

**The Rules and Policies
of the
District Board of Trustees
of
St. Johns River State College**

**Updated and Revised in June of 2005 to Comply with:
The Florida School Code (Chapters 1000 through 1013, FS)
Adopted by the Legislature in 2002
and Amended by the Legislature in 2003, 2004, and 2005;
SREF, Approved by the State Board of Education in January, 2000;
The New Uniform Building Code;
The Updated Administrative Procedure Act;
Rules of the State Board of Education Promulgated or Amended
to Comply with the Florida School Code**

**Last Update: 2/15/06; 3/15/06; 5/17/06; 1/22/07; 2/27/08; 2/11/09; 7/22/09; 10/3/10; 3/23/11; 9/21/11;
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Section I

Organization of the College, the Board of Trustees, and the College President

SJR 1.07 (R1) Board Meetings

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 06/15/22

Specific Authorities: FS 1001.64.

A minimum of eight regular monthly Board meetings shall be scheduled each year for the purpose of conducting College business unless a majority of the Board elects to cancel one or more monthly Board Meetings. Special sessions of the Board may be called by the Chairman of the Board, by the President when requested by a majority of the Board, or by the majority of the Board [FS 1001.64 (4) (b)].

SJR 1.08 Location of Board Meetings

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 120.81, FS 1001.64

The location of Board meetings shall be determined at the annual organizational meeting of the Board of Trustees. If a location other than that which is set forth in the annual organizational meeting is designated, public notice shall be given in accordance with FS 120.81 (1) (d) through (k) [1001.64 (4) (b)].

SJR 1.10 Board Minutes and Actions

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.65 (17), Chapter 119, FS, Article 1, Section 24, Constitution of the State of Florida

The President, as Secretary, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the Board. The typed minutes of each meeting shall be considered, corrected if necessary and approved at the next regular meeting or during an intervening special meeting if the Board so desires. The minutes shall be signed by the Chairman and the President immediately after correction, if necessary, and approval, and shall be kept as a public record in a permanently bound book in the custody of the President.

The minutes shall show the vote of each member present on all matters on which the Board takes action. It shall be the duty of each member to see to it that both the matter and his vote thereon are properly recorded in the minutes, it shall be presumed that the vote of each member present supported any action taken by the Board.

It shall also be presumed that the policies, appointments, programs and expenditures not recorded in the minutes, but made and actually in effect at the College, were made and put into effect at the direction of the Board. {[FS 1001.65 (17)], Chapter 119, FS and Article 1, Section 24 of the Constitution of the State of Florida}.

SJR 1.11 Quorum for Board Meetings

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64, Roberts Rules of Order, Newly Revised

A majority shall constitute a quorum for any meeting of the Board. No business may be transacted at any meeting unless a quorum is present; however, members of the Board in attendance which represent less than a quorum may adjourn the meeting from time to time until a quorum is present [FS 1001.64 (44)].

SJR 1.12 Board Voting Procedures

(Title Changes, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64 and (44), Roberts Rules of Order, Newly Revised

Issues to be acted upon by the Board shall be determined by a simple majority of the members present provided a quorum of the Board is present. In the event of a tie vote on any issue, action on the motion shall be deferred until a majority vote is attained [FS 1001.64 (44)].

SJR 1.13 (R1) Rules of Order

(Substantive Changes 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64

Roberts' Rules of Order, Newly Revised, shall govern the proceedings of the Board, except that the Chairman of the Board may vote and may make or second a motion. [FS 1001.64 (4) (b) and (44)].

SJR 1.16 (R1) Annual Review of Board Policies

(Substantive Changes 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64 (44), Chapter 120, FS

An annual review of the Board's rules and policies will be made as soon as possible after the beginning of the fiscal year. Any additions, deletions, and changes will be incorporated by a majority vote of the Board and in a duly constituted meeting [FS 1001.64 (44)]. In making changes, deletions, additions, or modifications to Board policies, the Board will comply with the appropriate sections of Chapter 120, FS and especially with FS 120.81 (1) (d) through (k).

SJR 1.18 Board Committees

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 120.81, FS 1001.64 (44)

It is the policy of the District Board of Trustees of St. Johns River State College that the Board be organized as a unit and action is taken only when a quorum of the Board sits as the Board in public, regular, special, or emergency meetings in compliance with FS 120.81 (1) (d) through (k). It is the policy of the Board to appoint no standing committees. Temporary, ad hoc committees may be appointed by the Board for specific tasks for reporting to, and action by, the Board and will be dissolved upon completion of the assignment [1001.64 (44)].

SJR 1.19 Board Attorney

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64

The Board shall retain a competent attorney licensed by the Bar in the State of Florida to practice in Florida who shall act as legal advisor on the normal operations of the Board and College [1001.64 (44)].

SJR 1.27 (R5) College Mission Statement

(Was Old Rule 3.19)

Approved 1/18/06; Amended 07/22/09; 9/15/10; 6/14/12; 5/18/16; 2/16/22

Specific Authorities: FS 1001.64 (4) (b)

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates and associate and baccalaureate degrees, and it provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

The College fulfills its mission through offering:

1. Transferable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the Associate in Arts degree.
2. Career and technical programs leading to an Associate in Science degree, college credit certificate, or career certificate.
3. Upper-level courses leading to baccalaureate degrees as authorized by the Florida State Board of Education.
4. Delivery of high-quality instruction through face-to-face and distance education modalities.
5. Delivery of academic and student services to support student success across all locations and delivery modes.

