



# PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

AGENDA • NOVEMBER 19, 2024

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**Regular Meeting**                      **Humanities and Technology Building, Room HT 103**                      **4:00 PM**

**Boca Raton Campus - 801 Palm Beach State College Drive, Boca Raton, FL 33431**

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*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. Student Comment**

**Presenter:** Mr. Tobiasz Sawczuk

### **B. Campus and New Faculty Update**

**Presenters:** Dr. Van Williams, Provost and Dean, Boca Raton Campus and, Ms. Dana Hamadeh, Interim Dean, Academic Affairs, Boca Raton Campus

## **III. AGENDA ADDITIONS/DELETIONS**

## **IV. APPROVAL OF BOARD MINUTES**

**A.** Approve the October 15, 2024 Regular Meeting Minutes

## **V. APPROVAL OF BOARD AGENDA**

**A.** Abstentions by Board Members

**B.** Public Comments

Motion to Approve Agenda

## **VI. APPROVAL OF CONSENT AGENDA**

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

**1.** Approve the 2024-2025 Palm Beach State College Catalog Addenda

**Staff Contact:** Dr. Roger Yohe, Vice President, Academic Innovation and Strategy

### **B. Finance and Administration**

## **VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA**

## **VIII. TRUSTEES' COMMITTEE REPORTS**

## **IX. PRESIDENT'S REPORT**

### **A. 2024 Fall Enrollment Update**

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

**B. Nursing: National Council Licensure Examination (NCLEX) Pass Rates**

**Presenter:** Dr. Carol Clarke, Associate Dean, Nursing

**C. TMRW Sports Easement Update**

**Presenter:** Geovanni J. Denis, Esq., Associate General Counsel

**X. INFORMATIONAL ITEMS****A. Academic Affairs / Academic Innovation and Strategy / Student Services****B. Finance and Administration****1. District Facilities Master Projects List Dated November 1, 2024**

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

**2. First Reading - Repeal of District Board of Trustees Policy 6Hx-18.4.32 - "Preparation, Certification, and Submission of Payrolls"**

**Presenter:** Mr. James Duffie, Vice President, Finance and Administration

**3. First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.04 - "Loan Funds – Student Financial Aid"**

**Presenter:** Mr. James Duffie, Vice President, Finance and Administration

**4. First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.21 - "Fees and Tuition for Special Courses"**

**Presenter:** Mr. James Duffie, Vice President, Finance and Administration

**5. Quarterly Procurement Report from July 1, 2024, to September 30, 2024**

**Staff Contact:** Ms. Jennifer Alvarez, Procurement Director

**6. Financial Review and Analysis - October 2024**

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

**C. Information Services****D. Human Resources****1. Quarterly Human Resources Summary from July 1, 2024, to September 30, 2024**

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

**E. Office of General Counsel****1. Quarterly Litigation Update**

**Staff Contact:** Geovanni J. Denis, Esq., Associate General Counsel

**2. First Reading - Amendment to District Board of Trustees Policy 6Hx-18-1.08 - "College Catalog"**

**Presenter:** Geovanni J. Denis, Esq., Associate General Counsel

3. First Reading – Repeal of District Board of Trustees Policy 6Hx-18-1.09-  
"Catalog Approval"  
**Presenter:** Geovanni J. Denis, Esq., Associate General Counsel
4. First Reading – Amendment to District Board of Trustees Policy 6Hx-18-1.10 -  
"Student Handbook"  
**Presenter:** Geovanni J. Denis, Esq., Associate General Counsel

## **XI. ACTION ITEMS**

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

1. Approve the Re-Adoption of 2025-26 Annual Institutional General Education Certification  
**Presenter:** Ms. Julie Sivigny, Dean, Curriculum
2. Approve Agreement with Element 451 and the District Board of Trustees of Palm Beach State College in the Amount of \$555,847 for a Term of Three Years and Authorize the President or Designee to Execute the Agreement  
**Presenter:** Dr. Kathleen Karran-McCoy, Associate Vice President, Enrollment and Retention
3. Approve the Bachelor of Legal Studies Program  
**Presenter:** Jyrece McClendon, Dean of Academic Affairs, Palm Beach Gardens
4. Approve the Revised Hospitality and Tourism Management (AS), Deletion of the Food Service Management (CCC), Addition of the Event Planning (CCC), Addition of the Culinary Arts (AS) with a new Chef Apprentice (CCC)  
**Presenter:** Kimberly Lea, Dean of Workforce Development and Education, District

### **B. Finance and Administration**

1. Approve Bid Award RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps to K.E.R. Construction LLC, in the amount of \$630,321 and Authorize the President or Designee to Execute the Contract Documents  
**Staff Contacts:** Jennifer Alvarez, Director of Procurement and Joan Rumsey, Assistant Director of Facilities
2. Approve Contract Increase with Trane U.S., Inc. for the PBG Chilled Water Piping Replacement utilizing Omnia Partners Contract No. 3341 for HVAC Products, Installation, Labor Based Solutions and Related Products and Services in the Amount of \$2,125,600 and Authorize the President or Designee to Issue a Purchase Order  
**Staff Contact:** Ms. Joan Rumsey, Facilities, Assistant Director, and Ms. Jennifer Alvarez, Procurement Director.

3. Approve Second Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.27 - "Senior Citizens Fee Waiver"

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

### **C. Information Services**

### **D. Human Resources**

1. Second Reading - Approval of Amendment to District Board of Trustees Policy 6Hx-18-5.14- "Employee Benefit Plans"

**Staff Contact:** Ms. Cheryl Hare, Director, Total Rewards

### **E. Office of the General Counsel**

1. Second Reading – Approval of Amendment to District Board of Trustees Policy 6Hx-18-1.24- "Public Records"

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

2. Second Reading – Approval of the Repeal of District Board of Trustees Policy 6Hx-18-1.25 - "Public Records Retention and Disposition"

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

## **XII. OTHER BUSINESS**

Board Policy 6Hx-18-1.02 authorizes the President to approve routine business items and administrative appointments that would have appeared on the December Board Meeting Agenda. These items will be submitted for confirmation at the January 14, 2025, Board Meeting.

## **XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**A.** The College will be closed for the Thanksgiving Holiday November 28-29, 2024. No classes are scheduled to begin at 5:00 pm or later the Wednesday prior to Thanksgiving Day. However, any class already in progress at 5:00 pm on that Wednesday should be completed. There are no classes scheduled for the Saturday and Sunday immediately following the Thanksgiving break.

**B.** The Fall 2024 Commencement will take place on Friday, December 13, 2024, at the I-Think Amphitheatre. There will be two ceremonies: 12:00 pm and 4:00 pm.

**C.** The College will be closed for Winter Break from December 20, 2024, through January 1, 2025. The College will reopen on January 2, 2025.

**D.** The next regular District Board of Trustees meeting will be held on Tuesday, January 14, 2025. on the Lake Worth Campus.

## **XIV. ADJOURNMENT**

\*Palm Beach State College District Board of Trustees welcomes public comments during its regular monthly meetings. Any person or group wishing to make public comments must complete a "Public Comment Card". Procedures for making public comments are as follows:

1. Complete comment card including your name, address, telephone number and agenda item number (if appropriate).
2. Submit the completed card to the executive administrative assistant to the board (seated on the right side of the dais). Anyone wishing to speak must submit a completed card prior to the start of the meeting. Comment cards will not be accepted at any other time of the meeting.
3. When your name is called, approach the podium with the microphone, and state your name and address for the record.
4. Comments are limited to three (3) minutes. This is the opportunity for persons wishing to make public comments regarding an agenda item to speak.

Any person(s) not adhering to the Board's guidelines or who make comments which could be perceived as slanderous or disruptive may be barred from making future comments before the Board.

**Palm Beach State College  
District Board of Trustees Meeting**



**Boca Raton Campus  
Academic Affairs Updates**

**Ms. Dana Hamadeh**

**Interim Dean, Academic Affairs**

**November 19, 2024**



# A. A. | ASSOCIATE DEANS



**Luli Marx**  
Communication & Social  
Science



**Dr. Karine Stukes**  
Arts & Science



**Dana Hamadeh**  
STEM



# WELCOME NEW FACULTY



## Prof. Anna Gallagher

### PSYCHOLOGY

Hi, I'm Anna Gallagher and I'm thrilled to join Palm Beach State College full-time this year! Since 2017, I've been teaching psychology courses as an adjunct instructor. I'm also the proud faculty advisor for the Entrepreneurship Club at the Boca campus.

Before PBSC, I wore many hats in higher education—everything from student activities and academic advising, to admissions, and off-campus student housing. I've also had the rewarding experience of teaching with Palm Beach County School District at Seagull Academy, where I taught students with intellectual disabilities.

In addition, I had the opportunity of running a coaching business where I guided clients through burnout and stress management toward a more mindful and impactful life. I'm passionate about mental health, self-care, and helping others tap into their creative side and full potential.

I received my Bachelor's degree in psychology from the University of Central Florida and my Master's degree in psychology from Kaplan University. When I'm not in the classroom or advising, you can find me with a book in hand at the beach, doing yoga, trying a new restaurant in Palm Beach, or spending quality time with my amazing family—(my husband and our spirited 7-year-old daughter.)

Lastly, fun fact, I'm also a proud PBSC Alumni--Go Panthers!



# WELCOME NEW FACULTY



## Prof. Mark Gobeo

### PHILOSOPHY

My name is Mark Gobeo, and for the past 10.5 years, I have been teaching philosophy as an adjunct professor. I am also a member of the Florida Philosophical Association. My journey began at a Catholic seminary in Miami, where I discovered my passion for philosophy. After completing my undergraduate studies, I pursued philosophy at the graduate level at Florida Atlantic University and obtained my Master's Degree. I then returned to seminary but realized that becoming a priest was not my calling about a year and a half before my scheduled ordination date.

My philosophical interests are continental philosophy, ontology, epistemology, philosophy of religion, political philosophy, philosophy of science, philosophy of mind (specifically panpsychism), and LGBTQIA issues. Outside of academia, I have been a vocalist in various bands and a magician. I am excited to start my new Palm Beach State College position this fall.





# WELCOME NEW FACULTY



## Prof. Ayhan Lambaz ARCHITECTURE

Ayhan Lambaz is an Associate American Institute of Architect (AIA), LEED Accredited Professional (AP) and Innovative educator with a focus on ecology and technology. He joined Palm Beach State College is an adjunct professor in 2023, bringing with him a multi-disciplinary background and years of local knowledge with palm beach county schools in the architecture and engineering field. Prior to teaching architecture at high school level Professor Lambaz worked with Peacock and Lewis Architects as an associate assisting in large scale projects such as the Arden community and North Palm Beach Country Club.

Professor Lambaz holds his master's degree in architecture from Florida International University , and he serves on the Norton Museum Teacher Advisory Board. Last year Professor Lambaz was voted the teacher of the year with the Palm Beach School District and again this year Professor Lambaz was Voted Educator of the year by the American Institute of Architects for his significant contribution to the advancement of architectural education.



# WELCOME NEW FACULTY



## Prof. Miguel Nelson

### PHYSICS

Miguel Nelson is an outstanding educator with over 30 years of experience in the field. He possesses qualifications in teaching Physics, Mathematics, Engineering Technology, among other subjects.

He holds a Bachelor's degree in Mechanical Engineering and a Master's degree in Physics from Florida Atlantic University. Prof. Nelson joined our team as an adjunct in 2023, teaching in the departments of physics and engineering.

Currently, he is pursuing a PhD in Physics Educational Development. Prof. Nelson engages in various recreational activities, with Taekwondo being his primary focus; he is an eight-time world champion in this discipline. His guiding philosophy is encapsulated in the statement: "Love what you do and Do what you Love!"



# PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

MINUTES • OCTOBER 15, 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.*

## Attendance

### Present:

Members: Chair Jon Harrison, Vice-Chair Daniel Z. Epstein, Trustee Pat Bishop, Trustee Melissa Friedman-Levine, Student Trustee Ryan Steeghs

### 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 4:01 p.m. on Tuesday, October 15, 2024, by Chair Jon Harrison. Chair Harrison welcomed participants to the meeting. The Chair asked Trustee Bishop to lead in the Pledge of Allegiance.

### II. COMMENTS AND RECOGNITIONS

#### A. Lake Worth Campus Update (Presenters: Ms. Barbara Cipriano, Provost and Dean, Lake Worth Campus)

Ms. Barbara Cipriano, Provost and Dean, Lake Worth Campus, shared a brief history of the Lake Worth Campus. Provost Cipriano also provided an overview of the employee and student numbers, improvement projects in progress, programs, and video tour of the campus.

#### B. New Faculty Introductions (Presenters: Ms. Susan Bierster, Dean, Academic Affairs)

Ms. Susan Bierster, Dean, Academic Affairs introduced the new Lake Worth faculty to the Board and provided a brief bio for each new faculty member:

- John Normandin, Professor, Music
- Erika Locke-Williams, Professor, Music
- Ashley Ferguson, Professor, Mathematics
- Lulu Abukhalil, Professor, Mathematics
- Dr. John DeStefano, Professor, Biology

### III. AGENDA ADDITIONS/DELETIONS

NONE

### IV. APPROVAL OF BOARD MINUTES

#### A. Approve the September 24, 2024 Meeting Minutes

#### Motion:

Motion to Approve the September 24 2024 Regular Meeting Minutes

**Approved**

**V. APPROVAL OF BOARD AGENDA**

- A. Abstentions by Board Members

**NONE**

- B. Public Comments

**NONE**

Motion to Approve the Agenda

**Motion:**

Motion to Approve the Board Agenda

**Approved**

**VI. APPROVAL OF CONSENT AGENDA****Motion:**

Motion to Approve the Consent Agenda

**Approved**

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

- B. **Finance and Administration**

1. Approval of the 2024/25 Unexpended Plant Fund 7 Adjusting Amendment

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

 [2024-2025 Fund7BudgetSummary.pdf](#)

 [TRML 2024-25 Unexpended Plant Fund 7 Adjusting Amendment.docx](#)

- C. **Information Services**

**VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA**

**NONE**

**VIII. TRUSTEES COMMITTEE REPORTS**

**NONE**

**IX. PRESIDENT'S REPORT**

President Parker updated the Board on the 4DX process and the collaboration with Franklin Covey to improve overall completion. She also discussed the goals of greater student engagement, improving student success rates and shortened academic terms. She also requested a board workshop to further discuss the goals.

- A. **Economic Impact Survey**

Mr. Dave Weber, Executive Director, Planning, Research and Effectiveness, provided a brief history of Lightcast and their work with community colleges before providing the Board with the results of the College's Economic Impact Survey.

 [Economic Impact 2023 Executive Summary.pdf](#)

 [PalmBeach Economic Impact FactSheet 2223.pdf](#)

B. 6th Avenue Athletics Master Facility Plan

Mr. Kirk Stetson, Manager, Facilities Construction and Planning, oriented the Board to the current sports layout on the campus. Mr. Stetson provided the 5-year master plan for the athletics sports complex which includes potential fields for soccer, baseball, beach volleyball and a field house. Mr. John Scarpino, Director, Athletics, shared more details on the vision for a new beach volleyball facility that could also host national and international tournaments.

C. Legislative Update

Ms. Abby Ross, Executive Director, Community Engagement and Special Assistant to the President, provided a brief legislative update on the bills that passed during the spring legislative session.

**X. INFORMATIONAL ITEMS**

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

1. 2023-2024 District Board of Trustees Self-Evaluation Assessment Analysis

Dr. Roger Yohe, Vice President, Academic Innovation and Strategy, provided a hard copy of results to the Board. Trustees had no questions or comments.

 [TRMTL DBOT Self-Evaluation Results 10.A.1.docx](#)

**B. Finance and Administration**

1. District Facilities Master Projects List Dated October 1, 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 Oct MasterProj MT6201 X.B.1.docx](#)

 [District Facilities Master Projects List 10-1-2024.pdf](#)

2. First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.27 - "Senior Citizens Fee Waiver"

Mr. James Duffie, Vice President, Finance and Administration, provided this information as part of the Board packet. He also briefly explained that the College will follow the statute for the Senior Citizen Fee waiver so there was no need for a separate policy. Mr. Duffie also shared the Exemption and Waiver Report.

 [Transmittal First Reading-Repeal of Board Policy 6Hx-18-4.27.docx](#)

 [First Reading-Repeal-Board Policy Senior Citizens Fee Waiver 4.27.docx](#)

3. Financial Review and Analysis - September 2024 (Presenters: Mr. James Duffie, Vice President, Finance and Administration)

Mr. James Duffie, Vice President, Finance and Administration provided this information as part of the Board packet. Trustees had no questions or concerns.

 [TRML Financial Review and Analysis - September 2024.docx](#)

 [Budget.Analysis.September.30.2024.pdf](#)

**C. Information Services**

**D. Human Resources**

1. First Reading - Amend District Board of Trustees Policy 6Hx-18-5.14 - "Employee Benefit Plans"

Ms. Cheryl Hare, Director, Total Rewards, briefly explained the purpose for the change which is to conform with the legislative changes in the statute for insurances to align with the state plan.

 [Amendment Employee Benefit Plans.docx](#)

 [5.14 Employee Benefit Plans 1st Read.pdf](#)

**E. Office of General Counsel**

1. First Reading - Amendment to District Board of Trustees Policy 6Hx-18-1.24 - "Public Records"


Mr. Geovanni J. Denis, Esq., Associate General Counsel, provided this information as part of the Board packet. Mr. Denis also shared a brief overview of the updates being made to this policy.

 [Transmittal 6Hx-18-1.24- Public Records.docx](#)

 [First Reading - Amendment to District Board of Trustees Policy 6Hx-18-1.24- Public Records.doc](#)

2. First Reading - Repeal of District Board of Trustees Policy 6Hx-18-1.25 - "Public Records Retention and Disposition"

Mr. Geovanni J. Denis, Esq., Associate General Counsel, provided this information as part of the Board packet.

 [Transmittal 6Hx-18-1.25 - Public Records Retention and Disposition.docx](#)

 [1.25 public records retention and disposition Repeal.docx](#)

**XI. ACTION ITEMS**

- A. Academic Affairs / Academic Innovation and Strategy / Student Services
- B. Finance and Administration

1. Approve Construction Manager at Risk (CMaR) Agreement with Proctor Construction for the Palm Beach Gardens Respiratory Lab Remodel Project in Amount Not to Exceed \$600,000 and Authorize the President or Designee to Execute the Agreement Documents.

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

 [TRMTL ProctorConstructionCMaR RespiratoryLab XI.B.1.docx](#)

 [COI Proctor Construction Co \(exp 5-25-25\) 5-23-24.pdf](#)

**Motion:**

Motion to Approve Construction Manager at Risk (CMaR) Agreement with Proctor Construction Company for the Palm Beach Gardens Respiratory Lab Remodel Project in Amount Not to Exceed \$600,000 and Authorize the President or Designee to Execute the Agreement Documents.

**Approved**

2. Approve Contract Increase with Daikin Applied for TC117 HVAC Equipment Utilizing Omnia Partners Contract No. R200401 HVAC Equipment, Installation, Services and Related Products in the Amount of \$325,400

Ms. Joan Rumsey, Assistant Director, Facilities and Ms. Jennifer Alvarez, Director, Procurement, shared this information as part of the Board packet. Trustees had no questions or concerns.

 [TRMTL Daikin TC117 HVAC Equipment 9-30-24.docx](#)

 [Scope-Proposal PBSC Building TC117 9-5-2024 Line Item Pricing.docx](#)

 [COI Daikin Applied Americas \(exp 4-1-25\) 3-29-24.pdf](#)

 [R200401 Daikin RL2 2024.04.26.docx.pdf](#)

**Motion:**

Motion to Approve Contract Increase with Daikin Applied for TC117 HVAC Equipment Utilizing Omnia Partners Contract No. R200401 HVAC Equipment, Installation, Services and Related Products in the Amount of \$325,400

**Approved**

3. Approve Short Form Agreement with Cape Design Engineering (CDE) for Design-Build Services for the SoFi User Experience Branding and Wayfinding project at the Palm Beach Gardens Campus and Authorize the President or Designee to Execute the Agreement Documents.

Ms. Angela Harrington, Chief Communications and Public Affairs Officer, shared an overview of the many improvements, branding, and marketing updates that will take place on the Palm Beach Gardens Campus for the Sofi user experience project. The improvements were presented at the September Board of Trustees meeting.

