBOT Meeting/Spring Break	
April 15, 2025	Palm Beach Gardens Campus
May 20, 2025	Loxahatchee Groves Campus
June 17, 2025	Lake Worth Campus
August 19, 2025	Lake Worth Campus