SJR 1.28 (R1) Florida School of the Arts Administration and Governance

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 06/15/22

Specific Authorities: FS 1004.74 (4), FS 1001.64

As the State strives to achieve excellence in all aspects of public education, it is the intent of the District Board of Trustees of St. Johns River State College that specific attention be given to the needs of artistically talented high school and college students. It is further intended that such students who are occupationally oriented to the arts be provided with the means for achieving both an academic education and artistic training appropriate to their gifts. As such, the District Board of Trustees, as directed by the state legislature and the Governor, accepts responsibility for the administration and governance of the Florida School of the Arts (within the scope of appropriations and limitations established annually by the legislature) as a professional school for artistically talented students on a statewide basis.

The District Board of Trustees will work with the nine-member Council for the Florida School of the Arts (if appointed by the Commissioner of Education for four-year terms as prescribed in FS 1004.74 (4)), which is established to provide advice to the District Board of Trustees on matters pertaining to the Florida School of the Arts. In the absence of this Council, St. Johns River State College will appoint members to the Florida School of the Arts Advisory Board which will function in its place.

SJR 1.29 Florida School of the Arts Mission Statement

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1004.74, FS 1001.64

The Florida School of the Arts is dedicated to the premise that both intense, individualized instruction and practical “hands-on” experience are essential to the full development of a student’s creative abilities. As part of public education in the State, the Florida School of the Arts provides comprehensive artistic training appropriate to each student’s talent, enabling each student to acquire knowledge, skills, and appreciation of the chosen arts discipline required for employment in the arts profession or advanced education. Through a rigorous course of training, students receive professional arts instruction and training from the beginning of enrollment. As a professional arts school, the Florida School of the Arts provides a learning environment in which students are expected to adhere to standards of professionalism and academic excellence.

SJR 1.30 (R2) Vision, Focus, and Values Statements for Thrasher-Horne Center

(Replaces old Board rule 3.16, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 10/18/17; 11/28/22

Specific Authorities: 1001.64 F.S; 1001.65 F.S.

At Thrasher-Horne Center, our vision, core focus, and core values are :

Our Vision:

To be a premier Event Center.

Our Core Focus:

We provide a venue that creates a positive and memorable experience for our guests. We make events happen!

Our Core Values:

Teamwork – We maintain open and honest communications that foster clear direction of our common goals. We blend the individual talents and skills to foster a one-team approach.

Integrity – We take pride in helping others in a responsible, respectful, trustworthy, and an ethical manner.

Service Excellence – We strive to provide excellent service that consistently exceeds expectations.

Community Focused – We seek to offer services and products that align with our community.

Innovation – We challenge ourselves to identify opportunities to better meet the needs of our guests, our team, and our Center.

SJR 1.33 Risk Management

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Revised 05/20/19

Specific Authorities: FS 1004.725, FS 1001.64(5), FS 1001.64(22), FS 1001.64(27)

As permitted under FS 1004.725, St. Johns River State College will participate in the Florida College System Risk Management Consortium programs for property and casualty insurance, liability insurance and such other coverages recommended by the Consortium to protect College facilities, property, employees, Board members and others from loss, damage, suits, and such other occurrences that could impact the College, its Board members, faculty, staff and students.

SJR 1.34 (R1) The College Catalog

(New Rule Promulgated 6/01/05, Substantive Changes 08/16/06)

Approved 1/18/06; Revised 9/15/10

Specific Authorities: FS 1001.64 (4) (b), FS 1001.64 (6) through (8) (g), FS 1006.50 (1) through (3)

The St. Johns River State College Catalog published at least annually will be approved by the Board of Trustees before dissemination of the Catalog to persons not on the College staff.

SJR 1.35 Validity of Board Rules

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64 (4) (b)

The specific authority or authorities for every rule or policy adopted by the Board of Trustees of St. Johns River State College have been specifically cited and the Board of Trustees believes that every rule or policy that it has adopted complies with Florida Statutes, Rules of the Department of Education, the Florida Administrative Codes, and other federal, state and local laws, ordinances, and provisions applicable to St. Johns River State College. However, if for some reason or through the rule challenging provisions of the Administrative Procedure Act (Chapter 120, FS) any rule or policy, or any part of a rule or policy is found to be invalid, illegal, or is revoked, the effect of that ruling is applicable only to that rule or policy, or that part of the rule or policy that is found to be invalid, illegal, or is revoked. As such, all other rules and policies adopted by the Board of Trustees, or parts of rules or policies adopted by the Board of Trustees, that are not found to be invalid, illegal, or are not revoked, remain in full force and effect.

SJR 1.36 (R1) Conflict of Interest

(New Rule Promulgated 04/18/12)

Approved 04/18/12; Amended 04/20/22

Specific Authorities: 112.311 FS, 112.317 FS, 1001.64 F.S.

The St. Johns River State College District Board of Trustees is the legal governing board for St. Johns River State College; as such it is obligated to serve the public trust. Accordingly, all members of the Board must avoid any conflict of interest or any conduct that creates a justifiable impression that public trust is being violated. Trustees and employees of the College shall not engage in any activity, business or otherwise, that conflicts with the proper discharge of his or her duties on behalf of the College.

Members of the District Board of Trustees and employees of the College shall adhere to and comply with Part III of Chapter 112, Florida Statutes, *Code of Ethics for Public Officers and Employees*. Violations are subject to Florida Statute 112.317.

A trustee may not vote on any measure in which he or she has a contractual, personal, employment or familial interest. A trustee may not vote on any measure, which inures to the trustee's special private gain or loss. A trustee may not vote on a measure, which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. A relative is defined as the trustee's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

The trustee must disclose the nature of the trustee's interest in the matter from which the trustee is required to abstain. Within 15 days after the vote occurs, the trustee shall disclose the nature of the trustee's interest in a memorandum filed with the President. The memorandum will be incorporated into the minutes and maintained as a public record.

If any provision of this policy conflicts with any provision of the Code of Ethics for Public Officers and Employees, the Code shall control.