 [TRMTL\\_CDE Design-Build for SoFi\\_WSS660\\_XI.B.3.docx](#)

 [COI Cape Design Engineering \(exp 10-19-24\) 10-23-23.pdf](#)

**Motion:**


Motion to Approve Short Form Agreement with Cape Design Engineering (CDE) for Design-Build Services for the SoFi User Experience Branding and Wayfinding project at the Palm Beach Gardens Campus and Authorize the President or Designee to execute the Agreement Documents.

**Approved**

4. Recommended Approval of Easement Improvement and Maintenance Agreement with TMRW Sports Inc.

Mr. Geovanni J. Denis, Esq., Associate General Counsel, shared details on the purpose of the easement agreement, the College's obligation within the easement and TMRW Sports obligations. The details of the easement were presented at the September Board of Trustees meeting. Trustee Bishop questioned whether the easement should include a subrogation clause. Mr. Denis agreed to research the issue and confirm.

 [TRMTL TMRW Sports Easement and MaintAgreemt XI.B.4.docx](#)

 [Exhibit 1 to Easement Improvement and Maintenance Agreement 9-13-24.pdf](#)

**Motion:**

Motion to Approve the Easement Improvement and Maintenance Agreement with TMRW Sports Inc.

**Approved**

**Motion:**

Motion to Approve with the waiver of subrogation language, but if TMRW Sports does not agree to the waiver of subrogation language, the Board approves the language of the original motion.

**Approved**

**C. Information Services**


**D. Human Resources**

1. Approve Contract Award for Life and Disability Insurances and Related Services RFP2025-01LC to The Standard in the amount of \$1,343,021 Over a Three-Year Period and Authorize The President or Designee to Execute the Contract Documents



Ms. Cheryl Hare, Director, Total Rewards and Ms. Jennifer Alvarez, Director, Procurement, provided this information as part of the Board packet. Ms. Hare explained these supplemental insurances are not covered under the state insurance plan. Trustees had no questions or concerns.

 [OnBoard Transmittal\\_ The Standard draft.docx](#)

 [Notice to Recommend Award RFQ2025-01LC Life and Disability Insurance Programs.pdf](#)

**Motion:**

Motion to Approve Contract Award for Life and Disability Insurances and Related Services RFP2025-01LC to The Standard in the amount of \$1,343,021 Over a Three-Year Period and Authorize The President or Designee to Execute the Contract Documents

**Approved**

2. Approve the November Salary Range Adjustment

Ms. Cheryl Hare, Director, Total Rewards, provided this information as part of the Board packet. Trustees had no questions or concerns.

 [Transmittal - Pay Range Adjustment November 2024.pdf](#)

 [Nov 2024 Pay Range Adjustment .pdf](#)

**Motion:**

Motion to Approve the November Salary Range Adjustment

**Approved**

3. Approve the General Increase for Non-Bargaining Regular and Fixed Term Employees

Ms. Cheryl Hare, Director, Total Rewards, provided this information as part of the Board packet. Trustees had no questions or concerns.

 [2024 Non-Bargaining General Increase.docx](#)

**Motion:**

Motion to Approve the General Increase for Non-Bargaining Regular and Fixed Term Employees

**Approved**

**XII. OTHER BUSINESS**

**XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- A. Registration for Spring 2025 began on October 4, 2024. The term runs from January 7, 2025, through May 1, 2025. Spring 2025 Sessions: -Session 1 (Full

Term - 15 weeks): January 7 - May 1, 2025 -Session 2 (Express A - 7.5 weeks):  
January 7 - February 27,

- B. The AFC Trustee Commission Meeting is being held in Orlando November 7-8, 2024.
- C. The 2nd Annual Emerald Torch Awards Gala will be held on Saturday, November 16, 2024 at 6:00 pm on the Lake Worth Campus Commons Area.
- D. The next District Board of Trustees meeting is scheduled for Tuesday, November 19, 2024, at the Boca Raton Campus in the Humanities & Technology Building Room HT 103.

**XIV. ADJOURNMENT**

Chair Harrison called for the meeting to be adjourned at 5:55 pm

**Motion:**

Motion to adjourn the meeting

**Approved**

ATTEST: \_\_\_\_\_  
Jon Harrison, Chairperson

\_\_\_\_\_  
Ava L. Parker, J.D., President

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** PBSC 2024-2025 Catalog Addenda  
Staff Contact: Dr. Roger Yohe, Vice President, Academic Innovation  
and Strategy

**Summary:**

**Background/Pertinent Facts:** The 2024 – 2025 PBSC Catalog Addenda reflects curricular actions effective January 2025. Addenda consists of 8 course revisions, 7 new courses, General Education section revision reflecting the addition of a new State Core Natural Science course and 5 program revisions.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Completion

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** 2024 - 2025 Palm Beach State College Catalog Addenda

**Links:** N/A

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

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

## 2024 – 2025 Palm Beach State Catalog Addenda

### Key:

Removed content appears in ~~red font strikethrough~~.

New content appears **in blue bold font**.

### Revised Courses:

MEA1021C: Diseases, Disorders and Treatments 1 (AS) **Prerequisites:** ~~BSC2085, BSC2085L, HSC2531 and MEA1007~~ **Corequisites:** ~~BSC2086 and BSC2086L~~ BSC2085, BSC2085L and MEA1007

MEA2246C: Pharmacology for Medical Assistants (AS) **Corequisite:** **MEA1021C**

MEA2252C: Diagnostic Procedures (AS) **Prerequisite:** ~~MEA1021C~~  
**Corequisite:** **MEA1021C**

ISM4313: Managing IT Integration (BAS) **Prerequisites:** ISM3314, ~~MAN4584~~ (with a grade of C or higher)

DEH1800L: Dental Hygiene 1 Lab (AS) **Corequisite:** DEH1800 **(with a grade of C or higher)**

DEH1802L: Dental Hygiene 2 Lab (AS) **Prerequisite:** **DEH1800L (with a grade of C or higher)**  
**Corequisite:** DEH1802 **(with a grade of C or higher)**

DEH2804L: Dental Hygiene 3 Lab (AS) **Prerequisite:** **DEH1802L (with a grade of C or higher)**  
**Corequisite:** DEH2804 **(with a grade of C or higher)**

DEH2806L: Dental Hygiene 4 Lab (AS) **Prerequisite:** **DEH2804L (with a grade of C or higher)**  
**Corequisite:** DEH2806 **(with a grade of C or higher)**

### New Courses:

**MSL2101** Individual Leadership Studies (AA): *Course Description:* MS II focuses on Army Doctrine and Decision Making. The course begins with analytical techniques, creative thinking skills and the Army problem solving process as related to situations faced by leaders when making decisions. Troop leading procedures (TLP's) and an operations order (OPORD) will lead Cadets to an understanding of Army Doctrine and Symbology. Squad tactics will be covered in classes on Unified Land Operations, Offensive Operations and Defensive Operations.

*Total Credits: 2*

**MSL2101L** Individual Leadership Studies Lab (AA): *Course Description:* Students are required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MSL III Cadets and supervised by cadre.

*Total Credits: 0*

**MSL2102** Leadership and Teamwork (AA): Corequisite: MSL2102L *Course Description:* Focuses on self-development guided by knowledge of self and group processes; challenges current beliefs, knowledge and skills; and provides equivalent preparation for the ROTC Advanced Course as the Leader's Training Course.

*Total Credits: 2*

**MSL2102L** Leadership and Teamwork Lab (AA): Corequisite: MSL2102L *Course Description:* Laboratory component for MSL2102.

*Total Credits: 0*

**GLY1010:** (General Education) Introduction to Geology (AA) *Course Description:* Using the scientific method, critical thinking skills, data analysis, this course will examine the fundamental processes of the earth system, composed of an atmosphere, hydrosphere, cryosphere, lithosphere, biosphere, and exosphere through time. The course will also explore interactions between these spheres, including critical analysis of scientific theories and emphasize lithospheric connections with humanity. *Total Credits: 3*

**HSA4940C:** Health Management Internship (BAS) Prerequisites: 15 credit hours of upper-level BAS courses: FIN3400, GEB3213, MAN4120, HSA3110, HSA4553 (with a grade of C or higher). *Course Description:* This course should be taken during the last semester of the program and requires Bachelor's Health Management Internship Coordinator approval. The internship is designed to provide students with comprehensive hands-on experience in the field of healthcare management. As the healthcare industry continues to evolve, the need for skilled and knowledgeable professionals in healthcare administration becomes increasingly vital. This internship course aims to bridge the gap between theoretical knowledge and practical application, allowing students to develop essential cognitive skills, gain real-world experience, and make meaningful contributions to healthcare organizations. Credits: 3 (16 hours Lecture, 120 hours Lab) Course Tag: WBL Course Fee: Medical/Accident and Liability Insurance

**INR2500** Model United Nations (AA): Prerequisites: ENC1101 and SPC1017 (with a grade of C or higher): *Course Description:* This course is designed to provide an understanding of international political, economic, and social systems. The course integrates the basic concepts of International Relations with an orientation to the functions and processes of the United Nations. This course will include current events, pressing international issues, the basics of international law and some of the protocol and procedures of diplomacy. All of this will assist students in preparing for their role as a diplomat at the National Model United Nations conference.

*Total Credits: 3*

## Revised Programs

Supervision and management – Health Management BAS

Certificate of Professional Preparation CCP

Dental Hygiene AS

Medical Assisting Advanced AS

## Catalog Section Revision:

### General Education Courses at Palm Beach State College

#### Area IV - Natural Sciences (9 Credits)

##### TIER 1 - Select one of the following courses:

AST1002 Descriptive Astronomy (AA) 3 Credits

BSC1005 Concepts In Biology (AA) 3 Credits

And

BSC1005L Concepts In Biology Lab (AA) 1 Credit

BSC1010 Principles of Biology 1 (AA) 3 Credits

And

BSC1010L Principles of Biology 1 Lab (AA) 1 Credit

BSC2085 Anatomy and Physiology 1 (AA) 3 Credits

And

BSC2085L Anatomy and Physiology 1 Lab (AA) 1 Credit

CHM1045 General Chemistry 1 (AA) 3 Credits

And

CHM1045L General Chemistry 1 Lab (AA) 1 Credit

ESC1000 Introduction to Earth Science (AA) 3 Credits

EVR1001 Introduction to Environmental Science (AA) 3 Credits

**GLY1010 Introduction to Geology (AA)**

OCE1001 Introduction to Oceanography (AA) 3 Credits

PHY1020 Fundamentals of Physics (AA) 3 Credits

PHY2048 General Physics With Calculus 1 (AA) 4 Credits

And

PHY2048L General Physics 1 and General Physics With Calculus 1 Laboratory (AA) 1 Credit

PHY2053 General Physics 1 (AA) 4 Credits

BSC1005L: optional

***GLY1010 effective Fall 2024 per Rule 6A-14.0303; available as of Spring 2025***

**TIER 2 - Select one of the following courses OR select another course from Tier 1:**

BOT1010      General Botany (AA)    3 Credits

And

BOT1010L    General Botany Lab (AA)    1 Credit

BSC1011    Principles of Biology 2 (AA)    3 Credits

And

BSC1011L   Principles of Biology 2 Lab (AA)    1 Credit

BSC1311    Marine Biology (AA)    3 Credits

BSC2086    Anatomy and Physiology 2 (AA)    3 Credits

And

BSC2086L   Anatomy and Physiology 2 Lab (AA)    1 Credit

BSC2421    Introduction to Biotechnology (AA)    3 Credits

And

BSC2421L   Introduction to Biotechnology Lab (AA)    2 Credits

CHM1025    Introductory Chemistry (AA)    3 Credits

CHM1032    Principles of Chemistry (AA)    3 Credits

And

CHM1032L   Principles of Chemistry Lab (AA)    1 Credit

CHM1046    General Chemistry 2 (AA)    3 Credits

And

CHM1046L   General Chemistry 2 Lab (AA)    1 Credit

GLY1000    Descriptive Geology (AA)    3 Credits

HUN1201    Elements of Nutrition (AA)    3 Credits

MCB2010    Microbiology (AA)    3 Credits

And

MCB2010L   Microbiology Lab (AA)    1 Credit

PHY1001    Applied Physics (AA)    3 Credits

PHY2049    General Physics With Calculus 2 (AA)    4 Credits

And

PHY2049L      General Physics 2 and General Physics With Calculus 2 Laboratory (AA)      1  
Credit

PHY2054      General Physics 2 (AA) 4 Credits

PSC1341      Physical Science for Today's World (AA)      3 Credits

CHM1032L: Optional

**TIER 3 - Select one of the following courses:**

HSC1101      Contemporary Issues In Health (AA)      3 Credits

HSC2100      Health Concepts and Strategies (AA)      3 Credits

Or

Select ANY OTHER 3-5 credit general education course from among the five categories of general education

Note: HSC1101 and HSC2100 meet the Gordon Rule requirement.

Approved Transfer Science: Verify course credit with an advisor

## **Revised Programs:**

### **Supervision and Management-Health Management BAS**

Supervision and Management - Health Management Overview (BAS T702)

[See the Addenda section of the catalog for action based on curriculum minutes dated October 3, 2024](#)

### **Project Management CPP**

Certificate of Professional Preparation - Project Management Overview (C810)

[See the Addenda section of the catalog for action based on curriculum minutes dated October 3, 2024](#)

### **Dental Hygiene AS**

Dental Hygiene Overview (2151) Limited Access

[See the Addenda section of the catalog for action based on curriculum minutes dated October 3, 2024](#)

### **Medical Assisting Advanced AS**

Medical Assisting Advanced Overview (2314)



[See the Addenda section of the catalog for action based on curriculum minutes dated April 25, 2024](#)

## **Medical Assisting Specialist CCC**

**Medical Assisting Specialist CCC Overview (6313)**

[See the Addenda section of the catalog for action based on curriculum minutes dated April 25, 2024](#)

## **New Section: Addenda**

### **Supervision and Management-Health Management BAS**

**Supervision and Management - Health Management Overview (BAS T702)**

[Addendum 2024 \(action based on curriculum minutes dated March 28, 2024\)](#)

Required courses:

Courses From A.S./A.A.S. Degree (Credits: 42)

Courses From A.S./A.A.S. Degree (Lower Division Details (p. ))

General Education Courses (Credits: 36)

General Education Courses 36

General Education Courses: Transferable

Upper Division Common Core Courses (Credits: 21)

HSA4421 Legal Aspects and Legislation In Health Care (BAS) 3 Credits

FIN3400 Principles of Financial Management (BAS) 3 Credits

GEB3213 Business Writing (BAS) 3 Credits

ISM4011 Management Information Systems (BAS) 3 Credits

MAN3240 Organizational Theory and Management (BAS) 3 Credits

MAN3301 Human Resources Management (BAS) 3 Credits

MAN4120 Leadership Challenges and Supervision (BAS) 3 Credits

Concentration Area Required Courses (Credits: 18)

HSA3110 Health Care Organization and Management (BAS) 3 Credits

HSA4109 Principles of Managed Care (BAS) 3 Credits

HSA3160 Health Care Marketing (BAS) 3 Credits

HSA4553 Ethics In Health Care (BAS) 3 Credits  
HSA4431 Health Care Operational Decision Making (BAS) 3 Credits

**HSC4500 Epidemiology (BAS) 3 Credits**

**Electives - Choose one (Credits: 3)**

~~GEB4940C Bachelors Internship (BAS) 3 Credits~~

~~HSC4500 Epidemiology (BAS) 3 Credits~~

Concentration Capstone Course (Credits: 3)

~~HSA4938 Capstone Experience: Health Management (BAS) 3 Credits~~

**HSA4940C Health Management Internship (BAS)**

Subtotal: 120

## **Certificate of Professional Preparation (CPP)**

### **Project Management CPP**

#### **Certificate of Professional Preparation - Project Management Overview (C810)**

**Addendum 2024 (action based on curriculum minutes dated March 28, 2024)**

Required courses:

Required Courses (Credits: 21)

ISM3314 Project Management (BAS) 3 Credits

ISM4313 Managing It Integration (BAS) 3 Credits

ISM4312 Project and Change Management (BAS) 3 Credits

ISM4332 Project Schedule and Cost Control (BAS) 3 Credits

MAN4520 Quality Management Control (BAS) 3 Credits

MAN4574 Acquisitions Management (BAS) 3 Credits

~~MAN4584 Project Risk Management (BAS) 3 Credits~~

**MAN4882 Project Management Professional Career Preparation (BAS) 3 Credits**

## **Dental Hygiene AS**

### **Dental Hygiene Overview (2151) Limited Access**

**Addendum 2024 (action based on curriculum minutes dated October 3, 2024)**

Required courses:

General Education (Credits: 18)

ENC1101	English Composition 1 (AA)	3 Credits
PSY2012	Introduction to Psychology (AA)	3 Credits
SYG2000	Introduction to Sociology (AA)	3 Credits
	Choose Any Mathematics Area III, Tier 1 course	3 Credits
	Choose Any Humanities Area II, Tier 1 course	3 Credits
AMH2020	United States History Since 1877 (AA)	3 Credits
	Or	
POS1041	Introduction to American Government (AA)	3 Credits

Natural Science Program Requirements (Credits: 18)

BSC2085	Anatomy and Physiology 1 (AA)	3 Credits
BSC2085L	Anatomy and Physiology 1 Lab (AA)	1 Credit
BSC2086	Anatomy and Physiology 2 (AA)	3 Credits
BSC2086L	Anatomy and Physiology 2 Lab (AA)	1 Credit
	Any level transferable Chemistry course	3
HUN1201	Elements of Nutrition (AA)	3 Credits
MCB2010	Microbiology (AA)	3 Credits
MCB2010L	Microbiology Lab (AA)	1 Credit

Required Courses (Credits: 52)

DEH1003	Dental Hygiene Instrumentation (AS)	1 Credit
DEH1003L	Dental Hygiene Instrumentation Lab (AS)	2 Credits
DEH1130	Oral Embryology and Histology (AS)	1 Credit
DEH1800	Dental Hygiene 1 (AS)	1 Credit
<del>DEH1800L</del>	<del>Dental Hygiene 1 Lab (AS)</del>	<del>4 Credits</del>
<b>DEH1800L</b>	<b>Dental Hygiene 1 Lab (AS)</b>	<b>4 Credits</b>
DEH1802	Dental Hygiene 2 (AS)	1 Credit
<del>DEH1802L</del>	<del>Dental Hygiene 2 Lab (AS)</del>	<del>2 Credits</del>
<b>DEH1802L</b>	<b>Dental Hygiene 2 Lab (AS)</b>	<b>2 Credits</b>
DEH2300	Pharmacology (AS)	2 Credits

DEH2400	General and Oral Pathology (AS)	2 Credits
DEH2602	Periodontology (AS)	2 Credits
DEH2604	Current Concepts in Periodontology (AS)	1 Credit
DEH2701	Community Dentistry (AS)	2 Credits
DEH2702L	Community Dentistry Practicum (AS)	1 Credit
DEH2804	Dental Hygiene 3 (AS)	1 Credit
<del>DEH2804L</del>	<del>Dental Hygiene 3 Lab (AS)</del>	<del>4 Credits</del>
<b>DEH2804L</b>	<b>Dental Hygiene 3 Lab (AS)</b>	<b>4 Credits</b>
DEH2806	Dental Hygiene 4 (AS)	1 Credit
<del>DEH2806L</del>	<del>Dental Hygiene 4 Lab (AS)</del>	<del>5 Credits</del>
<b>DEH2806L</b>	<b>Dental Hygiene 4 Lab (AS)</b>	<b>5 Credits</b>
DES1020	Dental Anatomy (AS)	3 Credits
DES1100	Dental Materials (AS)	2 Credits
DES1100L	Dental Materials Lab (AS)	1 Credit
DES1200	Dental Radiology (AS)	2 Credits
DES1200L	Dental Radiology Lab (AS)	1 Credit
DES1600	Office Emergencies (AS)	1 Credit
DES1800	Introduction to Clinical Procedures (AS)	3 Credits
DES1800L	Introduction to Clinical Procedures Lab (AS)	1 Credit
DES1832	Expanded Functions Lecture (AS)	1 Credit
DES1832L	Expanded Functions Lab (AS)	1 Credit
DES1840	Preventive Dentistry (AS)	2 Credits
DES2502	Office Management (AS)	1 Credit

DES1020, DES1100, DES1100L, DES1200, DES1200L, DES1600, DES1800, DES1800L, DES1832, DES1832L, DES1840, and DES2502: These courses will articulate from the Palm Beach State Dental Assisting Program.