SJR 1.37 Board Dismissal

(New Rule Promulgated 04/18/12)

Approved 04/18/12

Specific Authorities: 1001.64 F.S., FAC Article IV s.7

Members of the District Board of Trustees are appointed by the Governor of Florida and may be dismissed only by the Governor for cause with due process.

It is the duty of the Chairman of the District Board of Trustees to notify the Governor in writing whenever a Board member fails to attend three consecutive regular Board meetings in any one fiscal year.

Grounds for dismissal may include malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, permanent inability to perform official duties, commission of a felony, or failure to attend three consecutive meetings in a fiscal year.

SJR 1.38 (R2) Organizational Structure of St. Johns River State College

(New Rule Promulgated 1/16/13)

Approved 1/16/13; Amended 01/18/17; Amended 04/20/22

Specific Authorities: FS 1001.60, 1001.61, 1001.64, 1001.65; FAC 6A-14.026

St. Johns River State College is a member of the Florida College System which is organized in accordance with the provisions of Part III of Chapter 1001, Florida Statutes, and administered in accordance with the Administrative Procedure Act, Chapter 120, Florida Statutes, and Chapter 6A-14 of Florida Administrative Code.

The District Board of Trustees is the legal governing body of St. Johns River State College. The Board has responsibility and specific authority for governing the institution according to Florida Statutes and State Board of Education rules. The Board shall act in unity and act on matters that represent a majority of Board members. The Board shall not be controlled by a minority of members or by organizations or institutions separate from it. The Board establishes policies appropriate to the College's mission that allow the President to administer the College effectively and efficiently through established operational procedures and programs. In addition, the Board exercises fiduciary oversight of the College to ensure the best interests of the institution. Furthermore, the Board protects the College from undue pressure from outside entities who desire to influence board decisions and/or board policy creation.

The President is the chief executive officer of the College and also serves as the chief administrative officer. The President is not a voting member of the Board and acts as Board Secretary. All aspects of the College's operation are responsible to the Board of Trustees through the President. The President may delegate authority as deemed appropriate and necessary unless specifically prohibited in Florida Statutes or State Board of Education rules.

The general line of authority is from employee to supervisor, to appropriate administrator to appropriate senior leadership, to the President. Each administrator is directly responsible for the implementation of all College policies and procedures pertaining to his or her area of responsibility and for the personnel under his or her supervision.

SJR 1.39 Board Self-Evaluation

New Rule Promulgated 02/17/21

Specific Authorities: 1001.64 FS

St. Johns River State College's accreditation body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires that SJR State's governing board conduct regular self-assessments to evaluate board effectiveness. Regular is defined as "at least once every three years" although the self-assessments may take place on a more frequent schedule.

The President, or designee, will establish a procedure detailing implementation of the self-evaluation process of the District Board of Trustees.

Section II

Educational Facilities

SJR 2.11 Pre-Qualification of Contractors

(Replaces SJR 4.32 , Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FAC 6A-2, FAC 6A-14, FS 1013.46, SREF, Volume 1, January 2000, FS 553.73 through FS 553.898, FAC 6A-14.0734

The College will pre-qualify bidders for construction contracts according to rules established by the State Board of Education in FAC 6A-2 and SREF which require the pre-qualification of bidders for educational facilities. The District Board of Trustees shall require that all construction or capital improvement bids be accompanied by evidence that the bidder holds an appropriate certificate or license or that the prime contractor has a current valid license [FS 1013.46 (1) (c)].

As required by current SREF requirements, the Board of Trustees adopts the following procedures for the pre-qualification of contractors:

- 1) St. Johns River State College shall pre-qualify construction contractors for a one-year period or for a specific project.
- 2) Contractors shall be pre-qualified by St. Johns River State College on the basis of the following criteria and other criteria as determined to be appropriate by St. Johns River State College:
 - a) Proof that the contractor holds a contractor's license which authorizes the contractor to supervise the work within the scope of the construction project.
 - b) Evidence that the applicant has financial resources to start-up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks pre-qualification. The written verification must be submitted by a licensed surety company rated excellent (or better) in current A.M. Best Guide and qualified to do business within Florida. St. Johns River State College may require the applicant to submit any audited or un-audited financial information necessary to evaluate an applicant's financial ability to perform the project and to respond to damages in the event of default.
 - c) Evidence of satisfactory experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects as shown by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
 - d) Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.
- 3) The St. Johns River State College procedure for pre-qualification of contractors shall:
 - a) Not restrict competition, or prevent the submission of a bid, or prohibit the consideration of a bid submitted by pre-qualified contractor.

- b) Allow pre-qualification of any responsible contractor who meets the uniform criteria established in the State Requirements for Educational Facilities (SREF).
 - c) Govern the submission of financial information by contractors.
 - d) Provide for a Contractor Pre-Qualification Review Committee to review and evaluate applications and make recommendations for type of project, dollar volume, and limits allowed within the scope of the pre-qualification.
 - e) Not supersede any small business, woman-owned or minority-owned business-enterprise assistance program adopted by St. Johns River State College.
 - f) Provide for the rejection of applications which contain inaccurate information, declare a contractor delinquent, and suspend or revoke a pre-qualification certificate.
 - g) Provide for either the approval or rejection of each application for pre-qualification within sixty (60) days after receipt by the Board's administrator.
- 4) Each contractor, firm or person requesting pre-qualification shall be required to submit separate applications that include, at a minimum, the following:
- a) Detailed information on St. Johns River State College -prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement, and references.
 - b) Audited or un-audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operation, and bonding capacity.
 - c) General information about the contractor company, its principals, and its history including state and date of incorporation.
 - d) Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
 - e) A list of projects completed within the past five (5) years, including dates, client, contact name, contact phone number, approximate dollar value, and size.
 - f) Certificates of insurance confirming current worker's compensation, public liability and property damage insurance as required by law.
 - g) A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting pre-qualification.
 - h) The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate and the signature shall be notarized.
- 5) The St. Johns River State College may issue a certificate valid for one year or a specific project. The certificate shall include:
- a) A statement indicating that the contractor may bid for projects during the time period specified, or may bid on the specific project, as appropriate.
 - b) A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.
 - c) A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the Board at any one time. The maximum value of each project may be up to twice the value of the largest

- project previously completed but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.
- d) A statement establishing the type of work the contractor will be permitted to provide.
 - e) The expiration date of the certificate.
- 6) Certificates not for a specific project shall be subject to an annual renewal process.
- a) Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the Board, shall automatically revoke a pre-qualification certificate.
 - b) The St. Johns River State College may allow pre-qualified contractors to request a revision of their pre-qualification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.
- 7) The decision to declare a contractor delinquent may only be made by the President and must be ratified by the Board at its next regular meeting following such decision by the President. Should a contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, St. Johns River State College shall notify the contractor and its surety, in writing, that the contractor is disqualified from bidding work with St. Johns River State College as long as the delinquency status exists. A delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:
- a) A substantial or repeated failure to comply with contract documents after written notice of such non-compliance.
 - b) A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.
 - c) Substantial deviation from project time schedules after written notice of non-compliance.
 - d) Substantial or repeated failure to pay subcontractors after St. Johns River State College has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.
 - e) Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.
 - f) Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.
 - g) Failure to maintain the required insurance coverage after written notice of such failure.
- 8) The St. Johns River State College may, for good cause, suspend a contractor for a specified period of time or revoke the pre-qualification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:
- a) Inaccurate or misleading statements included in the application.
 - b) Declared in default by St. Johns River State College, including causes due to contractor's noncompliance with St. Johns River State College small business, woman-owned or minority-owned business-enterprise assistance program.
 - c) Adjudged to be bankrupt.

- d) Performance, in connection with contract work, becomes unsatisfactory to St. Johns River State College based on St. Johns River State College asserting and recovering liquidated damages in action against the contractor.
 - e) Payment record, in connection with the contract work, becomes unsatisfactory.
 - f) Becomes delinquent on a construction project.
 - g) Contractor's license becomes suspended or is revoked.
 - h) No longer meets St. Johns River State College pre-qualification criteria.
- 9) A contractor whose application has been rejected or whose certificate has been suspended or revoked by St. Johns River State College shall be given the benefit of reconsideration and appeal as follows:
- a) The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.
 - b) The St. Johns River State College shall act upon a contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. St. Johns River State College may require additional information to justify the reconsideration.

SJR 2.12 Bidding of Construction, Renovation, and Remodeling Contracts

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 287.055, FS 1013.46, FAC 6A-14.0734

Unless otherwise authorized by law, all construction, renovation, remodeling and demolition projects will be competitively bid by the District Board of Trustees; however, only those entities that have pre-qualified to bid on the particular project will be allowed to submit bids. The District Board of Trustees will issue an invitation to bid simultaneously to all pre-qualified entities. The invitation to bid will include a detailed description of the construction project; the time and date for the receipt of bids; the time and date for the opening of the bids in a public meeting; and all contractual terms and conditions applicable to the project including the criteria to be used in determining the acceptability of a bid. Bidders for the project will submit sealed bids by the established deadline and the bids will be opened by the College in a public meeting to which all bidders will be invited (FS 287.055)

The contract will be awarded by written notice to the responsible and responsive entity that submits the lowest responsive bid as provided in FS 287.055 (1) (b). If after taking into consideration all alternates, the bid of the lowest responsible and responsive bidder exceeds the construction budget, the Board of Trustees may declare an emergency. After stating the reasons why an emergency exists, the Board may negotiate the construction contract or modify the construction contract, including the specifications, with the lowest responsible and responsive bidder. If the contract is modified, the Board will resubmit the modified documents to the authorized state review authorities for compliance with all SREF and Building Code requirements. The Board may also reject all bids submitted at its discretion and may re-advertise calling for new bids. [FS 1013.46 (1) (a)]

SJR 2.13 (R2) Change Orders

(Replaces old Board rule 1.21, Substantive Changes 6/01/05)

Approved 1/18/06; Amended 11/16/11

Specific Authorities: FS 1013.48

The Board of Trustees vests in the President the authority to approve change orders on construction projects in the name of the Board up to fifty thousand dollars (\$50,000.00). Approvals shall be for the purpose of expediting the work in progress and shall be reported to the Board of Trustees at the next regularly scheduled meeting of the Board for informational purposes only. The approval of each change order shall also be recorded in the official minutes of the Board meeting. Change orders in excess of fifty thousand dollars (\$50,000) will require prior approval of the Board before the change order can be executed [FS 1013.48].

**SJR 2.14 Guidelines for Contractual Provisions for Community College
Construction Contracts**

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: Guideline and Procedure #29 Division of Community Colleges, Feb. 27, 2004

St. Johns River State College will require the following language in all construction contracts:

“When the contractor receives payment from the owner for labor, services, or materials furnished by subcontractors and suppliers hired by the contractor for the project, the contractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within 10 days after the contractor's receipt of payment from the owner. When the payment due the subcontractor is for final payment, including retainage, the subcontractor must include with the invoice for final payment a conditional release of lien and all appropriate warranties and closeout documentation. When the subcontractor receives payment from the contractor for labor, services, or materials furnished by subcontractors and suppliers hired by the subcontractor, the subcontractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within ten (10) days after the subcontractor's receipt of payment.”