Subtotal: 88

## **Medical Assisting Advanced AS**

### **Medical Assisting Advanced Overview (2314)**

**Addendum 2024 (action based on curriculum minutes dated April 25, 2024)**

Required courses:

General Education (Credits: 23)

BSC2085	Anatomy and Physiology 1 (AA)	3 Credits
BSC2085L	Anatomy and Physiology 1 Lab (AA)	1 Credit
BSC2086	Anatomy and Physiology 2 (AA)	3 Credits
BSC2086L	Anatomy and Physiology 2 Lab (AA)	1 Credit
ENC1101	English Composition 1 (AA)	3 Credits
SPC1017	Fundamentals of Speech Communication (AA)	3 Credits
AMH2020	United States History Since 1877 (AA)	3 Credits

Or

POS1041	Introduction to American Government (AA)	3 Credits
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Choose Any Humanities Area II, Tier 1 course 3 Credits

Choose Any Mathematics Area III, Tier 1 course 3 Credits

Required Courses (Credits: 42)

CGS1100	Microcomputer Applications (AA)	3 Credits
MEA1007	Introduction to Medical Assisting (AS)	3 Credits
<del>MEA 1021C</del>	<del>Diseases, Disorders and Treatments 1 (AS)</del>	<del>3 Credits</del>
<b>MEA1021C</b>	<b>Diseases, Disorders and Treatments 1 (AS)</b>	<b>3 Credits</b>
MEA1250C	Diseases, Disorders and Treatments 2 (AS)	3 Credits
MEA1304	Introduction to Medical Office Procedures (AS)	3 Credits
MEA1355	Physician Reimbursement and Revenue (AS)	3 Credits
<del>MEA 2246C</del>	<del>Pharmacology for Medical Assistants (AS)</del>	<del>3 Credits</del>
<b>MEA2246C</b>	<b>Pharmacology for Medical Assistants (AS)</b>	<b>3 Credits</b>
MEA2090	Leadership for the Medical Assistants (AS)	3 Credits
MEA2248C	Basic Lab and Phlebotomy (AS)	3 Credits
<del>MEA 2252C</del>	<del>Diagnostic Procedures (AS)</del>	<del>3 Credits</del>
<b>MEA2252C</b>	<b>Diagnostic Procedures (AS)</b>	<b>3 Credits</b>

MEA2305	Advanced Medical Office Procedures (AS)	3 Credits
MEA2803C	Externship for Medical Assisting (AS)	3 Credits
MEA2939	Seminar in Medical Assisting (AS)	3 Credits
HSC2531	Medical Terminology (AA)	3 Credits

Total Credit Hours: 65

## Medical Assisting Specialist CCC

### Medical Assisting Specialist CCC Overview (6313)

**Addendum 2024 (action based on curriculum minutes dated April 25, 2024)**

Required Courses (Credit: 44)

BSC2085	Anatomy and Physiology 1 (AA)	3 Credits
BSC2085L	Anatomy and Physiology 1 Lab (AA)	1 Credit
BSC2086	Anatomy and Physiology 2 (AA)	3 Credits
BSC2086L	Anatomy and Physiology 2 Lab (AA)	1 Credit
HSC2531	Medical Terminology (AA)	3 Credits
CGS1100	Microcomputer Applications (AA)	3 Credits
MEA1007	Introduction to Medical Assisting (AS)	3 Credits
MEA1304	Introduction to Medical Office Procedures (AS)	3 Credits
<del>MEA 1021C</del>	<del>Diseases, Disorders and Treatments 1 (AS)</del>	<del>3 Credits</del>
<b>MEA1021C</b>	<b>Diseases, Disorders and Treatments 1 (AS)</b>	<b>3 Credits</b>
MEA1250C	Diseases, Disorders and Treatments 2 (AS)	3 Credits
<del>MEA 2246C</del>	<del>Pharmacology for Medical Assistants (AS)</del>	<del>3 Credits</del>
<b>MEA2246C</b>	<b>Pharmacology for Medical Assistants (AS)</b>	<b>3 Credits</b>
<del>MEA 2252C</del>	<del>Diagnostic Procedures (AS)</del>	<del>3 Credits</del>
<b>MEA 2252C</b>	<b>Diagnostic Procedures (AS)</b>	<b>3 Credits</b>
MEA2248C	Basic Lab and Phlebotomy (AS)	3 Credits
MEA1355	Physician Reimbursement and Revenue (AS)	3 Credits
MEA2305	Advanced Medical Office Procedures (AS)	3 Credits
MEA2803C	Externship for Medical Assisting (AS)	3 Credits

Total Credit Hours: 44

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** District Facilities Master Projects List Dated November 1, 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.

**November 1, 2024 – Report Summary**

**LAKE WORTH CAMPUS**

- LW 6th Avenue Master Landscape Plans Phase 1B – QUAD
- LW ETA128 Medical Simulation Training Center Remodeling

**PALM BEACH GARDENS CAMPUS**

- PBG Eissey Theater Building Envelope
- PBG CM Chiller 2 Replacement
- PBG Eissey Theater Roof Replacement

**BELLE GLADE CAMPUS**

- No projects in active construction

**BOCA RATON CAMPUS**

- No projects in active construction

**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\_11-1-2024

**Links:**

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**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

Friday, November 1, 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	CONSTRUCTION	PLANT LOCAL	\$ 445,000.00	\$437,000.00	6/10/2024	COMPLETE
DIST - Exterior Entry Door Electronic Access Control	ELECTRIC	CONSTRUCTION	SFRF	\$ 2,000,000.00	est \$1,991,000	5/10/2024	est 12/31/2026
Historic Building Remodeling/Renovation	REMODEL	DESIGN	PLANT LOCAL	\$ 1,507,447.83	TBD	1/15/2025	est 4/30/2025
LW 6th Avenue Master Landscape Plans Phase 1B - QUAD	SITE	CONSTRUCTION	CIF	\$ 3,845,188.76	\$ 2,322,467.49	8/1/2023	11/30/2024
LW ETA128 Medical Simulation Training Center Remodeling	REMODEL	CONSTRUCTION	CIF/DONOR	\$ 4,850,000.00	\$ 4,178,636.08	8/1/2024	5/16/2025
LW FN110 AHU Replacement	HVAC	PRE-CON	SFRF	\$ 200,000.00	\$ 154,942.00	est 12/18/24	1/17/2025
LW LL113 Library Renovation/Remodeling/Addition	REMO/ADDIT	RFQ - A/E & CM	PECO/LOCAL	\$ 9,800,000.00	TBD	TBD	TBD
LW NS501 Equipment Roof Cover	ROOF	DESIGN	DEF MAINT	\$ 30,000.00	\$ 24,900.00	est 12/1/2024	est 12/31/2024
LW BK129 E-Sports (SAC) Remodeling	REMODEL	HOLD	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	est 10/4/2024	est 12/1/2024
LW TC117 - HVAC Replacement	HVAC	BIDDING	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	HOLD	TBD	TBD	TBD	TBD	TBD
LW CS - Counseling Staff Relocations	FURNITURE	HOLD	TBD	TBD	TBD	TBD	TBD
LW-CF 105_ Waiting Area-Student Welcome Center	REMODEL	PLANNING	TBD	TBD	TBD	TBD	TBD
LW-PSD 540 - Rm PSD310 - Computer Lab	REMODEL	PLANNING	TBD	TBD	TBD	TBD	TBD
LW ITB118 AHU Replacement	HVAC	HOLD	TBD	TBD	TBD	TBD	TBD
PBG Eissey Theater Building Envelope	RENOVATION	CONSTRUCTION	SFRF	\$ 1,010,272.55	\$ 1,010,272.55	2/5/2024	COMPLETE
PBG CM Chiller 2 Replacement	HVAC	CONSTRUCTION	SFRF	\$ 735,298.00	\$ 601,423.00	8/12/2024	COMPLETE
PBG Underground CHW Piping -AA102	HVAC	CLOSEOUT	SFRF	\$ 240,000.00	\$ 237,872.00	6/21/2024	COMPLETE
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	11/15/2024
PBG LC107 Respiratory Care Lab Remodeling	REMODEL	BID	GRANT	\$ 700,000.00	\$ 543,504.00	12/1/2024	4/15/2025
PBG - SITE - Floating Dock Relocation	SITE	DESIGN	PLANT LOCAL	\$ 90,000.00	PENDING	est 12/1/2024	est 12/31/2024
PBG Concrete Spalling AA & AD Stair Towers	REPR	BID	SFRF	\$ 3,560,000.00	PENDING	TBD	TBD
PBG Eissey Theater - Structural Repairs (Stair Replacement)	RENOVATION	BID	SFRF	\$ 960,000.00	PENDING	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	DESIGN	GRANT	\$ 450,000.00	TBD	TBD	TBD
PBG SITE Pedestrian Lighting Improvements - SoFi Experience	SITE	DESIGN	FOUNDATION	\$ 222,801.00	\$ 222,801.00	10/4/2024	12/13/2024
PBG SITE-Perimeter Road Lighting - SoFi Experience	SITE	DESIGN	FOUNDATION	\$ 127,099.00	\$ 127,099.00	10/14/2024	12/13/2024
PBG-STDY-Temp MOD for PATH/LEVATAS	NEW	STUDY	FOUNDATION	TBD	TBD	TBD	TBD
PBG BR 106 - Kitchen Equipment Upgrades	EQPT	PLANNING	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

Friday, November 1, 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
BR BT104 Engineering Lab Remodeling	REMODEL	CLOSE OUT	CIF	\$ 550,000.00	\$ 392,983.00	5/13/2024	COMPLETE
BR CB100 HVAC Upgrades 1st Floor	HVAC	CLOSE OUT	DEF MAINT	\$ 942,529.95	\$ 906,736.73	5/1/2024	COMPLETE
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	HOLD	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	4/13/2025
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

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:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.32 -  
"Preparation, Certification, and Submission of Payrolls"

Presenter: Mr. James Duffie, Vice President, Finance and Administration

**Summary:**

**Background/Pertinent Facts:** Proposed repeal of Policy 6Hx18-4.32 "Preparation, Certification, and Submission of Payroll." Electronic approvals of time and time off are submitted by employees and approved by managers. Internal controls of compensation rates and payroll processing are separated between Human Resources and Payroll functions.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Collaboration - We will cultivate dynamic collaborations that leverage our student's impact on our community's economic and social growth.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading-Repeal DBOT 4.32

**Links:** N/A

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**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

<b>TITLE</b>	<del>Preparation, Certification, and Submission of Payrolls</del>	<b>NUMBER</b> <del>6Hx-18-4.32</del>
<b>LEGAL AUTHORITY</b>	<del>1001.61 FS, 1001.64 FS</del> <a href="#">Repeal</a>	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	<del>Readopted 2/27/1975; Amended 2/4/1990, 6/19/2001</del>	

## Policy:

~~Payrolls properly certified by the designated supervisor shall be submitted for all employees of the Community College District. Payroll reports shall indicate the number of duty days or hours, depending upon the type of employment, for the payroll period covered and shall indicate any absences from duty for the regular full-time or contracted employees. Payroll reports shall be transmitted as scheduled to the Payroll Office following the close of the payroll period.~~

~~Payroll checks shall not be released to any individual until all properly authorized sick and/or personal leave forms and/or temporary duty elsewhere forms have been submitted to the Payroll Office. Exceptions to this rule may be made if an individual is ill on the pay date and if accumulated leave time and/or deferred salary will cover all absences through the last day of the pay period.~~

~~Payroll check or warrant distribution dates shall be established administratively to insure that the employees are paid as promptly as possible with necessary safeguards to protect public funds. The distribution dates shall be made known to all parties concerned.~~

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.04 -  
"Loan Funds – Student Financial Aid Staff"

Presenter: Mr. James Duffie, Vice President, Finance and Administration

**Summary:**

**Background/Pertinent Facts:** The administration proposes the repeal of DBOT Policy 6Hx18-4.04, "Loan Funds – Student Financial Aid." The provisions of this policy are already covered under Policy 6Hx18-4.05, 'Designated and Undesignated Student Aid Funds.' Repealing Policy 6Hx18-4.04 will streamline the policy framework and eliminate redundancy, as maintaining a separate policy is unnecessary.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Collaboration - We will cultivate dynamic collaborations that leverage our student's impact on our community's economic and social growth.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading-Repeal DBOT 4.04

**Links:** N/A

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**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

<b>TITLE</b>	<del>Loan Funds—Student Financial Aid</del>	<b>NUMBER</b> 6Hx-18-4.04
<b>LEGAL AUTHORITY</b>	<del>1001.61 FS, 1001.64 FS</del> <a href="#">Repeal</a>	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	<del>Readopted 2/27/1975; Amended 6/17/1981, 6/19/2001</del>	

**Policy:**

~~The disposition of loan funds shall be determined by the Office of the Director of Financial Aid and shall be distributed in accordance with the provisions established for each fund.~~

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** First Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.21 -  
"Fees and Tuition for Special Courses"

Presenter: Mr. James Duffie, Vice President, Finance and Administration

**Summary:**

**Background/Pertinent Facts:** The administration proposes the repeal of DBOT Policy 6Hx18-4.21, "Fees and Tuition for Special Courses." The provisions of this policy are already covered under Policy 6Hx18-4.17, 'Student Fees.' Repealing Policy 6Hx18-4.21 will streamline the policy framework and eliminate redundancy, as maintaining a separate policy is unnecessary.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Collaboration - We will cultivate dynamic collaborations that leverage our student's impact on our community's economic and social growth.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading-Repeal DBOT 4.21

**Links:** N/A

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**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

<b>TITLE</b>	<del>Fees and Tuition for Special Courses</del>	<b>NUMBER</b> <del>6Hx-18-4.21</del>
<b>LEGAL AUTHORITY</b>	<del>1001.61 FS, 1001.64 FS</del> <a href="#">Repeal</a>	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	<del>Readopted 2/27/1975; Amended 12/16/1975</del>	

### Policy:

~~The President shall have the authority to determine or to waive fees to be charged for workshops, special, and short courses offered by the College. The fees, which are not provided for on a regular College fee schedule, shall be established in accordance with State Board of Education Regulations.~~

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Quarterly Procurement Report from July 1, 2024, to September 30, 2024  
Staff Contact: Ms. Jennifer Alvarez, Procurement Director

**Summary:**

**Background/Pertinent Facts:** DBOT Policy 6Hx-18-1.31, Contracting Authority, specifies the President'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 Statute 287.017 Category Five). Pursuant to the same Policy 6Hx-18-1.31, administration will provide quarterly reports of procurement activities to the Board.

The attached quarterly reports represent all purchase orders and supplier contracts for the quarter ending September 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 Suppliers with 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 79% of the total college purchase orders. An annual 'quarter to quarter' comparison of purchase orders and supplier contracts is provided below:

1ST QUARTER PURCHASE ORDER COMPARISON		
DATE	TOTAL TRANSACTIONS	TOTAL
FY24 (07/01/2023 – 09/30/2023)	1321	\$21,090,919
FY25 (07/01/2024 – 09/30/2024)	1310	\$21,157,680

1ST QUARTER (QTR) SUPPLIER CONTRACT COMPARISON		
DATE	NUMBER OF CONTRACTS	TOTAL
FY24 (07/01/2023 – 09/30/2023)	24	\$7,981,514
FY25 (07/01/2024 – 09/30/2024)	63	\$14,457,126

**Financial Impact:** All Purchase Orders and Supplier Contracts included in the quarterly reports were approved in the FY2025 Budget appropriations and authorized through District Board of Trustees action.

**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:** Not Applicable.

**RECOMMEND:** Approval

**Attachments:** 1<sup>st</sup> Quarter FY2025 Supplier Contract Report  
1<sup>st</sup> Quarter FY2025 Purchase Order Report

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

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

*supervisor.*

**Purchase Order Report  
1st Quarter FY2025**

<b>Item</b>	<b>Supplier</b>	<b>Number of Orders</b>	<b>Total</b>	<b>Percent of Total Spend</b>
1	LEGO Construction Co.	1	\$4,178,636.08	19.75%
2	ABM Industries, Inc	2	\$2,448,137.42	11.57%
3	Jurney & Associates Inc	1	\$840,333.52	3.97%
4	Paychex Investment Partnership Lp	6	\$669,195.82	3.16%
5	Workday Inc	1	\$627,442.00	2.97%
6	Cape Design Engineering	3	\$501,019.00	2.37%
7	Follett Higher Education Group, LLC	8	\$464,410.13	2.19%
8	Enterprise FM Trust	1	\$424,515.17	2.01%
9	Instructure, Inc.	2	\$412,779.53	1.95%
10	Graybar Electric Co., Inc.	1	\$370,220.75	1.75%
11	Shi International Corp	13	\$363,355.97	1.72%
12	Compass Group Usa Inc	25	\$348,016.67	1.64%
13	Technical Glass Products, Inc.	1	\$342,476.54	1.62%
14	Sharp Electronics Corporation	1	\$333,525.12	1.58%
15	Teamdynamix Solutions LLC	1	\$254,336.36	1.20%
16	Above Interior Distributors, Inc.	1	\$232,563.75	1.10%
17	Florida Atlantic University	5	\$218,019.59	1.03%
18	Compuquip Technologies LLC	2	\$204,698.85	0.97%
19	NORA SYSTEMS, INC.	1	\$197,814.88	0.93%
20	JOMAR & Company Inc dba JOMAR Media	1	\$197,280.00	0.93%
21	Florida International University	2	\$191,877.52	0.91%
22	Kawneer CO	1	\$177,820.00	0.84%
23	Oldcastle Apg South Inc	1	\$169,713.75	0.80%
24	FI Air Conditioning Apprentiship Assoc.	1	\$163,400.00	0.77%
25	AHF, LLC dba AHF Products	1	\$153,390.03	0.72%
26	Cdw Computer Systems, Inc.	24	\$151,667.29	0.72%
27	Kaltura Incorporated	1	\$121,661.78	0.58%
28	Dell Computer Corporation	9	\$111,217.38	0.53%
29	Innovate Audio Visual, Inc.	7	\$107,966.83	0.51%
30	AVI-SPL LLC	5	\$107,843.47	0.51%
31	Info-Tech Research Group Inc	2	\$107,491.18	0.51%
32	Amazon.com Services, Inc.	292	\$95,831.16	0.45%
33	Modo Labs, Inc.	1	\$95,712.00	0.45%
34	TK Elevator	1	\$95,636.00	0.45%
35	WorkED Consulting LLC	5	\$95,500.00	0.45%
36	General Insulation Co. Inc.	1	\$93,657.00	0.44%
37	T-Mobile USA, Inc	1	\$87,222.36	0.41%
38	Presidio Networked Solutions LLC	3	\$85,450.90	0.40%
39	Commonwealth Ammunition	1	\$85,000.00	0.40%
40	Palmdale Oil Company, Inc.	1	\$79,000.00	0.37%
41	Transact Campus Inc.	1	\$74,982.92	0.35%
42	CollegeNET, Inc.	1	\$72,976.39	0.34%
43	Pocket Nurse	5	\$70,329.12	0.33%
44	Corporate Risk Holdings III, Inc. dba HireRight, LLC	1	\$70,000.00	0.33%
45	Farmer & Irwin Corp	1	\$65,585.00	0.31%
46	Precast Terrazzo Enterprises Inc	1	\$65,551.10	0.31%
47	Collaborative Solutions LLC	1	\$65,000.00	0.31%
48	Incline Alchemy	1	\$65,000.00	0.31%
49	ALAN JAY AUTOMOTIVE MANAGEMENT, INC	1	\$64,359.00	0.30%
50	Protect Video Inc	1	\$62,155.00	0.29%
	<b>TOTAL FOR TOP FIFTY SUPPLIERS</b>	<b>451</b>	<b>\$16,681,774.33</b>	<b>78.85%</b>
	<b>TOTAL FOR ALL OTHER SUPPLIERS</b>	<b>859</b>	<b>\$4,475,905.99</b>	<b>21.15%</b>
	<b>GRAND TOTAL</b>	<b>1310</b>	<b>\$21,157,680.32</b>	