SJR 2.15 (R1) Contracting for Architectural and Other Professional Services

(New Rule Promulgated 4/11/05)

Approved 5/17/06; Revised 4/18/12

Specific Authorities: FS 287.017, FS 287.055(3)(a), Chapter 440, FS, FS 287.133(3)(a)

Professional architectural and other professional services will be acquired by the College pursuant to the Consultants' Competitive Negotiation Act (CCNA) (F.S. 287.055).

When professional services must be purchased for a project the basic cost of which is estimated to exceed the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for CATEGORY TWO, except in cases of valid public emergencies as certified by the Board of Trustees, the College will verify that any firm or individual desiring to provide professional services is fully qualified to render the required services. Factors to be taken into consideration include, but are not limited to, the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

The College may enter into continuing contract for professional services with a firm or firms, whereby the firm provides professional services in accordance with the thresholds provided for in the Consultants' Competitive Negotiation Act for continuing contract. Continuing contracts may be amended to be consistent with CCNA thresholds as they are revised. Firms under continuing contracts shall not be required to bid against one another for the rendering of services.

Public announcement, qualification procedures, competitive selection, and competitive negotiation will be conducted in accordance with the procedures set forth in the Consultants' Competitive Negotiation Act. The President or the President's designee will appoint a review team to evaluate the qualification data for each firm. The Senior Vice President/General Counsel and/or the Vice President for Finance and Administration/CFO will take the review team's recommendations to the Board for action by the Board.

Based on the review team's recommendations, the Board will approve or disapprove the recommended ranking of the three (3) most qualified firms, and direct the staff to commence contract negotiations beginning with the top ranked firm. After the ranking of the firms has been approved by the Board, the Senior Vice President/General Counsel or the Vice President for Finance and Administration/CFO will conduct fee and contract negotiations beginning with the most qualified firm. The parties to the negotiation will agree upon the full scope of services to be supplied and the compensation. In the event that no agreement is reached with the top ranked firm, or in the event that additional firms are desired for continuing contract, negotiations will commence with the next ranked firm. Failing accord with the second ranked firm, or in the event that additional firms are desired for continuing contract, negotiations will begin with the next ranked firm.

When an agreement or agreements on the scope of services and fees is reached through negotiations, the President is authorized to execute the contract for services.

In the event that negotiations are not successful with any of the selected firms, additional firms may be recommended to the Board for approval in the order of their ranking in order to continue contract negotiations until an agreement is reached, or the Board may elect to repeat the selection process from the beginning.

All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, (F.S. 287.055), will carry and maintain during the period they are performing services for the College, at minimum, the insurance coverage and limits as recommended by the College's Risk Management Consortium or those in accordance with insurance industry standards.

SJR 2.16 Serving Alcoholic Beverages at College Activities

Approved 12/15/10

Specific Authorities: FS 1001.64; FS 1001.65

The Board of Trustees vests authority to approve or deny requests for the sale and/or use of alcoholic beverages at College events with the President of the College or such designee named by the President.

For such College sponsored and administered activities, the President will be notified of events in which the serving of wine or other alcoholic beverages is anticipated. The facilities request will be submitted for review and approval by the College President or designee prior to the event.

SJR 2.17 College Facilities Usage Policy

Approved 1/19/11

Specific Authorities: FS 1001.64; FS 1001.65

St. Johns River State College, upon application and approval makes its campus facilities (excluding THCA) available to organizations in the College's service region and governmental entities for meeting or other events on a space available basis.

St. Johns River State College is an educational institution provided and maintained by the people of the State of Florida. The public character of the College does not grant to individuals license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated. College buildings, facilities and grounds are not available for unrestricted use by non-College groups.

The District Board of Trustees delegates to the President or designee authority to approve and schedule College facilities. The President or designee may impose reasonable conditions to assure compliance with regulations and may reject any application from an organization or group that has previously misused facilities or breached an agreement.

SECTION III

General Organizations

SJR 3.01 College Operation under Existing Policies

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64 (1) through (4) (b), 1001.65 (16)

The College shall operate under the rules and policies adopted by the District Board of Trustees until or unless such rules and policies are modified, changed, or repealed by official action of the Board of Trustees. In the event a Legislative action, an action by the State Board of Education, or other State Agency with authority over the District Board of Trustees approves legislation, rules or policies which conflict or necessitate changes in the rules and policies of the District Board of Trustees, the Board will act expeditiously to make the necessary changes, additions, repeals, or other action as necessitated by the action of the Legislature, State Board of Education, or other State-level agency with authority over the District Board of Trustees [FS 1001.64 (1) through (4) (b)]. In the event immediate action is required to comply with the action of the Legislature, State Board of Education, or other State-level agency with authority over the District Board of Trustees, the District Board of Trustees empowers the President, with the consent of the Chair of the Board of Trustees, to take the action necessary to ensure compliance. The action of the President, with the consent of the Chair of the District Board of Trustees, will be brought to the next regular or special meeting of the District Board of Trustees for approval or rejection [FS 1001.65 (16)].

SJR 3.03 Recognition of Meritorious Service

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FAC 6A-14.060, FS 1001.64

It shall be the policy of this Board to honor individuals who have gone beyond the call of normal duties to contribute substantially to the promotion and welfare of St. Johns River State College.

Recognition of meritorious service may be in the form of naming a campus building or other facility for the individual and/or election to the College Hall of Fame, provided the following conditions are met:

- 1) The naming of a campus building for an individual must be awarded for devotion and service to the College.
- 2) The election to the College Hall of Fame may be awarded to an individual, living or deceased, who has substantially contributed either material wealth or service.
- 3) Anyone may make nominations, but only the majority vote of the Board can approve the award.

SJR 7 12 R3SJR 3.04 (R4) College Direct Support Organizations

(Substantive Changes 6/01/05)

Approved 1/18/06; Amended 4/17/19; Amended 03/23/22; Non-Substantive Changes 08/02/22

Specific Authorities: FS 1001.64 (39), FS 1004.70 (1) (a) 2. and 3.