Supplier Contract Report  
1st Quarter FY2025

Item	Supplier	Total Contract Amount
1	Kaufman Lynn Construction Inc.	\$4,000,000.00
2	Lebolo Construction Management	\$3,400,000.00
3	Innovate Audio Visual, Inc.	\$1,425,000.00
4	Proctor Construction Company	\$600,000.00
5	Paychex Investment Partnership Lp	\$427,831.00
6	EdCERT, LLC dba ACUE	\$400,000.00
7	SOCIALCOM INC dba AudienceX	\$300,000.00
8	Tarkett USA Inc.	\$300,000.00
9	Proeducation Solutions, LLC	\$275,000.00
10	FI Air Conditioning Apprentiship Assoc.	\$256,500.00
11	Compass Group Usa Inc	\$250,000.00
12	Independent Electrical Contractors, Inc. - F.E.C.C.	\$250,000.00
13	Parchment LLC	\$209,220.00
14	Baker & Hostetler LLP	\$195,000.00
15	Follett Higher Education Group, LLC	\$180,000.00
16	Paychex Investment Partnership Lp	\$150,000.00
17	Carahsoft Technology Corp.	\$137,203.72
18	Pocket Nurse	\$130,000.00
19	Kaltura Incorporated	\$121,661.78
20	Cintas Corporation	\$108,000.00
21	Franklin Covey Company	\$101,621.88
22	Turnitin, LLC	\$100,000.00
23	Nearpod Inc.	\$97,650.00
24	WorkED Consulting LLC	\$87,500.00
25	T-Mobile USA, Inc	\$87,222.36
26	Palmdale Oil Company, Inc.	\$79,000.00
27	Paychex Investment Partnership Lp	\$75,000.00
28	Elite Medical Specialists, LLC	\$70,000.00
29	BridgePoint Associates, LLC	\$68,000.00
30	Farmer & Irwin Corp	\$65,585.00
31	WorkED Consulting LLC	\$60,000.00
32	Ngweb Solutions LLC	\$48,063.34
33	L.B.L. NURSERY, LLC	\$34,214.88
34	Lebolo Construction Management	\$32,227.00
35	Josef Silny Assoc Inc. Int'l Educ Cons	\$30,600.00
36	Casco International, Inc.	\$30,300.00
37	Straight Forward Systems Inc	\$27,500.00
38	EAB Global, Inc.	\$23,870.00
39	Cision US Inc.	\$20,160.00
40	Economic Modeling LLC	\$18,000.00
41	Paychex Investment Partnership Lp	\$16,494.41
42	Brink's Incorporated	\$16,000.00
43	Carter-Pritchett Advertising	\$14,400.00
44	DragonLady Defense LLC	\$14,000.00
45	The College Board	\$13,000.00
46	Financial Aid Services LLC	\$12,800.00
47	Tsa Consulting Group, Inc.	\$12,000.00
48	Ed Grants, LLC	\$10,000.00
49	Artlist LTD	\$9,000.00
50	Air Compressor Works	\$8,652.90
	TOTAL TOP 50 CONTRACTS	\$14,398,278.27
	TOTAL OTHER CONTRACTS	\$58,848.00
	TOTAL ALL CONTRACTS FOR QUARTER	\$14,457,126.27

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Financial Review and Analysis – October 2024  
Staff Contact: Mr. James Duffie, Vice President, Finance and Administration

**Summary:**

**Background/Pertinent Facts:** This agenda item provides a snapshot of the month-end budget and actual revenues and expenses as of 10/31/2024. The College continues to closely monitor revenues and expenses, paying close attention to the enrollment data as it relates to revenue.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Collaboration

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Budget.Analysis.October.31.2024.pdf

**Links:** N/A

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**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 Four Months Ending October 31, 2024**

	<b>2024/25 Original Budget</b>	<b>Year to Date 9/30/2024</b>	<b>% Current to Original Budget</b>
<b>Revenues:</b>			
Student Tuition & Fees	\$ 77,086,801	\$ 40,623,120	53%
Less: Legislative Fee Waivers	(18,153,798)	(9,625,284)	53%
Net Student Tuition & Fees	<u>\$ 58,933,003</u>	<u>\$ 30,997,836</u>	53%
Dual Enrollment Fees	\$ 2,000,000	\$ 666,667	33%
State Government:			
FL College System Program Fund	\$ 65,808,361	\$ 21,936,120	33%
Lottery	13,200,326	4,400,108	33%
Performance Funding	1,362,933	454,308	33%
Other	2,757,660	836,971	30%
Total State Government	<u>\$ 83,129,280</u>	<u>\$ 27,627,507</u>	33%
Federal Government	551,500	197,326	36%
Private Grants/Contracts	400,000	205,271	51%
Sales and Services	1,200,000	535,830	45%
Interest and Dividends & Gain/Loss on Investments	400,000	557,182	139%
Other Revenues	390,000	63,890	16%
Non-Revenue Receipts	1,155,500	302,579	26%
<b>Total Revenue</b>	<u><b>\$ 148,159,283</b></u>	<u><b>\$ 61,154,088</b></u>	<b>41%</b>
<b>Expenditures:</b>			
Compensation by Employment Category			
Instruction	\$ 24,218,732	\$ 7,278,637	30%
Instructional - Overload	4,900,000	1,660,437	34%
Adjunct Instructional	12,629,000	3,763,916	30%
Instructional Management	2,649,000	918,901	35%
Institutional Management	1,355,000	501,788	37%
Executive Management	2,677,000	960,677	36%
Other Professional	21,263,200	7,619,258	36%
Staff Part Time	2,560,000	611,120	24%
Technical, Clerical Trade and Service	14,489,000	4,231,056	29%
Student Assistants	400,000	67,229	17%
Contingency - Budget Only	500,000	-	0%
Total Compensation by Categories	<u>\$ 87,640,932</u>	<u>\$ 27,613,019</u>	32%
Benefits	25,303,900	8,315,714	33%
Total Compensation and Benefits	<u>\$ 112,944,832</u>	<u>\$ 35,928,733</u>	32%
Current Expenses			
Professional Development, Travel, & Mileage	\$ 767,967	\$ 221,120	29%
Freight and Postage	79,932	25,002	31%
Telecommunications	188,222	77,981	41%
Printing	133,064	20,313	15%
Repairs and Maintenance	1,759,011	446,406	25%
Rentals	306,786	65,697	21%
Insurance	2,889,270	2,079,347	72%
Utilities	4,134,740	1,257,632	30%
Other Services	6,917,193	1,692,823	24%
Professional Fees	1,833,343	782,373	43%
Materials and Supplies	4,057,947	621,416	15%
Data Software - Non Capitalized	5,123,687	1,862,819	36%
Maintenance and Construction Materials	483,118	185,877	38%
Other Materials and Supplies	837,277	410,393	49%
Library Resources	650,682	151,042	23%
Scholarships and Waivers	2,062,081	1,159,883	56%
Other Expenses	706,425	54,246	8%
Contingency	500,000	-	0%
Total Current Expenses	<u>\$ 33,430,745</u>	<u>\$ 11,114,370</u>	33%
Total Equipment	1,783,706	290,943	16%
<b>Total Expenditures</b>	<u><b>\$ 148,159,283</b></u>	<u><b>\$ 47,334,046</b></u>	<b>32%</b>
<b>Net Revenue (Expense)</b>	<u><b>\$ -</b></u>	<u><b>\$ 13,820,042</b></u>	



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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Quarterly Human Resources Summary from July 1, 2024, to  
September 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 July 1, 2024, to September 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 November 2024

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**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

November 19, 2024

### Review for the District Board of Trustees of Palm Beach State College for July 01, 2024 – September 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
<b>Administrator</b>	3
<b>Faculty</b>	17
<b>Staff</b>	49
<b>Total</b>	69

#### 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
<b>Administrator</b>	0
<b>Faculty</b>	0
<b>Staff</b>	24
<b>Total</b>	24

The employment status change breakdown is below:

Category	# of Employees
<b>Promotion</b>	21
<b>Lateral transfer</b>	3
<b>Demotion</b>	0
<b>Total</b>	24

#### 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
<b>Retirement</b>	3
<b>Resignation</b>	30
<b>Dismissed or resignation in lieu of termination, Reduction in force</b>	4
<b>Deceased</b>	0
<b>Total</b>	37

#### Supplemental Temporary Assignments

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

Category	# of Employees
<b>Department Chair</b>	80
<b>Overload</b>	244
<b>Student Club/Organization Advisor</b>	3
<b>Total</b>	327

#### Temporary Assignments

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

Category	# of Employees
<b>Adjunct Instructor</b>	1190
<b>Athletic Coach</b>	1
<b>Total</b>	1191

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Litigation Update Report  
Staff Contact: Geovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

This litigation update provides the status of the College's pending liability claims as of November 1, 2024.

Since the last update at the August 20, 2024, District Board of Trustees meeting, the Office of General Counsel has successfully closed two administrative claims. The office is currently monitoring six claims filed pursuant to section 768.28, Florida Statutes.

**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:** Collaboration

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Litigation Update Report

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**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**



**LITIGATION UPDATE**

**Geovanni Denis, Esq.  
Office of the General Counsel**

**REPORTING PERIOD  
08/01/2024 – 11/01/2024**



# 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	3	0	5	3
Total					20	14



# 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 had until August 20, 2024, to file a civil action on the alleged charges. *No lawsuit was filed by that deadline, the complainant has effectively lost the opportunity to pursue the case through the courts.*

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 had until September 8, 2024, to file a civil action against the College. *No lawsuit was filed by that deadline, the complainant has effectively lost the opportunity to pursue the case through the courts. On September 3, 2024 The EEOC informed the College it has terminated processing of this complaint. As such, the College does not have to provide a response to the amended complaint the Charging Party filed.*

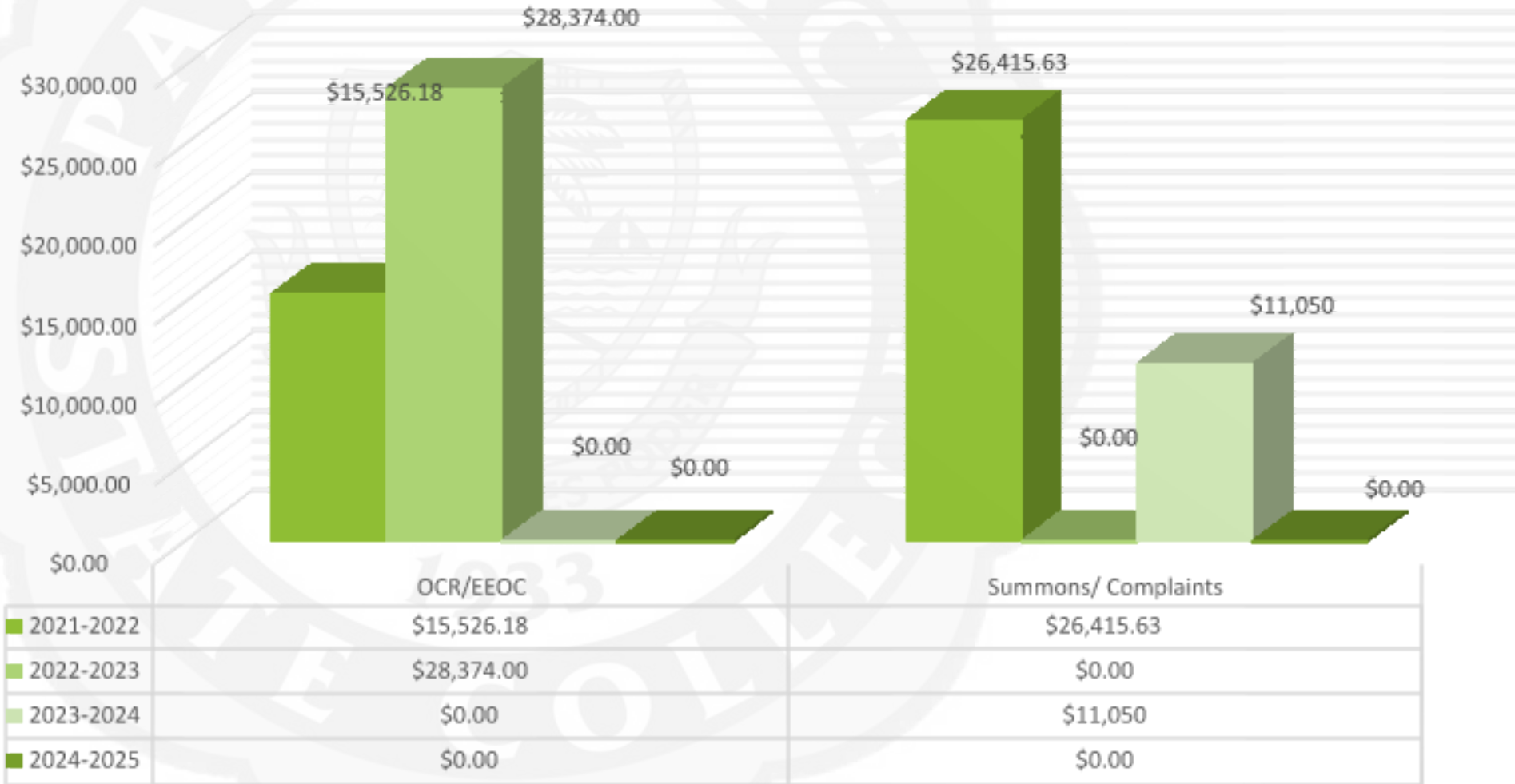


# Litigation Summary

- 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 DBOI, 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. 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 has reviewed the claim. *As of now, there has been no further action taken by the claimant. Pursuant to F.S. 95.11(3)(a), the claimant has a 4-year window from the date of the incident to initiate legal proceeding.*
- 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 has reviewed the claim. *As of now, there has been no further action taken by the claimant. Pursuant to F.S. 95.11(3)(a), the claimant has a 4-year window from the date of the incident to initiate legal proceedings.*
- Joseph Schneider (Third-party) - A 768.28 claim was received regarding an alleged electrocution incident at a construction site on the Palm Beach Gardens Campus on August 8, 2024. The claimant's counsel has provided the necessary notice under 768.28, F.S., and requested relevant insurance information. Johns Eastern has responded with the required information. No further action has been taken by the claimant at this time. Pursuant to F.S. 95.11(3)(a), the claimant has a 4-year window from the date of the incident to initiate legal proceedings.
- Erica Ticlavlilca (Third-party) – On October 2, 2024, a 768.28 claim was received regarding a motor vehicle accident that occurred in the parking lot of the Boca Raton Campus. The claimant alleges that her vehicle was struck by a Palm Beach State College-owned vehicle driven by employee Mr. Paulo Bodnar on August 28, 2024. The claimant's counsel has provided the necessary notice under 768.28, F.S., and issued a claim for damages on behalf of Ms. Ticlavlilca. Johns Eastern has responded with the required information. *As of now, there has been no further action taken by the claimant. Pursuant to F.S. 95.11(3)(a), the claimant has a 4-year window from the date of the incident to initiate legal proceedings.*



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





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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** First Reading - Amendment to DBOT Policy 6Hx-18-1.08 - "College Catalog"  
Presenter: Geovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

It is recommended that DBOT Policy 6Hx-18-1.08, College Catalog, be amended to reflect current academic and administrative practices. These updates ensure alignment with Florida Statutes and Board of Education rules, and include expanded details on admission requirements, academic regulations, and essential information for student awareness and compliance.

Additionally, it is recommended that Policy 6Hx-18-1.08 be reclassified from Section 1: General Administration to Section 4: Academic Affairs to better align with the policy's focus and objectives.

The College Catalog directly relates to academic operations, detailing essential information on academic calendars, program requirements, and course descriptions. Housing it under Academic Affairs provides a more accurate organizational placement.

Positioning this policy within Academic Affairs aligns its management with other academic policies, allowing for cohesive oversight and improved coordination with the Academic Affairs team.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Completion

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading Amendment to DBOT Policy 6Hx-18-1.08: College Catalog

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**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

<b>TITLE</b>	College Catalog <u>and Approval</u>	<b>NUMBER</b> 6Hx-18- <del>1.08</del>
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS, <u>1006.51, F.S., 1008.42, F.S., FAC 6A-14.0301</u>	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 6/19/2001, <u>XX/YY/2024</u>	

**1. Policy:**

1. 1. The College ~~shall~~ will publish an annual college catalog which shall include the academic calendar, entrance requirements and procedures, admission criteria and policies including the admission of transfer students, graduation requirements, academic honors, probation and suspension regulations, grade appeal and grade forgiveness processes, fees and financial obligations, refund policies, attendance and withdrawal policies, description of courses, programs of instruction, and full-time faculty and degrees held. Separate bulletins shall be considered as part of the official catalog. Additionally, the College will publish, at a minimum, the most recent placement rate for each career certificate program and for each career degree program in the catalog. Moreover, the Catalog will contain the procedure by which a student may appeal to the office of the ombudsman a decision that is related to the student's access to courses and credit granted toward the degree.
2. Each year prior to its publication, the catalog shall be approved by the District Board of Trustees with approval having been obtained for the calendar or for any change in fees, requirements for admission, basic programs of instruction, or degrees to be granted. Addendums during the academic year may be required and will be considered as part of the official catalog.



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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** First Reading – Repeal of DBOT policy 6Hx-18-1.09 - “Catalog Approval”  
Presenter: Giovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

Policy 6Hx-18-1.09, Catalog Approval, is recommended for repeal and consolidation with Policy 6Hx-18-1.08, College Catalog. This action aims to streamline administrative policies by avoiding redundancy, as both policies cover overlapping topics regarding the college catalog’s publication and approval.

Both policies address the approval and content of the college catalog, with no substantial differences warranting separate documents. Combining them under a single policy eliminates redundancy.

A consolidated policy allows easier reference and compliance oversight for catalog-related guidelines, simplifying management and application of relevant procedures for administrators and stakeholders.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Completion

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading – Repeal of DBOT policy 6Hx-18-1.09: Catalog Approval

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

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

<b>TITLE</b>	Catalog Approval	<b>NUMBER</b> 6Hx-18-1.09
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 6/19/2001	

**Policy:**

Each year prior to its publication, the catalog shall be approved by the District Board of Trustees with approval having been obtained for the calendar or for any change in fees, requirements for admission, basic programs of instruction, or degrees to be granted.

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** First Reading – Amendment to DBOT Policy 6Hx-18-1.10 - “Student Handbook”  
Presenter: Geovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

DBOT Policy 6Hx-18-1.10, Student Handbook, is being amended to align with current standards and regulatory requirements, updating the content and resources provided to students.

It is also recommended that this policy be reclassified from General Administration (Section 1) to Student Affairs (Section 3) to better reflect its student-centered focus. As a resource outlining student needs, rights, and responsibilities, the handbook fits within the core functions of Student Affairs, where it will align with other student support policies.

This reclassification highlights Student Affairs' role in guiding students and streamlines access for students seeking information on their rights and responsibilities.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Completion

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** First Reading – Amendment to DBOT Policy 6Hx-18-1.10 Student Handbook

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**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

<b>TITLE</b>	Student Handbook	<b>NUMBER</b> 6Hx-18- <del>1.10</del>
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS, 1006.50 FS, <a href="#">1006.68 FS</a>	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 6/19/2001, <del>XX/YY/2024</del>	

### Policy:

The College shall annually review and publish a student handbook that ~~shall will~~ include, but not limited to, approved regulations for student activities, academic achievement, and personal responsibilities, a comprehensive calendar that emphasizes important dates and deadlines, student rights and responsibilities, appeals processes available to students, and a roster of contact persons within the administrative staff available to respond to student inquiries.

The handbook will also specify the legal and institution-specific penalties for students who violate laws or institutional policies concerning controlled substances and alcohol and will also provide information on acquired immune deficiency syndrome (AIDS) education.



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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Approval of the Re-Adoption of 2025-26 Annual Institutional General Education Certification  
Staff Contact: Ms. Julie Sivigny, Dean Curriculum

**Summary:** Certification that PBSC has completed the state-mandated revisions to the 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. The state's Articulation Coordinating Committee (ACC) has identified PBSC courses that require further action.

PBSC has reviewed each course identified 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 re-adoption by the DBOT for submission to the Office of K-20 Articulation by the November 22, 2024 deadline.

**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:**

Revised 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;

10/22/2024 SBOE 2024 General Education Course Review Letter

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

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

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](mailto: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



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

October 22, 2024

Ms. Ava Parker  
President  
Palm Beach State College  
4200 Congress Avenue  
Lake Worth, Florida 33461

RE: 2024 General Education Course Review

Dear President Parker:

The Florida Department of Education, Division of Florida Colleges (DFC), appreciates the assistance provided by Palm Beach State College during the 2024 General Education Review, conducted in accordance with sections 1007.55 and 1007.25, Florida Statutes. The DFC has completed its review of the general education courses submitted by your college. The courses listed in this letter are flagged for four possible types of discrepancies and are grouped in sections accordingly. Some courses may be flagged for more than one discrepancy. The four sections are as follows.

1. Section one: courses flagged as not appropriate for general education.
2. Section two: courses flagged as requiring an amendment to the description, learning outcome(s), or choice of general education subject area to come into compliance with the statutory requirements.
3. Section three: courses flagged for technical errors, including but not limited to mislabeled course titles, inappropriate course designators, typographical errors, etc.
4. Section four: courses flagged for any discrepancies between the institution's submitted course list and what the institution entered in the Statewide Course Numbering System (SCNS). Examples include a course status of "updated" or "removed" on the course list, yet no change was submitted in the SCNS; or a course flagged for more than one general education subject area in the SCNS.

All changes made to courses, course descriptions or learning outcomes based on this review must be completed and submitted to the Office of Articulation by November 22, 2024. This due date includes all necessary revisions to SCNS and the readoption of your general education course list by your Board of Trustees, if the changes cause differences from the list already certified and submitted by your institution.

Please notify the Office of Articulation when you have completed all revisions based on the feedback below so that a final review by our staff may be completed.

KATHRYN S. HEBDA  
FLORIDA COLLEGE SYSTEM CHANCELLOR

[www.fldoe.org](http://www.fldoe.org)

**Section 1: Courses Flagged by the DFC as Not Appropriate for General Education:**

**BSC 2421 Introduction to Biotechnology**

- The course may not align with general education statutory requirements.
- The learning outcomes may contain elements that are not relevant to the course.

**BSC 2421 Honors Introduction to Biotechnology**

- The course may not align with general education statutory requirements.

**CGS 2525 Multimedia Presentation**

- The course may not align with general education statutory requirements.
- The submission is missing the Course Description.

**CGS 1100 Microcomputer Applications**

- The course may not align with general education statutory requirements.

**HSC 1101 Honors Contemporary Issues in Health**

- The course may not align with general education statutory requirements.
- The learning outcomes may contain elements that are not relevant to the course.

**SYG 2010 American Social Problems**

- The course may not align with general education statutory requirements.

**Section 2: Courses Flagged by the DFC to Amend for Statutory Compliance:**

**ARH 2050 Honors Art History Ancient to Renaissance**

- The learning outcomes contain elements that require further review.
- The course description contains a typographical error.

**ARH 2050 Art History Ancient to Renaissance**

- The learning outcomes contain elements that require further review.
- The course description contains a typographical error.

**ARH 2051 Honors Art History Renaissance to Contemporary**

- The learning outcomes contain elements that require further review.
- The course description contains a typographical error.

**ARH 2051 Art History Renaissance to Contemporary**

- The learning outcomes contain elements that require further review.

**ENC 1101 College Composition I and Honors**

- The course description and learning outcomes are out of alignment with statutory requirements and State Board of Education Rule for General Education Core courses.

**FIL 2000 Film Appreciation**

- The course description may be out of alignment with statutory requirements.

**LIT 1000 Honors Introduction to Literature**

- The course description and learning outcomes are out of alignment with statutory requirements and State Board of Education Rule for General Education Core courses.

**LIT 2090 Honors English Language and Literature**

- The course description may be out of alignment with statutory requirements.

**OCE 1001 Oceanography**

- The course description and learning outcomes are out of alignment with statutory requirements and State Board of Education Rule for General Education Core courses.

**PHI 1010 Introduction to Philosophy**

- The course description and learning outcomes are out of alignment with statutory requirements and State Board of Education Rule for General Education Core courses.

**POS 1001 Introduction to Political Science**

- The course description may be out of alignment with statutory requirements.

**POS 2112 American State and Local Governments**

- The course learning outcome (7) contains a typographical error.

**Section 3: Courses Flagged by the DFC for Technical Errors:**

- N/A

**Section 4: Courses Flagged by the DFC for Discrepancies:**

**CGS 2525 Multimedia Presentation**

- The course appears on the institution's course list but is discontinued in SCNS.

**CGS 1100 Microcomputer Applications**

- The course appears on the institution's course list as Communications but is not designated as general education in SCNS.

Ms. Ava Parker  
Page Four  
October 22, 2024

**All courses marked as “Reviewed and Updated” should be updated in SCNS or have a pending effective date of Fall semester 2025.**

**Please remove any courses that were included in your submission that are “discontinued” in the SCNS.**

**All courses designated “Removed from General Education” on the institution’s list must have the general education designation removed in SCNS immediately or submit a change request to remove it effective with the start date of the Fall semester 2025.**

We congratulate you and your team on the outstanding work exemplified throughout your college’s review of the general education courses. If the institution has any questions regarding this letter, please contact Dr. Clifford Humphrey, Executive Vice Chancellor, at [Clifford.Humphrey@fldoe.org](mailto:Clifford.Humphrey@fldoe.org). Thank you again for your cooperation and prompt attention.

Sincerely,



Kathryn S. Hebda  
Chancellor

KH/ch

cc: Dr. Tunjarnika Coleman-Ferrell, Vice President for Academic Affairs, Palm Beach State College



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

Institution	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
PALM BEACH STATE COLLEGE	ENC	1	101		HONORS COLLEGE COMPOSTION 1	05/01/2015	3	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	12
PALM BEACH STATE COLLEGE	ENC	1	101		COLLEGE COMPOSITION 1	08/02/2019	3.0	Communications	Communications	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38 (10)
PALM BEACH STATE COLLEGE	ENC	1	102		HONORS COLLEGE COMPOSITION 2	05/01/2015	3		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	13
PALM BEACH STATE COLLEGE	ENC	1	102		COLLEGE COMPOSITION 2	08/02/2019	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	37
PALM BEACH STATE COLLEGE	ENC	1	141		HONORS WRITING FOR LITERATURE	08/15/2006	3		Communications	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	ENC	1	141		WRITING ABOUT LITERATURE	08/01/1989	3.0		Communications	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	4
PALM BEACH STATE COLLEGE	SPC	1	017		HONORS FUNDAMENTALS OF SPEECH COMMUNICATION	08/02/2009	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	3
PALM BEACH STATE COLLEGE	SPC	1	017		FUNDAMENTALS OF SPEECH COMMUNICATION	01/03/2017	3.0		Communications	Reviewed: No Updates	General Education (Institution)	Not Applicable	10
PALM BEACH STATE COLLEGE	AML	2	010		HONORS AMERICAN LITERATURE TO 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	AML	2	010		AMERICAN LITERATURE TO 1865	01/10/1986	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	24
PALM BEACH STATE COLLEGE	AML	2	020		HONORS AMERICAN LIETERATURE AFTER 1865	08/15/2006	3		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	AML	2	020		AMERICAN LITERATURE AFTER 1865	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	23
PALM BEACH STATE COLLEGE	AML	2	600		HONORS AFRO-AMERICAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	AML	2	600		AFRICAN AMERICAN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	13
PALM BEACH STATE COLLEGE	AML	2	631		HISPANIC AMERICA LITERATURE	08/15/2007	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	2
PALM BEACH STATE COLLEGE	AML	2	660		JEWISH AMERICAN LITERATURE	08/20/2011	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	ARH	1	000		HONORS ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	5
PALM BEACH STATE COLLEGE	ARH	1	000		ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	41
PALM BEACH STATE COLLEGE	ARH	2	050		HONORS ART HISTORY:ANCIENT TO RENAISSANCE	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	3
PALM BEACH STATE COLLEGE	ARH	2	050		ART HISTORY ANCIENT TO REINASSANCE	05/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	34
PALM BEACH STATE COLLEGE	ARH	2	051		HONORS ART HISTORY RENAISSANCE TO CONTEMPORARY	08/20/2014	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4
PALM BEACH STATE COLLEGE	ARH	2	051		ART HISTORY: REINASSANCE TO CONTEMPORARY	08/20/2014	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	33
PALM BEACH STATE COLLEGE	ENL	2	012		HONORS ENGLISH LITERATURE BEFORE 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6
PALM BEACH STATE COLLEGE	ENL	2	012		ENGLISH LITERATURE BEFORE 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	22
PALM BEACH STATE COLLEGE	ENL	2	022		HONORS ENGLISH LITERATURE AFTER 1800	08/01/2002	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	ENL	2	022		ENGLISH LITERATURE AFTER 1800	08/01/1995	3.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	26
PALM BEACH STATE COLLEGE	FIL	2	000		FILM APPRECIATION	01/10/2015	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	12
PALM BEACH STATE COLLEGE	FRE	1	120		ELEMENTARY FRENCH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6
PALM BEACH STATE COLLEGE	FRE	1	121		ELEMENTARY FRENCH II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	6
PALM BEACH STATE COLLEGE	GER	1	120		ELEMENTARY GERMAN I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3
PALM BEACH STATE COLLEGE	GER	1	121		ELEMENTARY GERMAN II	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	3
PALM BEACH STATE COLLEGE	LIT	1	000		HONORS INTRODUCTION TO LITERATURE	03/24/2022	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	7
PALM BEACH STATE COLLEGE	LIT	1	000		INTRODUCTION TO LITERATURE	06/26/2017	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	49
PALM BEACH STATE COLLEGE	LIT	2	050		SURVEY OF LITERARY HUMOR	08/21/2014	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	LIT	2	090		CONTEMPORARY LITERATURE	01/01/2000	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	10
PALM BEACH STATE COLLEGE	LIT	2	090		HONORS CONTEMPORARY LITERATURE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	1
PALM BEACH STATE COLLEGE	LIT	2	110		WORLD LITERATURE BEFORE THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	25
PALM BEACH STATE COLLEGE	LIT	2	110		HONORS WORLD LITERATURE BEFORE THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4
PALM BEACH STATE COLLEGE	LIT	2	120		WORLD LITERATURE AFTER THE RENAISSANCE	04/01/1997	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	27
PALM BEACH STATE COLLEGE	LIT	2	120		HONORS WORLD LITERATURE AFTER THE RENAISSANCE	08/15/2006	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	7
PALM BEACH STATE COLLEGE	LIT	2	190		INTRODUCTION TO AFRO-CARIBBEAN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	4
PALM BEACH STATE COLLEGE	LIT	2	370		THE BIBLE AS LITERATURE	08/16/2014	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	LIT	2	380		WOMEN IN LITERATURE	08/15/2005	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	10

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

Institution	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
PALM BEACH STATE COLLEGE	LIT	2	380		HONORS WOMEN IN LITERATURE	08/15/2005	3		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	2
PALM BEACH STATE COLLEGE	MUH	2	018		HISTORY AND APPRECIATION OF JAZZ	08/16/2007	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	5
PALM BEACH STATE COLLEGE	MUL	1	010		MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	31
PALM BEACH STATE COLLEGE	MUL	1	010		HONORS MUSIC APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	4
PALM BEACH STATE COLLEGE	MUT	1	001		FUNDAMENTALS OF MUSIC	08/20/2007	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	4
PALM BEACH STATE COLLEGE	SPN	1	120		ELEMENTARY SPANISH I	08/15/2005	4.0		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	8
PALM BEACH STATE COLLEGE	SPN	1	120		HONORS ELEMENTARY SPANISH I	08/20/2011	4		Humanities	Reviewed: No Updates	General Education (Institution)	Not Applicable	1
PALM BEACH STATE COLLEGE	SPN	2	200		INTERMEDIATE SPANISH I	04/15/2005	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	4
PALM BEACH STATE COLLEGE	SPN	2	201		INTERMEDIATE SPANISH II	08/15/2005	3.0		Humanities	Reviewed: Removed from General Educ	Not Applicable	Not Applicable	3
PALM BEACH STATE COLLEGE	THE	1	000		THEATRE APPRECIATION	08/02/2015	3.0	Humanities	Humanities	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	38
PALM BEACH STATE COLLEGE	MAC	1	105		HONORS COLLEGE ALGEBRA	08/02/2015	3	Math	Math	Reviewed: No Updates	Both General Education (Core/Institution)	Course Description	10
PALM BEACH STATE COLLEGE	MAC	1	105		COLLEGE ALGEBRA	08/02/2015	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	54
PALM BEACH STATE COLLEGE	MAC	1	105	C	COLLEGE ALGEBRA COREQUISITE	09/14/2022	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	2
PALM BEACH STATE COLLEGE	MAC	1	114		HONORS TRIGONOMETRY	05/08/2009	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	3
PALM BEACH STATE COLLEGE	MAC	1	114		TRIGONOMETRY	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38
PALM BEACH STATE COLLEGE	MAC	1	140		HONORS PRECALCULUS	08/20/2011	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	MAC	1	140		PRECALCULUS	08/01/1991	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36
PALM BEACH STATE COLLEGE	MAC	1	147		PRECALCULUS ALGEBRA & TRIGONOMETRY	03/24/2022	5		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	35
PALM BEACH STATE COLLEGE	MAC	2	233		SURVEY OF CALCULUS	01/01/2002	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	38
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	MAC	2	311		CALCULUS WITH ANALYTIC GEOMETRY I	08/01/2015	4	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	47
PALM BEACH STATE COLLEGE	MAC	2	312		HONORS CALCULUS WITH ANALYTICAL GEOMETRY 2	05/07/2013	4		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	6
PALM BEACH STATE COLLEGE	MAC	2	312		CALCULUS WITH ANALYTIC GEOMETRY II	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	46
PALM BEACH STATE COLLEGE	MAC	2	313		CALCULUS WITH ANALYTIC GEOMETRY III	08/01/1996	4.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	36
PALM BEACH STATE COLLEGE	MAP	2	302		DIFFERENTIAL EQUATIONS	08/01/1996	3.0		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	29
PALM BEACH STATE COLLEGE	MAS	2	103		LINEAR ALGEBRA	08/20/2013	3		Math	Reviewed: No Updates	General Education (Institution)	Not Applicable	19
PALM BEACH STATE COLLEGE	STA	2	023		STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48
PALM BEACH STATE COLLEGE	STA	2	023		HONORS STATISTICS	01/04/2016	3.0	Math	Math	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	16
PALM BEACH STATE COLLEGE	AST	1	002		DESCRIPTIVE ASTRONOMY	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Not Applicable	50
PALM BEACH STATE COLLEGE	BOT	1	010	L	GENERAL BOTANY LABORATORY	08/20/2016	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9
PALM BEACH STATE COLLEGE	BOT	1	010		GENERAL BOTANY	08/20/2016	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	BSC	1	011		PRINCIPLES OF BIOLOGY II	05/01/2000	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	27
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	BSC	1	311		MARINE BIOLOGY	08/01/2020	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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

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

Institution	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
PALM BEACH STATE COLLEGE	BSC	2	086	L	ANATOMY & PHYSIOLOGY LAB II	08/15/2006	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	10
PALM BEACH STATE COLLEGE	BSC	2	086		ANATOMY & PHYSIOLOGY II	08/15/2006	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	16
PALM BEACH STATE COLLEGE	BSC	2	421		INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	BSC	2	421	L	INTRODUCTION TO BIOTECHNOLOGY LAB	08/20/2011	2		Natural Science	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	BSC	2	421		HONORS INTRODUCTION TO BIOTECHNOLOGY	08/20/2011	3		Natural Science	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	CHM	1	025		INTRODUCTORY CHEMISTRY	08/15/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15
PALM BEACH STATE COLLEGE	CHM	1	032	L	PRINCIPLES OF CHEMISTRY LAB	08/20/2012	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7
PALM BEACH STATE COLLEGE	CHM	1	032		PRINCIPLES OF CHEMISTRY	08/20/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	CHM	1	045		GENERAL CHEMISTRY I	08/15/2021	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	23
PALM BEACH STATE COLLEGE	CHM	1	046	L	GENERAL CHEMISTRY II LAB	01/01/2004	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	13
PALM BEACH STATE COLLEGE	CHM	1	046		GENERAL CHEMISTRY 2	07/14/2021	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	17
PALM BEACH STATE COLLEGE	CHM	1	046		HONORS GENERAL CHEMISTRY 2	08/15/2022	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	ESC	1	000		EARTH SCIENCE	08/02/2015	3.0	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	36
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	GLY	1	000		DESCRIPTIVE GEOLOGY	08/01/1996	3.0		Natural Science	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	12
PALM BEACH STATE COLLEGE	HSC	1	101		HONORS CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	1
PALM BEACH STATE COLLEGE	HSC	1	101		CONTEMPORARY ISSUES IN HEALTH	01/03/2014	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	HSC	2	100		HONORS HEALTH CONCEPTS AND STRATEGIES	01/03/2014	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1
PALM BEACH STATE COLLEGE	HSC	2	100		HEALTH CONCEPTS AND STRATEGIES	01/03/2015	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	2
PALM BEACH STATE COLLEGE	HUN	1	201		HONORS ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	1
PALM BEACH STATE COLLEGE	HUN	1	201		ELEMENTS OF NUTRITION	08/15/2005	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15
PALM BEACH STATE COLLEGE	MCB	2	010	L	INTRODUCTION TO MICROBIOLOGY LAB	02/18/1997	1.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	6
PALM BEACH STATE COLLEGE	MCB	2	010		INTRODUCTION TO MICROBIOLOGY	08/20/2011	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	9
PALM BEACH STATE COLLEGE	MCB	2	010		HONORS INTRODUCTION TO MICROBIOLOGY	08/21/2011	3		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	4
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	PHY	1	001		APPLIED PHYSICS	08/15/2004	3.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	7
PALM BEACH STATE COLLEGE	PHY	1	020		FUNDAMENTALS OF PHYSICS	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	34
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	PHY	2	049		GENERAL PHYSICS WITH CALCULUS II	08/01/1986	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	15
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	PHY	2	054		GENERAL PHYSICS II	08/01/1987	4.0		Natural Science	Reviewed: No Updates	General Education (Institution)	Not Applicable	25
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	AMH	2	020		HONORS UNITED STATES HISTORY FROM 1865 TO PRESEN	08/20/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	10

Statewide Course Numbering System  
General Education Course Report

Institution	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
PALM BEACH STATE COLLEGE	ANT	2	000		ANTHROPOLOGY	08/01/2021	3.0	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	32
PALM BEACH STATE COLLEGE	ECO	2	013		PRINCIPLES OF MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	48
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	GEA	1	000		PRINCIPLES OF GEOGRAPHY AND CONSERVATION	08/01/2006	3.0		Social Sciences	Reviewed: No Updates	General Education (Institution)	Not Applicable	20
PALM BEACH STATE COLLEGE	PHI	1	010		INTRODUCTION TO PHILOSOPHY	08/02/2015	3.0	Humanities	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Other Changes	50
PALM BEACH STATE COLLEGE	POS	1	001		INTRODUCTION TO POLITICAL SCIENCE	05/15/1984	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	10
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	POS	2	112		AMERICAN STATE AND LOCAL GOVERNMENTS	01/01/2002	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Other Changes	23
PALM BEACH STATE COLLEGE	PSY	2	012		HONORS GENERAL PSYCHOLOGY	03/31/2016	3	Social Sciences	Social Sciences	Reviewed: Updated	Both General Education (Core/Institution)	Course Description	15
PALM BEACH STATE COLLEGE	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
PALM BEACH STATE COLLEGE	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	SYG	2	000		INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	55
PALM BEACH STATE COLLEGE	SYG	2	000		HONORS INTRODUCTION TO SOCIOLOGY	08/02/2015	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	14
PALM BEACH STATE COLLEGE	SYG	2	010		AMERICAN SOCIAL PROBLEMS	08/01/1983	3.0		Social Sciences	Reviewed: Removed from General Edu	Not Applicable	Not Applicable	23

# Certification Form

## Academic Year 2025-26 General Education Courses

Please email signed form to [Articulation@fldoe.org](mailto: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).

\_\_\_\_\_  
Ava L. Parker, J.D., President

\_\_\_\_\_  
Palm Beach State College  
Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jon Harrison, Chair  
District Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
November 19, 2024  
Date of Board Approval

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Approve Mater Services Agreement with Element 451 in the Amount of \$555,847 for a Term of Three Years and Authorize the President or Designee to Execute the Agreement. The Final agreement will be provided on Friday, November 15, 2024.  
Presenter: Dr. Kathleen Karran-McCoy, Associate Vice President, Enrollment and Retention

**Summary:**

**Background/Pertinent Facts:** Element 451 will fundamentally enhance our College's approach to enrollment management and student retention. As we face increasing competition and shifting dynamics in higher education, it is crucial that we adopt innovative solutions to stay ahead. Element 451 represents a strategic investment that will significantly advance our goals and streamline our operations.