It is policy of the District Board of Trustee that all direct support organizations shall be accountable to the District Board of Trustees and shall exist solely to support the mission and purpose of the College. Direct support organizations shall be certified annually by the District Board of Trustees in accordance with the provisions of FS 1001.64 (39) and FS 1004.70 (1) (a) 3.

I. Use of Resources

The purpose of the St. Johns River State College Foundation is to receive, hold, invest, and administer gifts, property and other assets and to make expenditures to, or for the benefit of St. Johns River State College and the students the College serves [FS 1004.70 (1) (a) 2.]. The Board authorizes the use of College property, facilities and personal services by the Foundation to support its operations.

A. Resource Definitions:

1. Property includes office furniture, equipment and software used by the DSO.
2. Facilities is the space used by the DSO for operations including offices and storage and may be measured exclusively for DSO use, or for partial use.
3. Personal Services are the costs associated with salaries and benefits for those employees of the Direct Support Organization (DSO), including management, providing services to the DSO for its mission to further the organization and the College's objectives. Employees may work exclusively for the DSO, or a percentage of work effort may also count as services when not exclusively working for the DSO.

B. Resource Budget Policy Guidelines:

The Executive Director of Foundation shall propose an annual budget for the Foundation operations within the College framework and coordinate the following:

1. The DSO's annual personnel requirements.
2. The DSO's fiscal year facility requirements for general office operations, as well as space utilization.
3. The DSO's requirements for property.
4. The DSO's budget, as approved, will become a part of the larger College-wide operating budget.
5. The DSO's budget will be presented to the District Board of Trustees (DBOT) each fiscal year.

II. Gift Acceptance

- A. It is also the policy of the District Board of Trustees that the President and the Executive Director of Foundation are authorized to accept gifts for the benefit of the College through the Foundation for the College, ensuring that each gift aligns with the mission of the College.
- B. Gifts may include contributions of cash, real or personal property, equipment or other items of value that the College or Foundation is legally authorized to accept.

III. Additional Direct Support Organizations

The College District Board of Trustees may also certify additional direct support organizations, including an Alumni or Housing Association, as the need arises.

SJR 3.04 (B) Transfer of Gifts and Bequests to Direct Support Organizations

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64 (40), FS 1010.02

Upon the recommendation of the President and approval by the Board, gifts of real property, stocks or bonds, and monetary gifts to the College may be transferred to the St. Johns River State College Foundation, Incorporated, or any direct support organization certified by the Board in accordance with the provisions of FS 1001.64 (40) and FS 1010 .02.

SJR 3.04 (C) Administration of the Dr. Philip Benjamin Academic Improvement Trust Fund

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1011.85, Council of Presidents Guideline and Procedure # 2

The District Board of Trustees of St. Johns River State College establishes the St. Johns River State College Foundation as the recipient of all gifts and state matching dollars under the Dr. Philip Benjamin Academic Improvement Trust Fund established in FS 1011.85. However, the Board of Trustees shall approve each gift or donation to the Foundation's Academic Improvement Trust Fund to ensure alignment with the unique missions of the College. The Board of Trustees will link all requests for matching dollars to the goals and missions of the College and the Academic Improvement Trust fund as established in FS 1011.85 (11).

As the repository for gifts, donations and state matching dollars, the Board of Trustees directs the Foundation Board of Directors to:

- 1) Establish its own matching grant program fund as a depository for the private contributions and matching state funds received as part of the Academic Improvement Trust Fund [FS 1011.85 (9)].
- 2) Report all gifts and donations approved by the Board of Trustees and eligible for state matching dollars to the State Board of Education by Feb. 1 of each year [FS 1011.85 (4) (a) through (c)].
- 3) Certify to the Board of Trustees and the State Board of Education in an annual report the receipt of eligible cash contributions that were previously unmatched by the State [FS 1011.85 (4) (a) through (c)].
- 4) Submit to the Board of Trustees and the State Board of Education an annual expenditure report tracking the use of all contributions and the related matching dollars received as part of the Academic Improvement Trust Fund [FS 1011.85 (4) (a) through (c)].
- 5) Ensure that the annual audit of the Foundation includes a certification of accuracy in the amount reported for matching dollars, the amount expended from the Academic Improvement Trust Fund, and that the expenditures meet the guidelines established in FS 1011.85 (11) [FS 1011.85 (4) (a) through (c)].

SJR 3.05 (R1) Acceptable Use of Technology Resources

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 05/17/17

Specific Authorities: FS 1004.65, FS 1004.67, FS 1001.64 (4)(a) and (b), FS 1001.64 (45)

St. Johns River State College provides extensive technology resources to students, faculty and staff to support educational activities, business activities, and the service mission of the College. Computing and the use of technology resources is an integral part of the academic and business functions of the College. Both students and staff have responsibilities to use and share the resources legally and safely.

It is the policy of the Board that all persons use College technology resources in a lawful and ethical manner for College related purposes in compliance with international, federal, and state law, the Florida State Board of Education Rules, and the policies and procedures of the College.

The Board authorizes the President of the College and appropriate staff to implement procedures for the acceptable use of College technology resources.

SJR 3.06 (R1) Information Classification and Protection

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 12/09/15

Specific Authorities: FS 1001.64 (5), FS 1001.65 (6), FS 1004.65, FS 1004.67, FS 1001.64 (45)

St Johns River State College information, both academic and administrative, are important resources and assets that the College owns and protects. Federal and State laws require the College to limit access to certain categories of data to protect the privacy of employees and students. Protecting such information and assets is driven by a variety of considerations including legal, academic, financial, and business requirements.

The Board authorizes the President of the College and appropriate staff to implement procedures for the acceptable use, governance, classification, handling, and protection of all College information resources both physical and electronic commensurate with the value, sensitivity, and risk each asset represents.