**Addressing Critical Needs**

Currently, our College lacks an integrated communication system, relying on manual processes that are not only labor-intensive but also limit our effectiveness in reaching and engaging prospective and current students. Our enrollment management efforts are constrained by outdated practices and a disjointed communication strategy. Element 451 promises to revolutionize this landscape by providing a comprehensive platform designed to manage every aspect of the student lifecycle with precision and efficiency.

**Enhancing Communication and Engagement**

Element 451 will enable us to launch targeted, data-driven communication campaigns that are essential for effective recruitment and retention. Unlike our current system, which addresses only a fraction of what is needed, Element 451 offers a robust suite of tools for Integrated Marketing and Communications (IMC). This includes the ability to:

- **Launch Comprehensive Campaigns:** Create tailored marketing plans for different student demographics, ensuring that our messaging is relevant and impactful.
- **Manage Communication Lifecycles:** Oversee every stage of the student journey from initial interest through enrollment and beyond, enhancing our ability to maintain engagement and support.

**Leveraging Advanced Technology**

The capabilities of Element 451 extend beyond traditional communication. This platform integrates seamlessly with Workday and other business intelligence tools, offering:

- **Artificial Intelligence Support:** AI-driven insights and recommendations to optimize our recruitment strategies, manage market segmentation, and streamline outreach efforts.
- **Up-to-date Admissions Portal:** A modern admissions application system that

simplifies the application process and facilitates real-time communication with prospective students and their families.

- **International Student Recruitment:** As we look to expand our global reach, Element 451 provides a versatile solution to support and manage international student applications.

### **Transforming Our Operations**

Element 451 will not only enhance our communication efforts but also revolutionize our business practices. By increasing the frequency, duration, and magnitude of our student engagement, we will adopt new and improved methodologies that replace outdated systems like Tex-em-All. This transformation will enable us to:

- **Improve Efficiency:** Reduce manual workload and streamline operations, allowing our staff to focus on strategic activities.
- **Enhance Data Utilization:** Leverage bidirectional data exchange to make informed decisions and adapt quickly to changing enrollment trends.

Investing in Element 451 is a strategic move that aligns with our College's mission to advance enrollment management and student retention. By embracing this cutting-edge solution, we will not only overcome our current limitations but also position ourselves as a leader in the higher education sector. The long-term benefits of this investment will far outweigh the initial costs, resulting in enhanced operational efficiency, improved student engagement, and ultimately, a stronger and more sustainable enrollment pipeline.

The procurement of this software is made under Florida Administrative Code 6A-14.0734 (2) (g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan. The Procurement Department explored alternative contracting through a national cooperative agreement and found that directly contracting with Element451 would result in a \$52,955 savings over the course of the contract.

**Financial Impact:** \$555,847

**Strategic Goal(s) Addressed:** Element451 will help us create a learning environment committed to the success of every student leading to the increased completion of students.

**Duration of Contract:** 36 Months

**RECOMMEND:** Approval

**Attachments: To be provided on Friday, November 15, 2024**

**Links:**

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

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

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Bachelor of Legal Studies Program  
Presenter: Dean Jyrece McClendon, Dean of Academic Affairs

**Summary:**

This is a proposal to extend PBSC's current Paralegal Program to include a bachelor's degree option. The proposed Bachelor's program will offer a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, relevant technical knowledge, and skills needed to prepare students for further education and careers in the Law, Public Safety, and Security career cluster. The purpose of this program is to prepare students for further employment as paralegals, title examiners or abstractors, compliance officers, etc., or to provide supplemental training for persons previously or currently employed in these occupations. The program also will prepare students who wish to further their education in the legal field, as attorneys.

**Background/Pertinent Facts:**

The College currently offers the *Paralegal Studies Associate of Science (AS)* degree and the *Paralegal Advanced Technical Certificate (ATC)*. Recognizing there is a need for a Bachelor's in Legal Studies Program to address the growing demand for quality non-lawyer professionals in the legal field, the Paralegal Studies Business Partnership Council, comprised of lawyers, paralegals, and paralegal students in Palm Beach County, support the expansion of current offerings to include a Baccalaureate degree. Moreover, surveys taken of current students in the Paralegal Studies Associate of Science and the Advanced Technical Certificate programs demonstrate a high level of interest in a bachelor's program at PBSC. This expansion to upper-division studies is in alignment with our mission as a Florida College System institution as demonstrated by the Baccalaureate programs offered at Indian River State College (Criminal Justice), Florida SouthWestern State College (Public Safety Administration), and St. Petersburg College (Paralegal Studies).

**Financial Impact:**

The estimated total revenue generated from the program is \$147,420 per year from tuition based on anticipated enrollment of 50 students. The cost per credit hour based upon the 2023/2024 academic year is \$122.85 (per credit hour) for in-state students and \$588 for out-of-state students. The program is 120 credit hours with a projected revenue for one academic year (2 semesters) of \$3,685.5 for in-state students and \$17,640 for out-of-state students.

**Strategic Goal(s) Addressed:**

Simplify the students' transition to a 4-year degree by strengthening our partnerships



Connect all college programming to workforce opportunities and initiatives.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Curriculum-New Program or Significant Revision Form

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

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



**District Board of Trustees**  
**Action Agenda Items – Curriculum**  
**New Program or Significant Revision**

Date of Submission: Date
Date of DBOT Decision: Date
Approved: Select

**Curriculum Proposal:** This form is to be used when submitting a DBOT action agenda item. Please address all the following:

**I. DESCRIPTIVE DATA**

- a. **Academic and Career Community:** Public Safety
- b. **Program Name:** Bachelor of Applied Science in Legal Studies
- c. **Individual(s) Responsible for Success of Program:** Jyrece McClendon, Academic Dean
- d. **Effective Start Date:** 8/24/2026
- e. **Type of Curriculum Action:** New
- f. **Campus(es) Offered:**  Lake Worth  Boca Raton  Palm Beach Gardens  Belle Glade  Loxahatchee
- g. **Delivery Methods and Instructional Technology:** *(check all that apply)*  
 Classroom only  Fully Online  Off-site  Classroom (including hybrid)

**II. MISSION AND STRATEGIC PLAN ALIGNMENT STATEMENT**

a. **Program Description**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards along with relevant technical knowledge and skills needed to prepare students for further education and careers in the Law, Public Safety and Security career cluster. This program prepares students for further employment as paralegals, title examiners or abstractors, compliance officers, etc., or to provide supplemental training for persons previously or currently employed in these occupations. The program also will prepare students who wish to further their education in the legal field, as attorneys.

b. **Justification (and alignment with College Mission and Goals)**

Recognizing the demand for more educated non-lawyer legal professions, the Paralegal Studies Business Partnership Council, comprised of lawyers, paralegals, and paralegal students in Palm Beach County, identified a need for a Bachelor's Program in Legal Studies. Additionally, a survey was conducted during the 2023-2024 academic year of the 135 enrolled students in the AS and ATC in Paralegal Studies programs regarding their interest in a bachelor's program. A total of 83 students responded, and 78% indicated they would enroll in a Bachelor of Paralegal/Legal Studies if offered, while 13% were unsure. This indicates a high level of interest among current students for the bachelor's program. As such, the Bachelor's in Legal Studies Program is tailored to address the growing need for quality non-lawyer professionals in the legal field. Expansion of the program into a Bachelor's Degree program aligns with the mission for state colleges, as evidenced by the Paralegal Studies Bachelor's Degree Program at St. Petersburg College, the only state college to offer a bachelor's degree in paralegal studies. Palm Beach County and surrounding areas can benefit from a similar offering.

c. **Program Outcome Statements**

Students will learn to:

- Identify substantive and procedural theories and concepts as they apply to various legal tasks completed in legal settings, such as private law firms, corporate and public legal offices, and nonprofit organizations.
- Effectively communicate in writing and orally with persons seeking legal services and other parties who are an integral part of the legal process, such as court personnel, paralegals in offices of opposing counsel.
- Use both print and technology modes, including pleading texts and programs and research programs typically found in legal settings.

- Identify and solve questions related to the ethical practice of law under the direction of a licensed attorney.
- Recognize and understand how court personnel, attorneys, and all other persons employed in delivering legal services relate to each other.
- Demonstrate knowledge of and ability to perform techniques and procedures utilized as part of case preparation and development.
- Demonstrate knowledge of family law, tort law, criminal law, constitutional law, real property law, contract law (UCC), estate planning, and probate administration, as well as other areas of the law.

**III. WORKFORCE NEED AND STUDENT DEMAND FOR THE PROGRAM** *(limited to 100 words)*

a. **Evidence of workforce need and demand**

Non-lawyer professional positions have a higher than average job posting rate for counties similar in size to Palm Beach County. Nationally, there are 61 job postings per month. However, Palm Beach County has an average of 162 postings per month. Reports indicate continued growth in job openings in the legal field for non-lawyers. The new bachelor's level, Legal Studies Program is eligible for approval through the American Bar Association. This distinction signifies high-quality legal studies education and training and the development of educational standards. An ABA-approved Bachelor of Legal Studies Program will provide qualified candidates for the afore-mentioned positions.

b. **What is our competition for this program?**

- Keiser University
- Nova Southeastern University
- Florida Atlantic University (offers a 375-contact hour Certificate program through their Continuing Education Division)

**IV. ENROLLMENT PROJECTIONS AND BUDGETARY NEEDS**

a. **Number of students expected to be served in this program**

	Year 1	Year 2	Year 3
<b>Student Headcount</b>	50	65	80
<b>FTE</b>	20	25	30

b. **Total budget requirements – Expenditures:**

- Faculty & Staff Expenditures--The majority of expenditures will be related to instructional salaries. While we have the necessary expertise among our current full-time and adjunct faculty members, additional costs will coincide with the need to develop and teach more advanced courses. The estimated costs for an academic year is \$27,000 (12 new course offerings).
- Indirect Costs--We do not anticipate additional indirect costs as we will be able to use the existing infrastructure (classrooms, technology, library databases). Please note the college already subscribes to both Westlaw and Lexis/Nexis annually.
- Program Approval--We will pursue approval for the bachelor's level program through the American Bar Association. The AS degree is already approved but it will need to be expanded for the baccalaureate level with an approximate cost of \$2,500.

c. **Total budget requirements – Revenue:**

Cost per credit hour based upon the 2023/2024 academic year is \$122.85 (per credit hour) for in-state students and \$588 for out-of-state students. The program is 120 credit hours with a projected revenue for one academic year (2 semesters) of \$3,685.5 for each in-state student and \$17,640 for an out of state student. For the expected 50 students enrolling in 12 credits per semester, the total revenue would be: \$147,420 per year from tuition.

- d. **There are enough qualified faculty and staff members to support this program:** Yes  
*If No, list the number of new faculty and/or staff members needed to support the program:*  
 **Full Time Faculty Members**  **Adjunct Faculty Members**  **Staff Members**

- e. **Describe implications of this program on existing programs** (operational cost: facilities, equipment, etc.)

The Bachelor's in Legal Studies complements the College's existing Paralegal Studies Associate in Science and the Paralegal Advanced Technical Certificate programs by providing career ladder and articulation options for both School District of Palm Beach County high school students into PBSC and our AS graduates to PBSC's Bachelor of Science program. This addition maximizes college resources by expanding the current audience for Legal Studies education at the College and enhances PBSC's visibility on the state level as one of only two ABA approved bachelor's programs available to Florida residents. There is not any anticipated negative impact on the institution, the existing Paralegal Studies Associate of Science (AS) or the Paralegal Advanced Technical Certificate (ATC) programs, students, or services.

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Revision of the Hospitality and Tourism Management (AS), Deletion of the Food Service Management (CCC), Addition of the Event Planning (CCC), Addition of the Culinary Arts (AS) with a new Chef Apprentice (CCC).  
Presenter: Kimberly Lea, Dean of Workforce Development and Education

**Summary:** PBSC is revising the existing Hospitality and Tourism Management AS degree program, deleting the Food Service Management (CCC), adding the Event Planning (CCC), and adding a new Culinary Arts AS degree Program with a Chef Apprentice (CCC). The food Service Management is being deleted and replaced by the Event Planning CCC while adding the Culinary Arts AS degree with the Chef Apprentice CCC will cover the Food Service Management deleted from Hospitality and Tourism. In many meetings with the Palm Beach County Schools District and The Chef Association of South Florida, we have encountered the need to add the Culinary Arts AS degree and the Event Planning after many meetings with Tomorrow Sports. These programs will fill the gaps in PBC for these areas.

**Background/Pertinent Facts:** The Hospitality and Tourism Management (AS) does not have an Event Planning component, which is necessary for the industry in general and for our partnership with TMRW Sports. The PBC School District, the Chef Association, and many resorts need the Culinary Arts (AS) with the Chef Apprentice (CCC). PBSC, in response to the industry, is revising the existing programs and adding new ones based on the PBC needs.

**Financial Impact:** 20 students will generate \$121,200.00 without fees for the AS degree.

**Strategic Goal(s) Addressed:** These program revisions and new program proposals address multiple aspects of PBSC's mission, particularly in the workforce demand for these jobs.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Curriculum New Program and revision Transmittals: Revision Hospitality and Tourism Management (AS), Deletion Food Service Management (CCC), New Event Planning (CCC), New Culinary Arts (AS), and New Chef Apprentice (CCC)

**Links:**

Framework- [Culinary Management](#)

Framework – [Chef's Apprentice](#)

Framework- [Event Planning Management](#)

Framework - [Hospitality & Tourism Management](#)

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

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



**District Board of Trustees**  
**Action Agenda Items – Curriculum**  
**New Program or Significant Revision**

Date of Submission: Date
Date of DBOT Decision: Date
Approved: Select

**Curriculum Proposal:** This form is to be used when submitting a DBOT action agenda item. Please address all the following:

**I. DESCRIPTIVE DATA**

- a. **Academic and Career Community:** Industry, Manufacturing, Construction
- b. **Program Name:** Culinary Arts Management AS
- c. **Individual(s) Responsible for Success of Program:** Kimberly Lea, Academic Dean
- d. **Effective Start Date:** 9/1/2025
- e. **Type of Curriculum Action:** New
- f. **Campus(es) Offered:**  Lake Worth  Boca Raton  Palm Beach Gardens  Belle Glade  Loxahatchee
- g. **Delivery Methods and Instructional Technology:** *(check all that apply)*  
 Classroom only  Fully Online  Off-site  Classroom (including hybrid)

**II. MISSION AND STRATEGIC PLAN ALIGNMENT STATEMENT**

a. **Program Description**

The Culinary Arts Management Associate in Science (AS) program at Palm Beach State College (PBSC) is designed to provide students with the comprehensive skills and knowledge necessary to succeed in the dynamic and fast-paced culinary industry. This program combines rigorous academic coursework with practical, hands-on experience, preparing graduates to excel in various culinary arts and food service management roles.

**Program Highlights:**

- **Foundational Skills:** Students will develop a solid foundation in essential culinary techniques, including sanitation and safety, food preparation, cooking methods, and the operation of kitchen equipment.
- **Advanced Culinary Techniques:** The curriculum covers advanced topics such as Garde manger, baking and pastry arts, and international cuisines, allowing students to refine their culinary expertise.
- **Food Service Management:** The program emphasizes the business and management aspects of the culinary industry, including restaurant management, cost control, menu planning, and customer service.
- **Hands-On Training:** Students gain practical experience through lab-based courses and real-world opportunities, such as internships and participation in campus events, ensuring they are workforce-ready upon graduation.
- **Certification and Career Readiness:** Graduates of the program will earn an Associate in Science degree and have the opportunity to become Certified Culinarians, opening doors to a wide range of career opportunities in the culinary and hospitality industries.

b. **Justification (and alignment with College Mission and Goals)**

The Culinary Arts Management AS program at Palm Beach State College (PBSC) aligns seamlessly with the college's mission to provide a dynamic learning environment that fosters innovation, critical thinking, and the pursuit of excellence. This program is designed to equip students with the technical skills, knowledge, and professional demeanor necessary to excel in the culinary arts industry.

c. **Program Outcome Statements**

After completing this program students will:

1. Identify and practice the basic principles of culinary arts service, nutrition, sanitation, and safety in a food service operation to maintain optimal health and satisfaction of the consumer.
2. Differentiate the variety of culinary arts occupational kitchen positions for modern food service.
3. Identify and properly use large cooking and baking equipment and small wares, including but not limited to appropriate knife skills, in a variety of food service establishments.
4. Describe and implement the general steps of planning and organization (mise in place) for each station and food production (appropriate cooking and baking procedures and technical skills) In a food service setting.

5. Implement a variety of current trends and innovations related to menu planning, recipe, and food procurement, cost control effectiveness, etc., as well as social, economic, and cultural issues.
6. Explain why it is important for restaurant and food service managers to use effective communication skills.

**III. WORKFORCE NEED AND STUDENT DEMAND FOR THE PROGRAM** *(limited to 100 words)*

a. **Evidence of workforce need and demand**

**Growth of the Hospitality and Tourism Industry - Economic Driver:** South Florida, including Palm Beach County, is a major hub for tourism and hospitality, industries that rely heavily on skilled culinary professionals. The region's warm climate, luxury resorts, and world-class dining establishments attract millions of tourists annually, driving demand for culinary talent. - **Employment Data:** According to data from the Florida Department of Economic Opportunity, the leisure and hospitality sector is one of the largest employers in Palm Beach County, with continued growth expected. This sector includes restaurants, hotels, and catering services, all of which require qualified culinary professionals.

b. **What is our competition for this program?**

At the moment, our largest competitor for Culinary Arts is Miami Dade College. All other Culinary schools that were closer to us have closed.

Others: Indian River State College and Florida International University. We have a transfer MOU with FIU in place.

**IV. ENROLLMENT PROJECTIONS AND BUDGETARY NEEDS**

a. **Number of students expected to be served in this program**

<b>Student Headcount</b>	48	60	60
<b>FTE</b>	48	60	60

b. **Total budget requirements – Expenditures:** Materials and Supplies: \$30,000 per year / Equipment to start program \$100,000.00

c. **Total budget requirements – Revenue:** 24 students per cohort at \$15,000.00 each Approximately \$ 360,000.00

d. **There are enough qualified faculty and staff members to support this program:** No  
*If No, list the number of new faculty and/or staff members needed to support the program:*  
**2 Full Time Faculty Members 4 Adjunct Faculty Members 2 Staff Members**

e. **Describe implications of this program on existing programs** (operational cost: facilities, equipment, etc.) This program will share the kitchen with the existing Hospitality and Tourism program that is under revision. Classes will be carefully scheduled to allow sharing the space.





**District Board of Trustees**  
**Action Agenda Items – Curriculum**  
**New Program or Significant Revision**

Date of Submission: Date
Date of DBOT Decision: Date
Approved: Select

**Curriculum Proposal:** This form is to be used when submitting a DBOT action agenda item. Please address all the following:

**I. DESCRIPTIVE DATA**

- a. **Academic and Career Community:** Industry, Manufacturing, Construction
- b. **Program Name:** Event Management - CCC
- c. **Individual(s) Responsible for Success of Program:** Kimberly Lea, Academic Dean
- d. **Effective Start Date:** 9/1/2025
- e. **Type of Curriculum Action:** New
- f. **Campus(es) Offered:**  Lake Worth  Boca Raton  Palm Beach Gardens  Belle Glade  Loxahatchee
- g. **Delivery Methods and Instructional Technology:** *(check all that apply)*  
 Classroom only  Fully Online  Off-site  Classroom (including hybrid)

**II. MISSION AND STRATEGIC PLAN ALIGNMENT STATEMENT**

- a. **Program Description** The Event Management CCC program at Palm Beach State College prepares students for careers in event management within the hospitality industry and related fields. The curriculum covers key areas such as event, convention, and conference management, contract law, banquet and catering planning, and hospitality management. Graduates can seamlessly apply their credits toward the A.S. degree in Hospitality and Tourism Management at Palm Beach State College. Students will gain hands-on experience in event planning, banquet coordination, and hospitality operations, ensuring they are equipped with both the practical skills and knowledge necessary for success in this dynamic field.
  