SJR 3.07 (R1) Guidelines for Acceptable Computer Lab and Internet Use

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Amended 9/19/12

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1004.65; FS 1006.60, FS 1001.64 (45)

Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR students and authorized users, subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR as well as the following statements regarding acceptable use of the computer lab and Internet resources.

- 1) User may access the computers by entering their SJR State username and password.
- 2) User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
- 3) User may not damage or mistreat equipment or facilities under any circumstances.
- 4) User may not intentionally waste computer resources.
- 5) User may not employ the network for personal financial gain or commercial purposes.
- 6) User may not engage in practices that threaten the integrity of the network.
- 7) User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
- 8) User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
- 9) User may not use anyone else's SJR State username and password.
- 10) User may not trespass into or in any way alter anyone else's folders, documents or files.
- 11) User may not load or play games or occupy the lab for non-scholarly purposes.
- 12) User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
- 13) User may not eat, drink, or smoke in the lab.
- 14) User should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received or stored on College equipment are private.
- 15) Users should ask their instructor about having the I.T. Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

SJR 3.08 (R1) Website Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 05/17/17

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1004.65; FS 1001.64 (45)

The St. Johns River State College website exists to support the College's mission and organizational goals, respond to the needs of students, faculty and community members and to support the educational and administrative efforts of SJR State faculty and staff.

The SJR State website is an official publication of the College and, as such, the College reserves the right to control published content and links. All information on the College website must comply with local, state and federal laws including, but not limited to, copyright, license and confidentiality of student records; the SJR State Website Privacy Statement, College policy and procedures; and reflect the mission and goals of the College.

The College's website and its components, which includes design, images, written content, and all other content, are copyrighted by SJR State College and may not be copied, modified, used on other sites or re-purposed without express, written permission from the College.

SJR 3.09 HIV and AIDS Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1002.21 (5), FS 1006.68; FS 1006.60

The District Board of Trustees acknowledges the importance of correct information concerning HIV infection and AIDS. As such, the Board directs the College President and appropriate staff to cooperate with appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community [FS 1006.68]. The Board also directs the President to ensure that the information required by FS 1006.68 is published in the Student Handbook annually and that the College adopt operating guidelines and procedures related to HIV infection and AIDS to ensure the College does not discriminate on the basis of an individual's HIV or AIDS status [FS 1002.21 (5)].

Specifically, no person shall be subject to adverse employment actions solely because of a non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission or access to St. Johns River State College programs, facilities, events, services, or any benefits provided by the College, solely on the basis of HIV or AIDS status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspected of having such virus or conditions, or an individual's association with any person having or believed to have said virus or conditions.

Consistent with its non-discrimination policies, St. Johns River State College's policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions, or when a person, by reason of his or her HIV infection or AIDS related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the College.

The College will require no test for or verification of the HIV status of any person for employment, academic admissions, access to College programs, facilities, events, services, or for any benefits provided to College employees or students. In addition, the College, consistent with applicable law, will maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of College students and employees to the same degree that confidentiality is afforded to other medical records of College students and employees. The College recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions shall be made in a manner consistent with the confidentiality of such information.

SJR 3.11 (R2) Policy Statement on Discriminatory Harassment

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Revised: 5/16/12; Revised 04/15/15

Specific Authorities: FS 1000.05 (1) through (7); FS 1006.60

St. Johns River State College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJR will not tolerate behavior, which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Discriminatory harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJR State will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law and that:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
- 2) Has the purpose or effect of unreasonable interfering with an individual's work or educational performance; or
- 3) Otherwise adversely affects an individual's employment opportunities.

SJR State strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated immediately. Employees, students, prospective students and applicants for employment should report all incidents of harassment or retaliation to the College Equity/Title IX Coordinator and their supervisor if applicable. Employees are entitled to follow the grievance procedures set forth in the College Operating Guidelines and Procedures Manual. Students are entitled to follow the grievance procedures set forth in the Student Handbook.

The College President shall designate a College Equity/Title IX Coordinator within the Human Resources Department of the College.

SJR 3.12 (R5) Policy Statement on Equality of Opportunity and Nondiscrimination

(Technical and Grammatical Changes, Specific Authorities Updated 4/28/10)

Approved 4/28/10; Revised 5/16/12; Revised 04/15/15; Amended 05/18/22

Specific Authorities: FS 1000.05 (1) through (7), FS 1000.02 (2) (c), FAC 6A-14-0571; FS 1002.20 (7), FS 1012.855, FS 1012.86, FS 1006.60

St. Johns River State College is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with applicable federal, state, and local laws, regulations, ordinances, orders, rules, and College policies, St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy and equality of opportunity. This policy applies to administrators, faculty, staff, students, visitors, applicants, and contractors. The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality, the President of St. Johns River State College shall designate an Equity/Title IX Coordinator. All hiring and procedures for hiring are based upon the needs of the College and the individual's qualification for the specific position without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River State College District Board of Trustees supports the policy of Equal Access/Equal Opportunity. Recruitment, admission, and financial aid practices and will demonstrate a commitment to Equal Access/Equal Opportunity.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Academic and Student Affairs (office located in the B Building, Room 1, 5001 St. Johns Avenue, Palatka, FL 32177, telephone 386-312-4151) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

The College shall develop and update the College's non-discrimination statement consistent with this policy to be distributed and published on College social media and in appropriate printed documents and literature.