- b. **Justification (and alignment with College Mission and Goals)**  
The Event Management CCC program directly aligns with Palm Beach State College’s mission to provide innovative, high-quality educational programs that prepare students to contribute meaningfully to the workforce. As the hospitality and event management industries continue to expand, particularly in South Florida—a region known for its thriving tourism, convention, and entertainment sectors—the need for skilled event professionals is growing. This program equips students with specialized knowledge in event planning, banquet coordination, hospitality management, and related technological skills, making them highly competitive for employment in these industries. The program supports PBSC’s goals of fostering career readiness and workforce development by offering a curriculum that integrates both theoretical and practical learning experiences. Students gain hands-on experience through internships, providing them with the opportunity to apply classroom knowledge in real-world settings and build valuable industry connections. By covering key areas such as event and convention management, contract law, catering, and hospitality operations, the program ensures that students graduate with the comprehensive skill set necessary for immediate employment or career advancement. Furthermore, the ability to transfer credits earned in the CCC toward the A.S. in Hospitality and Tourism Management promotes educational continuity and lifelong learning, a core value of PBSC. This pathway encourages students to further their education while enhancing their professional qualifications, aligning with the College's commitment to fostering academic growth and economic mobility. The program also contributes to the College’s strategic focus on serving the local community and supporting industry needs. The event management sector, particularly in Palm Beach County, is a significant driver of economic activity. By preparing students to meet the specific needs of this high-demand industry, the Event Management CCC program contributes to local workforce development and helps sustain regional economic growth. In summary, the Event Management CCC program not only prepares students for immediate employment in the dynamic hospitality and event sectors but also aligns with PBSC’s mission of providing accessible, high-quality education and contributing to the community’s economic vitality through workforce readiness.

c. **Program Outcome Statements**

After completing this program, students will:

1. Examine the principles of convention management and services.
2. Demonstrate technological skills using computer systems and the Internet.
3. Identify effective marketing, sales, and business promotion strategies.
4. Demonstrate proficiency in communication skills.
5. Identify effective selling techniques and organizational functions of the hospitality industry.

III. **WORKFORCE NEED AND STUDENT DEMAND FOR THE PROGRAM** *(limited to 100 words)*

a. **Evidence of workforce need and demand**

**Workforce Need and Student Demand:** The event management sector is a growing industry in South Florida, driven by tourism, conventions, and hospitality. According to local employment trends, demand for event planners, banquet coordinators, and hospitality managers is rising, particularly in Palm Beach County. The Event Management CCC program addresses this need by equipping students with relevant skills for immediate employment. Additionally, strong student interest in hospitality-related careers highlights the demand for accessible, career-focused programs. This certificate also allows students to advance to the A.S. degree in Hospitality and Tourism Management, offering a clear educational pathway for career development.

b. **What is our competition for this program?**

At the moment, our largest competitor for the Event Management program is FAU and Miami Dade. All other Culinary schools that were closer to us have closed. Others: Indian River State College and Florida International University. We have a transfer MOU with FIU in place for our Hospitality and Tourism AS.

IV. **ENROLLMENT PROJECTIONS AND BUDGETARY NEEDS**

a. **Number of students expected to be served in this program**

<b>Student Headcount</b>	48	60	60
<b>FTE</b>	48	60	60

b. **Total budget requirements – Expenditures:** Materials and Supplies: \$20,000 per year / Equipment – No equipment needed for this program.

c. **Total budget requirements – Revenue:** 24 students per cohort at \$3,000 / \$72,000 Year Revenue.

d. **There are enough qualified faculty and staff members to support this program:** No  
*If No, list the number of new faculty and/or staff members needed to support the program:*  
**2 Adjunct Faculty Members**

e. **Describe the implications of this program on existing programs** (operational cost: facilities, equipment, etc.) This program is only in need of classroom space and can share the Dining room to practice and event set up.

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Approve Bid Award RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps to KER Construction LLC, in the amount of \$630,321 and Authorize the President or Designee to Execute the Contract Documents  
  
Staff Contacts: Jennifer Alvarez, Director of Procurement and Joan Rumsey, Assistant Director of Facilities

**Summary:**

**Background/Pertinent Facts:** The Facilities Planning and Construction Department is requesting Board approval of the bid award of RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps, AU 108 at the Palm Beach Gardens Campus. The purpose of the bid is for the structural repairs and upgrade of the North entrance stairs at the Eissey Theatre and new ADA switchback ramps.

The Request to Bid (RTB) to College pre-qualified contractors was advertised on September 18, 2024. Five firms responded to the Request to Bid as detailed below:

RPM General Contractors, Inc.	No Bid
LEGO Construction Co.	\$1,308,663.00
Tideline Construction, LLC.	\$681,875.00
Florida Palm Construction, Inc.	\$600,112.67
KER Construction	\$573,018.40

Responses were evaluated by Procurement, Facilities, and the Engineer of Record and KER Construction LLC. was determined to be the lowest responsive, responsible bidder recommended for award.

The College is seeking approval for the Bid Award to KER Construction for RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps.

**Financial Impact:**

Base Bid:	\$573,018.40
Owner-Controlled Contingency (10%):	<u>\$ 57,301.84</u>
Total:	\$630,320.24

This project is funded by State Fiscal Recovery Funds (SFRF)

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

**Duration of Contract:** Through project completion

**RECOMMEND:** Approval

**Attachments:** Notice of Intent to Award RTB 2025-02TR

Tabulation RTB 2025-02TR

General Construction Agreement KER Construction 11.13.2024

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

## NOTICE OF INTENT TO AWARD

October 30, 2024

RE: Request to Bid #RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps, AU 108

Thank you for submitting your offer for the Request to Bid # RTB 2025-02TR Eissey Theatre Structural Repairs and Ramps, AU 108 dated September 18, 2024

Responses were evaluated according to the criteria stated in the quote. We announce our intent to award the project to:

- KER Construction LLC.

The following vendors submitted responses to the above request to bid:

- Florida Palm Construction, Inc.
- LEGO Construction
- RPM
- Tideline Construction, LLC.

We would like to thank each vendor for your time and efforts in preparing a response to this request to bid.

We invite you to contact the Procurement Department if you would like additional information or have any questions about the evaluation process.

This is a Notice of Intent to Award. The final award is contingent of approval by the District Board of Trustees.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until a valid purchase order has been issued by Palm Beach State College's Procurement Department and a notice to proceed has been issued by the Facilities Department.

We appreciate your interest in doing business with Palm Beach State College.

Sincerely,

*Tranetta Rutherford*

Tranetta Rutherford  
Senior Buyer  
561-868-3464 [rutherford@palmbeachstate.edu](mailto:rutherford@palmbeachstate.edu)

**PALM BEACH STATE COLLEGE**



**PROCUREMENT  
REQUEST  
TABU**

**RTB 20**

**Eissey Theatre Structural Repairs and Ra**

**LEGO Construction Co.**

ITEM 1	Description		
<b>GOODS/SERVICES COVERED</b>			
1	CSI DIV 01: General Requirements	\$	192,060.00
2	CSI DIV 02: Existing Conditions	\$	25,000.00
3	CSI DIV 03: Concrete	\$	226,190.00
4	CSI DIV 04: Masonry	\$	60,000.00
5	CSI DIV 05: Metals	\$	85,002.00
6	CSI DIV 08: Openings (door and frame)	\$	10,002.00
7	CSI DVI 09: Finishes	\$	29,007.00
8	CSI DIV 26: Electrical (power, and lighting)	\$	111,006.00
9	CSI DIV 31: Earthwork	\$	285,007.00
10	Overhead and Profit	\$	121,789.00
11	Payment and Performance Bond	\$	13,621.00
	<b>BASE BID TOTAL COST</b>	<b>\$</b>	<b>1,158,684.00</b>
<b>ITEM 2</b>	<b>Alternate #1</b>		
1	CSI DIV 02: Existing Conditions (selective demolition)	\$	7,178.00
2	CSI DIV 03: Concrete	\$	78,342.00
3	CSI DIV 04: Masonry	\$	39,875.00
4	CSI DIV 09: Finishes	\$	5,699.00
5	CSI DIV 26: Electrical (power and lighting)	\$	18,885.00
	<b>ALTERNATE #1 TOTAL COST</b>	<b>\$</b>	<b>149,979.00</b>
	<b>COMBINED TOTAL</b>	<b>\$</b>	<b>1,308,663.00</b>



**Eissey Theatre Structural Repairs and Ra**

**LEGO Construction Co.**

**Notes:**

**\*\*NOTE: Refer to specifications listed in the RTB. Bid is awarded as overall total lowest responsible, responsive bidder.**

**In the best interest of the College, the College has reserved the right to make award by all items to one vendor.**

**AGREEMENT BETWEEN OWNER AND GENERAL CONTRACTOR**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between K E R C o n s t r u c t i o n L L C, hereinafter "**Contractor**", and THE DISTRICT BOARD OF TRUSTEES OF PALM BEACH STATE COLLEGE, 4200 Congress Avenue, Lake Worth, Florida, 33461, hereinafter "**Owner**".

The Project Title: P a l m B e a c h G a r d e n s B l d g A U 1 0 8 : E i s s e y T h e a t e r S t r u c t u r a l R e p a i r s a n d R a m p s

The Design Professional: C a p e D e s i g n E n g i n e e r i n g C o.

For and in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is herein acknowledged, the Owner and the Contractor agree as follows:

**ARTICLE 1**

1.1. **Contract Documents.** The Contract Documents consist of the Owner-General Contractor Agreement, the General Conditions of Construction Contracts (GCCC) including any General, Supplementary and other Conditions, the Bid Documents, the Drawings, the Specifications, all Addenda issued prior to and all Modifications issued after execution of this Agreement. These form the Contract Documents, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

**ARTICLE 2**

2.1. **The Work and Scope of Work.**

2.1.1. The Work of this Contract:

2.1.1.1. **The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.**

2.1.1.2. The contractor shall perform all the work required by the contract documents for:

Project Name: P a l m B e a c h G a r d e n s B l d g A U 1 0 8 : S t r u c t u r a l R e p a i r s a n d R a m p s

Owner Project Number: 0 4 - 0 1 0 8 - R E M - 2 0 2 4

2.1.1.3. The Contractor agrees to furnish all supervision, equipment, labor and materials necessary to fully complete the following project in a workmanlike manner, within the times and in accordance with the Plans and Specifications and other documents prepared by C a p e D e s i g n E n g i n e e r i n g C o. and to do everything required by the Contract Document.

2.2. **Relationship of the Parties.** The Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate



with the Design Professional and exercise the Contractor's skill and judgment in furthering the

interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials to complete the project on time and within budget; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

### **ARTICLE 3**

#### **3.1. Contract Time Commencement and Completion.**

- 3.1.1. The Contract time shall commence upon receipt of the Notice to Proceed as issued by the Owner. Subject to authorized adjustments, substantial completion shall be per the dates in the Owner-issued Notice to Proceed. All Work and requirements of the Contract Documents shall be fully and finally completed within thirty (30) calendar days after the Date of Substantial Completion. The Date of Substantial Completion shall be subject to Owner authorized adjustments. Time is of the essence to this Contract.
- 3.1.2. The Contractor acknowledges that failure to be at Substantial Completion within the construction time set forth in the approved schedule will result in substantial damages to the Owner.
- 3.1.3. Inasmuch as failure to complete the project within the time fixed in this agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the Project is not at Substantial Completion, as required by the GCCC, or within such further time, if any, as in accordance with the provisions of the Contract Documents shall be allowed for such Substantial Completion, the contractor shall pay to Owner as liquidated damages for such delay, and not as a penalty, an amount to be decided for each project and shall be set forth in each Activation, per day for each and every calendar day, thereafter, elapsing between the date fixed for substantial completion above and the date such substantial completion shall have been fully accomplished. It is also hereby agreed that if the Project is not at Final Completion, in accordance with the requirements of the Contract Documents, the contractor shall pay to the Owner as liquidated damages for such delay, and not as a penalty, one-fourth of the liquidated damages rate indicated above. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the contractor to the Owner under the provisions herein and shall not exclude the recovery of damages by the Owner under other provisions of the Contract Documents, except for the contractor's delay. This provision of liquidated damages for delay shall in no manner affect the Owner's right to terminate the contract as provided herein or elsewhere in the Contract Documents. The Owner's exercise of the right to terminate shall not release the Contractor from his obligation to pay said liquidated damages in the amounts set out above.

3.1.4. The amount of the final payment to the contractor shall be reduced by the amount of liquidated damages assessed under this contract. It is further agreed that the Owner shall deduct from the balance retained by the Owner, under the provisions above, the liquidated damages stipulated therein for delay or termination or such portions thereof as the said retained balance will cover.

#### ARTICLE 4

##### 4.1. **The Contract Amount.**

4.1.1. Upon satisfactory completion of the project and acceptance thereof by the Owner, and as full compensation therefore to the Contractor, Owner agrees to pay the contract sum of: \$ 5 7 3 , 0 1 8 . 4 0 , subject to additions and deductions by Owner approved Change Orders as provided in the Contract Documents. Payments shall be made as set forth in Articles 6 and 7 hereof.

4.1.2. The Contract Sum is determined as follows:

\$482,488.00 Base Bid
<u>\$ 90,530.40 Alternate #1</u>
\$573,018.40 Contract Sum
<u>\$ 57,301.84 Owner-Controlled Contingency (10%)</u>
\$630,320.24 Total

##### 4.2. **Schedule of Values.**

4.2.1. Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit to the Design Professional, before the first Application for Payment, a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Design Professional may require. This schedule, unless objected to by the Design Professional, shall be used as a basis for reviewing the Contractor's Applications for Payment.

4.3. **Guaranteed Maximum Price.** If applicable, agreed to and subject to additions and deductions which may be made only in accordance with the Contract Documents, Contractor represents, warrants and guarantees to Owner that the total maximum cost to be paid by Owner for Contractor's complete performance under the Contract Documents, including, but not limited to, Final Completion of all Work, all services of Contractor under the Contract, and all fees, compensation and reimbursements to Contractor, shall not exceed the total amount Not Applicable United States Dollars (US\$ Not Applicable ) ("Guaranteed Maximum Price"). Costs which would cause the Guaranteed Maximum Price (as may be adjusted pursuant to the Contract Documents) to be exceeded shall be paid by the Contractor without reimbursement by Owner. The Guaranteed Maximum Price is inclusive of all Taxes assessed in any jurisdiction for the performance by Contractor (including Subcontractors and Vendors at any tier) of its obligations under the Contract Documents. Contractor shall

be responsible for obtaining all information necessary for the Work and shall be deemed to have included and accounted for in the Guaranteed Maximum Price all risks, contingencies, Taxes, local and national conditions, laws, customs, policies and practices and other conditions affecting the Work, the Project or the performance thereof, in each case whether known or unknown, or foreseeable or unforeseeable (subject to the provisions of this Agreement relating to Permissible Delay and Excepted Risks). Contractor shall be responsible for all errors made and for any misunderstanding or incorrect information provided by any person or entity or relied upon by Contractor, except to the extent otherwise provided for in the Contract Documents. Notwithstanding the preceding sentence, Contractor shall not be responsible for errors made or for any incorrect information provided by any of Owners Consultants or Owners Contractors, except to the extent that Contractor has failed in its duty of coordination, supervision and management with respect to Owners Consultants and Owners Contractors, as set forth in this Agreement.

- 4.4. **Applications for Payment.** The Contractor shall submit to the Design Professional an itemized Application for Payment prepared in accordance with the most recently approved schedule of values for completed portions of the Work. Such application shall be notarized and supported by such data substantiating the Contractor's right to payment as the Owner or Design Professional may require, such as copies of requisitions from Subcontractors and material suppliers, and shall reflect retainage if provided for in the Contract Documents.

## ARTICLE 5

### 5.1. **Changes in Work.**

- 5.1.1. Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.
- 5.1.2. A Change Order shall be based upon written agreement among the Owner, Contractor and Design Professional. The Design Professional has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effected by written order signed by the Design Professional and shall be binding on the Owner and Contractor.
- 5.1.3. Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order or order for a minor change in the Work.
- 5.1.4. For changes in the Work which include work by Subcontractors, the Subcontractor shall use the labor rates and the fixed percentage for overhead and profit which were established during the bid and contracting process.

## ARTICLE 6

### 6.1. **Progress Payments.**

- 6.1.1. Based upon Applications for Payment submitted to the Design Professional by the Contractor and Certificates for Payment issued by the Design Professional and approved by the Owner, the Owner shall make progress payments against the account of the Contract Sum to the Contractor in accordance with the GCCC and in accordance with the following:
- 6.1.2. Within ten (10) Owner business days after the Owner's receipt of a Certificate of Payment issued by the Design Professional, the Owner shall pay ninety five percent (95%) of the portion of the Contract Sum properly allocable for the construction services, labor and materials incorporated in the project and for other materials and equipment suitably stored at the site or at some other location agreed upon in writing (the Work), for the period covered by the Application for Payment, less the aggregate of previous payments made by the Owner; and, upon fifty percent completion of the entire Work, subsequent payments to final payment will increase to ninety five percent (95%) of the portion of the Contract Sum properly allocable to the Work for the period covered by the Application for Payment. , less such amounts as the Design Professional and Owner shall determine for all incomplete Work and unsettled claims as provided in the Contract Documents.
- 6.1.3. The Contractor shall submit to the Design Professional an Application for Payment of the Ten Dollars (\$10.00) for the Indemnification and Hold Harmless Rider specified in the Contract Documents simultaneously with the Contractor's execution and delivery of the Contract to the Owner. Upon receipt of said Application for Payment, the Design Professional shall issue a Certificate of Payment and deliver the same to the Owner. Within thirty (30) days of the Owner's receipt of said Certificate or Owner's Award of the Contract, whichever is later, the Owner shall pay to the Contractor the amount of Ten Dollars (\$10.00).
- 6.1.4. The Contractor shall not be entitled to any interest on payments which may be due but are unpaid by the Owner.

6.2. **Substantial completion.**

- 6.2.1. Substantial Completion is the stage in the progress of the Work when all required occupancy permits have been issued and the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.
- 6.2.2. When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Design Professional a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- 6.2.3. Upon receipt of the Contractor's list, the Design Professional will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Design Professional's inspection discloses any item,

whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Design Professional. In such case, the Contractor shall then submit a request for another inspection by the Design Professional to determine Substantial Completion.

- 6.2.4. When the Work or designated portion thereof is substantially complete, the Design Professional will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, HVAC, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.
- 6.2.5. The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to such Work or designated portion thereof within ninety (90) days. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

## **ARTICLE 7**

### **7.1. Final payment.**

- 7.1.1. Upon receipt of written notice from the Contractor to the Design Professional stating that the work is ready for final inspection, the Design Professional will promptly inspect the work and if he finds same ready for inspection by the Owner, he shall issue a final certificate stating that the work has been completed and shall so advise the Owner and the Owner's Representative who will promptly make a final inspection accompanied by the Design Professional, Design Professional and other professionals employed for the project, and designated representatives of the contractor.
- 7.1.2. However, if there is incomplete work and/or unsettled claims, the Design Professional shall provide an estimate of cost for the incomplete work and unsettled claims for review and approval by the Owner. The cost estimate prepared by the Design Professional to correct such items as listed above shall be doubled (twice the amount of the Design Professional's estimate) for the corrections required and said sum will be withheld by the Owner until the work is completed to the satisfaction of the Design Professional and Owner. These amounts can be released upon the recommendation of the Design Professional, receipt of the Certificate of Final Inspection, and approval by the Owner as the incomplete work is finished and as the outstanding claims are resolved. Payment for these amounts is to be made through the use of the Certificate of Payment issued by the Design

Professional and approved by the Owner.

7.1.3. Before each payment is made, the Contractor shall submit releases of liens to the Design Professional for submittal to the Owner certifying that all work performed, materials furnished and services rendered have been paid in full and the contract has been fulfilled in accordance with the terms and conditions of the Contract, and upon final payment, if applicable, Contractor shall submit consent of the Surety Company for release of final payment.

7.1.4. From the final payment shall be retained all monies expended by the Owner, according to terms of this Contract and thereunder chargeable to the Contractor, all monies payable to the Owner as liquidated damages, and all deductions provided by the Contract Document, State Laws, or governing regulations.

**ARTICLE 8**

**8.1. Miscellaneous provisions.**

8.1.1. Terms used in this Agreement which are defined in the GCCC shall have the meanings designated therein.

8.1.2. The use of the facility by the Owner prior to the Work being fully performed or paid for does not constitute a waiver by the Owner to demand strict compliance with the terms and provisions of the Contract Documents.

8.1.3. Prior to beginning the work, the Contractor shall obtain and furnish to the Owner the bonds and insurance policies required by the Contract Documents, which shall be procured from agents authorized to do business in the State of Florida and in such form and amounts acceptable to the Owner.

8.1.4. If at any time the Owner shall deem the Surety or Sureties, or any bond issued by same, inadequate, the Contractor shall, at no expense to the Owner and within five (5) days after receipt of written notice by the Owner, furnish an additional bond or bonds in such form and amount and with a Surety acceptable to the Owner. The failure of the Contractor to furnish such bonds and insurance policies in a timely manner shall not delay the commencement of the Contract time nor shall same be a cause for an extension of the Contract to the Owner.

This Agreement is entered into as of the day and year first written above.

**DISTRICT BOARD OF TRUSTEES OF  
PALM BEACH STATE COLLEGE**

**KER Construction LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: President

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Approve Contract Increase with Trane U.S., Inc. for the Palm Beach Gardens Chilled Water (CHW) Piping Replacement project utilizing Omnia Partners Contract No. 3341 for HVAC Products, Installation, Labor Based Solutions and Related Products and Services in the Amount of \$2,125,600 and Authorize the President or Designee to Execute the Contract Documents.

Staff Contacts: Ms. Joan Rumsey, Facilities, Assistant Director, and Ms. Jennifer Alvarez, Procurement Director

**Summary:**

**Background/Pertinent Facts:** In February 2024, The District Board of Trustees (Board) approved a contract with Trane, under the Omnia Contract #3341 for HVAC Products, Installation, Labor Based Solutions and Related Products and Services for HVAC projects at Lake Worth and Palm Beach Gardens totaling \$392,814 utilizing Omnia Contract #3341.

The College is seeking approval of a contract increase in the amount of \$2,125,600 for the Palm Beach Gardens Chilled Water (CHW) Piping Replacement Project. The project scope includes replacement of underground CHW piping, demolition and replacement of Condenser Water (CW) Return piping due to deterioration of the existing pipes, new valves as indicated on the Engineering drawings, and replacement of existing valve box lids with new traffic rated aluminum lids. CDE is the Engineer of Record (EOR) for this project.

The use of this 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:** \$2,125,600 funded by State Fiscal Recovery Funds (SFRF) and local funds

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



**Duration of Contract:** The Omnia contract is effective through August 31, 2027

**RECOMMEND:** Approval

**Attachment:** PROP\_Trane\_PBG Condenser and Chilled Water Piping Replacement  
Omnia H6-124978-24-009\_11-6-24

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

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



**Prepared For:**

Joan Rumsey, Facilities Assistant Director  
Palm Beach State College

**Date:**

November 6, 2024

**Job Name:**

PBSC Gardens Campus Chilled Water and  
Condenser Return Piping Replacement Project

**Proposal Number: H6-124978-24-009**

Omnia Racine #3341

**Delivery Terms:**

Freight Allowed and Prepaid – F.O.B Factory

**Payment Terms:**

Net 30

**Proposal Expiration Date:**

30 Days

---

November 6, 2024

Palm Beach State College  
Facilities  
4200 Congress Avenue  
Lake Worth, FL 33461

Attn: Joan Rumsey  
Facilities Assistant Director

Dear Joan,

Trane is pleased to offer this proposal for the chilled water and condenser water return piping replacement for the Gardens Campus.

**PROJECT SCOPE**

The scope of services includes the following:

1. Project scope is based on the permit set of engineering drawings titled, Chilled Water Piping Modifications & Condenser Water Piping Replacement, dated 09-25-2024 by Cape Design Engineering. Related RFI correspondence and similar scope-related correspondence is also included. Project documentation including submittals will be furnished to PBSC and Cape Design Engineering.
2. The condenser water replacement scope has been revised to only include demo and replacement of the condenser water return piping which is shown in yellow on new work drawing M-102. Condenser water supply piping shown in green on drawing M-102, including the underground condenser water piping, is not included.
3. Aquatherm piping for the project will be furnished as specified. Directional boring will be used for the underground chilled water piping except where excavation and trenching is required to remove existing piping as noted on the plans.



4. Replacement of the cast iron lids for the existing valves boxes with traffic rated aluminum lids is proposed. Replacement of the concrete valves boxes is not recommended due to the significant excavation and extended campus loop and building outages required.
5. Piping supports for above ground Aquatherm are included every four linear feet to comply with local code requirements. This is a more stringent requirement than noted on the plans but aligns with recent project requirements and matches the mechanical code/plan review standards for above ground PVC/composite piping.
6. Project supervision and management of the installation of the chilled water piping installation is included. The installation scope of services is described below. Work that is excluded or is to be provided by PBSC is also specifically identified below.

### **Installation:**

We will furnish and install the following on this project:

#### **Condenser Water Return Piping Replacement:**

- Install (1) 1000-ton rental cooling tower provided by Trane. The 700-ton Chiller #1 will be connected to the rental tower and will provide primary cooling for the campus during the condenser water piping replacement. Temporary piping from the rental tower to Chiller #1 will be run in PVC and run through the roll up door to the rental tower. A temporary electrical service to for the tower will be run from the existing switchgear in the plant to the tower using rental cable kits supplied by Trane.
- Provide new Aquatherm piping for the condenser water return piping that is shown in yellow on M102. Condenser water supply piping shown in green on M-102 is not included.
- Aquatherm piping assemblies will be fabricated by the manufacturer based on the plans and specifications.
- The existing steel condenser water return piping (shown in yellow on drawing M-102) will be demolished once the temp cooling tower is online, tested, and operationally verified by Trane and PBSC.
- New valves will be provided in their existing locations for the condenser water return piping. New pipe hangers will be provided for all new above-ground condenser water return Aquatherm piping. Condenser water return piping is shown in yellow on drawing M-102.

#### **Chilled Water Piping Modifications:**

- Utilize a directional boring contractor to install new Aquatherm piping per M101.
- Provide new valves as noted on M101.
- Provide new aluminum traffic rated lids for (12) existing valve boxes.
- Provide excavation and backfill for 16" tie-in to main chiller plant underground piping.
- Existing isolation valves in the buildings will be utilized to minimize the building tie-in time and drain/fill time for each building.
- Completion of the entire Aquatherm loop is proposed prior to valve-box and building tie-ins to allow simplified project phasing and avoid extended campus chilled water loop outages. Provide circulation and flushing for new underground prior to introducing plant water to the new loop system. Water treatment of new loop by owner to be approved by water treatment provider prior to building tie-ins.



- Once new piping is online existing piping will be demolished back as needed and blind flanges will be placed on valve connections.
- Trenching, backfill, compaction, and leveling to grade is included for areas where piping is to be removed and trenching is required. Sod, landscape restoration, and sidewalk replacement, if any, is by others.

#### **Condenser Pump Specialties:**

- Replacement of (2) two pump inertia bases for condenser water pumps P-1 and P-2 are included.
- Replacement of (10) ten flex connectors for the condenser water pumps are included.

#### **Project Includes:**

- Project includes all necessary hoisting, equipment rental, insulation, and material needed to complete the installation
- All work to meet code requirements.
- One year complete equipment warranty on furnished materials and equipment.
- Remove all directly related debris from job site to customer's satisfaction.
- One month (one consecutive 28-day rental period) of rental fees for a 1000-ton trailer-mounted cooling tower and condenser water pumps. Freight and installation are included. Approval of a separate Trane Rental agreement by PBSC is required.
- All work to be done in a timely and professional manner.

#### **The following items are not included on this project :**

- Condenser water supply piping and associated valves (shown in green on drawings M-102).
- Engineering and drawings
- Sod, landscaping, and irrigation repairs
- Valve box replacement. Replacement of lids is proposed as an alternate to avoid campus loop shutdown and extensive excavation work.
- Shop drawings
- Pump specialties (other than mentioned above)
- Pipe painting
- Permit fees are not included and will be billed separately at cost.
- Fire alarm and lifesafety work of any kind is not included
- Test & Balance is not included and is by owner, if required.
- Water treatment for condenser water loop and chilled water closed loop treatment is by Palm Beach State and is not included.

#### **Pricing:**

The net price for the project is Two Million One Hundred Twenty Five Thousand Six Hundred Dollars (\$2,125,600.00). The pricing of this project scope complies with the terms of the Omnia Racine #3341 agreement and the terms of the Omnia Racine #3341 agreement apply to this proposal.



Thank you for giving Trane this opportunity. If you have any questions or concerns, please feel free to contact me at (561) 596-8727.

Steve Corson  
Senior Account Manager  
Trane U.S. Inc.  
(561) 683-1521

**ACCEPTANCE**

**This proposal is subject to Customer’s acceptance of the attached Trane Terms and Conditions (Installation).**

**We value the confidence you have placed in Trane and look forward to working with you.**

Submitted By: Steve Corson	Proposal Date: November 6, 2024
CUSTOMER ACCEPTANCE <b>Palm Beach State College</b>	TRANE ACCEPTANCE <b>Trane U.S. Inc.</b>
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Acceptance Date:	Signature Date:

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Approve Second Reading - Repeal of District Board of Trustees Policy 6Hx-18-4.27 - "Senior Citizens Fee Waiver"

Presenter: Mr. James Duffie, Vice President, Finance and Administration

**Summary:**

**Background/Pertinent Facts:** Proposed repeal of Policy 6Hx18-4.27, which grants fee waivers to senior citizens enrolling in courses at the institution. While this policy has addressed the needs of a specific group, it is recommended that 4.27 be repealed in favor of a new District Board of Trustees policy that offers a more comprehensive approach to fee exemptions. This new policy will cover all student populations eligible for *legislative* waivers under Florida law.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Collaboration - We will cultivate dynamic collaborations that leverage our student's impact on our community's economic and social growth.

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Second Reading-Repeal DBOT Policy 6Hx-18-4.27-Senior Citizen Fee Waiver

**Links:** N/A

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

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

<b>TITLE</b>	Senior Citizens Fee Waiver <a href="#">Repeal</a>	<b>NUMBER</b> 6Hx-18-4.27
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 2/22/1979, 9/25/1980; Repealed 12/11/1991; Amended 5/9/2000, 6/19/2001, 6/09/2009	

**Policy:**

~~This policy applies to senior citizens who are at least age 60 as of the first day of classes for which the waiver is sought. Senior citizens may be granted a fee waiver for up to two courses per term (maximum 8 credits); the courses must be full session courses in the Fall, Spring, or Summer term. These waivers are offered on a space available basis if all prerequisites have been met. Registration must occur on the day after the final day of the scheduled add/drop period. This waiver cannot be used to enroll in courses that are part of selective admissions programs or Baccalaureate level courses. No academic credit shall be awarded in classes for which fees are waived. Senior citizens will receive a seventy five percent discount on the cost of tuition and fees for which the waiver has been granted. Senior citizens will be expected to pay a one time application fee.~~

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

**Date:** November 19, 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Second Read – Approval Amendment to Policy 5.14, Employee Benefit Plans  
Cheryl Hare, Director Total Rewards

**Summary:** Recommending changes to the District Board of Trustees Policy 6Hx-18-5.14, Employee Benefit Plans due to changes to Florida Statute 110.123

**Background/Pertinent Facts:** Additional language is necessary to reflect the role and responsibilities of the Division of State Group Insurance including but not limited to, administration, eligibility, COBRA and retiree provisions. The State Group Insurance Programs are effective January 1, 2025.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Organizational Culture

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** 5.14 Employee Benefit Plans 2nd Read.pdf

**Links:** N/A

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**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

<b>TITLE</b>	Employee Benefit Plans	<b>NUMBER</b> 6Hx-18-5.14
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS, 121.051 FS, 121.052 FS, <a href="#">121.021 FS</a> , 1012.87 FS, <a href="#">110.123 FS</a>	<b>PAGE</b> 1 of <del>23</del>
<b>DATE ADOPTED/AMENDED</b>	Formerly P021.00; Readopted 2/27/75; Amended 2/20/1977, 7/26/1979, 6/17/1981, 9/18/1985, 8/19/1987, 6/19/2001, 10/14/2008, 6/20/2023, <a href="#">11/19/2024</a>	

The College provides various retirement plans, insurance coverages, and benefit plans/programs to eligible employees as part of its total rewards strategy. The College reserves the right to add, cancel or amend these offerings as necessary.

Details regarding [College](#) plans, coverages, and other provisions, are contained within the corresponding plan documents, insurance policies, insurance certificates, and vendor agreements, which are available in the Office of Human Resources.

### **State Retirement Plans**

Employees in regular and fixed-term full-time or part-time positions are required to become members of the Florida Retirement System (FRS).

Employees in regular and fixed term full-time instructional or administrator positions may also choose the State College System Optional Retirement Plan (ORP).

Employees in senior management positions as validated by FRS may opt out of the FRS to enroll in the College's local annuity option.

Temporary employees may become enrolled after 6 calendar months or 2,080 hours. Positions exempted from FRS eligibility include, but are not limited to, adjuncts, tutors, substitutes, graders, proctors, student positions, interns, and others in compliance with FRS provisions.

Contribution rates for the FRS and ORP are set by the legislature. Contribution rates for the local annuity are set by the College.

### **College Retirement Plans**

FICA Alternative Plan - All temporary employees are mandatory participants in the FICA alternative plan. As part of the plan, social security contributions are not deducted from employees nor contributed by the College.

Special Pay Plan – All DROP time off payments and separation payments are subject to the College’s special pay plan provisions except payments made due to the death of the employee.

Voluntary Retirement Plans – The College provides multiple 403(b) and 457 tax-deferred and tax-sheltered voluntary retirement options. All employees, except student employees and interns, may enroll and elect up to the IRS maximum allowable contribution. Retirement planning and contribution limits are the responsibility of the individual employee.

### **Insurance Plans**

Insurance plans, coverage levels, and premiums shall be made available to eligible employees at the time of initial eligibility.

Employees shall be notified of new insurance plans, plan modifications, premiums changes, and opportunities for changes without an IRS qualifying event during a corresponding enrollment period.

#### State Health and Insurance Plans

The Division of State Group Insurance (“DSGI”) oversees multiple benefit plans and insurances which are made available to eligible Florida College System employees and retirees in accordance with FS 110.123. ~~All group insurance coverage shall be effective on the first of the month following the date of eligibility.~~ DSGI and their vendor designees are responsible for determining eligibility, effective dates, plan design, rates, pre-and post-tax availability, appeals, applicable reporting, COBRA and retiree administration, and systems administration to provide pertinent and timely information to eligible employees.

#### College Benefit Plans

Employee premiums through payroll deduction shall be ~~postre-tax or pre-tax for medical, dental, vision, and flexible spending accounts, whereas~~ specified in plan documents, certificates and agreements and allowable under IRS Section 125. ~~Premiums containing domestic partner coverages and other insurance coverages shall be post-tax deductions.~~

College contributions to the employee benefit plans shall be approved through the budget allocation process for personnel expenses and benefits.

## Retiree Insurance

Eligible retirees may continue the State insurance coverage they were enrolled when separating for ~~College's group~~ medical, at the full cost and may port other coverages if made available by the State's vendor. ~~dental, and vision insurance plans~~ All retiree premiums are at their own expense. Eligible retirees are defined by DSGI as:

- Employees who retire ~~Employees who qualify for regular retirement~~ under the provisions of the FRS Pension Plan and immediately begin receiving benefits after retirement, or ~~has reached age 59 1/2;~~
- Retire under the FRS Investment plan, ORP or local annuity and
  - Meet the age and service requirement to qualify for normal retirement as set forth in FS 121.021(29); ~~Employees who have 6 years of continuous full-time~~
  - Has attained the age specified by s. 72(t)(2)(A)(i) of the Internal Revenue Code;
  - Has 6 years of FRS creditable service; and ~~employment immediately preceding separating from the College;~~
  - ~~Take a distribution immediately upon separation as allowed.~~
- “Retirement” is recorded as the reason code for separation in the online system.; ~~and~~
- A retiree unable to take a distribution from an ORP or the FRS Investment plan due to the plan provisions (Typically 3 calendar months) may be offered COBRA coverage by the State and may migrate to retiree once the retiree provisions are met according to the Division of State Group Insurance rules. ~~A distribution is taken in the month following separation from the FRS, ORP, or Local Annuity plans.~~

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

**Date:** November 19, 2024

**To:** Members of the District Board of Trustees

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

**Subject:** Second Reading – Approval of Amendment to District Board of Trustees Policy 6Hx-18-1.24- Public Records  
Staff Contact: Mr. Geovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

It is recommended that the District Board of Trustees amend Policy 6Hx-18-1.24—Public Records, which currently details the College's obligations under Florida Statutes, Chapter 119 regarding public records requests. This amendment will integrate the content of Policy 6Hx-18-1.25—Public Records Retention and Disposition. This consolidation aims to streamline College policies, improve clarity, and provide comprehensive guidance on managing public records effectively.

The District Board of Trustees requested no additional changes to this recommendation at the previous board meeting, held on October 15, 2024.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Contentious

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Second Reading - Amendment to District Board of Trustees Policy 6Hx-18-1.24- Public Records

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**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

<b>TITLE</b>	Public Records – <u>Management, Retention and Disposition</u>	<b>NUMBER</b> 6Hx-18-1.24
<b>LEGAL AUTHORITY</b>	Chapter 119 FS, 1002.22 FS, 1006.52 FS, 257.36 FS, 6A-14.047 FAC	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 6/19/2001, <u>Amended XX/YY/2024</u>	

## Policy:

Palm Beach State College shall comply with state statutes, ~~and~~ administrative rules and the Florida Department of State Records Retention Schedule in the creation, ~~maintenance, use and availability of public records. The College shall adhere to state schedules for the~~ management, retention, and disposition of such public records.

1. “Public records” means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the college.
2. “Electronic records” made or received in the transaction of official business of the college are public records and shall be maintained and produced for inspection, upon request, in the same manner as other public records. Electronic records include data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and messages (e-mail), as well as other text or numeric information.
3. All public records, regardless of form, are open to public inspection unless the legislature has specifically exempted them from disclosure. All public records in the custody of the college shall be open for personal inspection by any person, at reasonable times and under reasonable conditions.
4. College custodians of public records shall furnish copies of public records upon request and upon payment of a charge, as authorized by law, for the cost of duplication and labor. Requests for public records shall be responded to on a timely basis in a manner which maintains the confidentiality of records made confidential by law and recognizes exemptions from the requirements of the public records law.
5. All requests for student records are to be directed to the Vice President, Student Services. All other requests for records, other than student records, are to be directed to the ~~Vice President, Administration and Business Services~~ Office of the General Counsel.

Any other provision of law to the contrary notwithstanding, any record required to be kept by Palm Beach State College may be reproduced in an electronic document management system, to comply with applicable public record and retention laws, and the original of the record may thereupon be disposed of as the college sees fit.

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

**Date:** November 19<sup>th</sup> 2024  
**To:** Members of the District Board of Trustees  
**From:** Ava L. Parker, J.D., President  
**Subject:** Second Reading – Approval of the Repeal of District Board of Trustees Policy 6Hx-18-1.25 - Public Records Retention and Disposition  
Staff Contact: Mr. Geovanni J. Denis, Esq., Associate General Counsel

**Summary:**

**Background/Pertinent Facts:**

It is recommend to repeal Board Policy 6Hx-18-1.25 – Public Records Retention and Disposition. Policy 6Hx-18-1.25 currently outlines the College's obligations regarding the retention and disposition of public records. However, these provisions are closely aligned with the broader public records requirements contained in Policy 6Hx-18-1.24, which governs how the College obligations pursuant to Florida Statutes Chapter 119.

In an effort to streamline policies and enhance clarity, it is proposed that the relevant provisions of Policy 6Hx-18-1.25 be merged into Policy 6Hx-18-1.24. This consolidation will allow for comprehensive guidance on public records creation, retention, and disposition, all within a single policy.

The District Board of Trustees requested no changes to this recommendation at the previous board meeting, held on October 15, 2024.

**Financial Impact:** N/A

**Strategic Goal(s) Addressed:** Contentious

**Duration of Contract:** N/A

**RECOMMEND:** Approval

**Attachments:** Second Reading – Approval of the Repeal of District Board of Trustees Policy 6Hx-18-1.25 - Public Records Retention and Disposition

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

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

<b>TITLE</b>	Public Records Retention and Disposition	<b>NUMBER</b> 6Hx-18-1.25
<b>LEGAL AUTHORITY</b>	1001.64 FS, Chapter 119 FS, 257.36 FS, 6A-14.047 FAC	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 6/19/2001 Amended 11/10/2020	

**Policy:**

The president is authorized to establish, maintain, and dispose of public records in accordance with Chapter 119 and Section 257.36, Florida Statutes.

Any other provision of law to the contrary notwithstanding, any record required to be kept by Palm Beach State College may be reproduced in an electronic document management system, to comply with applicable public record and retention laws, and the original of the record may thereupon be disposed of as the college sees fit.