SJR 3.13 (R1) Policy Statement on Sexual Harassment and Sexual Assault

(Substantive Changes 6/01/05 and Addition of Rule 3.14)

Approved 1/18/06

Specific Authorities: 1001.64 (4) (b), 1001.64 (8) (f), 1001.64 (18), FS 1001.65 (16), FS 775.21 (Sexual Predators Act), FS 1006.60

It is the policy of St. Johns River State College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment and sexual assault of students and employees at St. Johns River State College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition: Sexual harassment of employees and students at St. Johns River State College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- 1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education career.
- 2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

St. Johns River State College defines sexual assault as follows: any intentional or knowing touching or fondling by the accused, either directly or through the clothing of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault includes but is not limited to rape. Verbal conduct without the requisite physical touching or fondling will not be deemed sexual assault but may constitute sexual harassment.

Students and employees of St. Johns River State College who are found guilty of sexual harassment or sexual assault of another student or employee are subject to suspension, immediate dismissal and may be subject to penalties prescribed by state and federal law to include imprisonment.

SJR 3.15 (R2) Policy Statement on Discriminatory Harassment and Free Expression

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Revised 5/16/12; 04/15/15

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1000.05; FS 1006.53, FS 1006.60

St. Johns River State College is committed to the principles of free inquiry and free expression. Students have the right to hold and vigorously defend and promote their opinions, thus entering them into the life of the College. Respect for this right requires that students be tolerant of the thoughts and expressions of other students in their exercise of this right. As such, violence or the threat of violence toward students exercising the right of free expression and free inquiry will not be tolerated and is a violation of this rule.

St. Johns River State College is also committed to principles of equal opportunity and nondiscrimination. Each student has the right of equal access to a St. Johns River State College education, without discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Harassment of students on the basis of any of these characteristics contributes to a hostile environment that makes, for those subjected to it, access that is less than equal. Such discriminatory harassment is therefore considered to be a violation of the principles of equal opportunity and nondiscrimination.

This interpretation of these principles is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Prohibited harassment includes discriminatory intimidation by threats of violence, and also includes personal vilification of students on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

Speech or other expression constitutes harassment by personal vilification if it:

- 1) Is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status; and
- 2) Is addressed directly to the individual or individuals whom it insults or stigmatizes; and
- 3) Makes use of insulting or “fighting” words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace, “and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.”

SJR 3.20 Security and Crime Statistics

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23), (FS 775.21, FS; FS 1006.67, 1009.23 (4), FS 1012.88

The College recognizes the importance of ensuring that its campuses and sites are secure, and that its classrooms and College premises are safe for the College community. As such, the College is committed to providing a safe, secure, crime and drug free academic environment for all students, faculty members, and College officials with a strong philosophy of proactive crime prevention, problem solving, and quality College community oriented security services.

The College security policy and other related College policies and procedures are established for the safety and security of everyone on any of the College's campuses or sites. Each campus has security services under the supervision or coordination of the College Chief of Security, who shall report directly to the Senior Vice President of the College.

The College will strive to maintain an excellent working relationship with local law enforcement, and it is the College's policy to report all felonies occurring on campus to local law enforcement agencies. Misdemeanor crimes that impact the safety of the College community or adversely impact the quality of campus life may be reported to local law enforcement agencies. Felonies occurring off campus or misdemeanor cases occurring on or off campus and reported to College security or contract security or a College official will be reported to local law enforcement agencies at the victim's request.

Members of the College community are urged to report criminal offenses or security incidents to College security, or contract security, or the Vice President for Student Affairs, or Campus Executive Director or any College official. The College security office coordinates CAMPUS WATCH, which is a College crime/security incident prevention program. All members of the College community are urged to assist security and make the College safe by reporting any suspicious person(s) or incidents to security.

The College Security Office monitors and records crime statistics and security incidents on the College campuses and has personal safety and crime prevention programs. The College counseling staff, under the direction of the Vice President for Student Affairs, will make available the appropriate referrals for counseling and other available support and victim services to a student or employee who is a victim of sexual assault. The full text of the College security policies and crime statistics are available in the office of the Senior Vice President or the College Security Office. Crime statistics are prepared annually and a summary of the information is published in the appropriate publications, posted on campus bulletin boards, distributed to College administrators, faculty, and staff, and can be accessed on the College web site - www.sirstate.edu.

The College annual campus crime and security survey statistics are entered into the U.S. DOE campus data collection site in compliance with the "Clery Act", required under section 485 of the Federal Higher Education Act. These statistics can be accessed at <http://ope.ed.gov/Security>. The College complies with the Florida Sexual Predator and Offender Law and the Federal Campus Sex Crimes Prevention Act and has available to the campus community information concerning the presence of registered sexual predators or sex offenders on College campuses. Additional

information can be obtained from the F.D.L.E./Sexual Offender/Predator unit web site;
www.fdle.state.fl.us .

SJR 3.21 (R1) Emergencies – Illness or Injury of Faculty, Staff, Students or Visitors

(Substantive Changes 6/01/05 – Deletion of Disaster Section)

Approval 1/18/06

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23)

The Board of Trustees directs the President and appropriate College staff to develop procedures to address an illness, injury or other emergency situation involving College staff, students, and visitors. The procedures will be posted in conspicuous places throughout each of the College sites and will also be included in the College Operating Guidelines and Procedures. Except as provided by state law, the College assumes no liability for injury, illness, related incidents or the cost of medical care.

SJR 3.22 Hurricanes and Other Disasters, and Disaster Preparedness

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1006.61, FS 1006.65, FS 1001.65 (19)

To ensure the safety of College faculty, staff and students, the Board of Trustees directs the College President and appropriate staff to prepare operating procedures and guidelines to address the occurrence of tornados, hurricanes, and other natural disasters; bomb threats; fires; acts of civil disobedience; acts of terrorism; acts of violence; and any other circumstance which may put students, faculty and staff in harm's way. The plan will include:

- 1) Provisions for the maximum protection possible for faculty, staff and students to ensure their safety first.
- 2) Provisions for the maximum protection of College property second.
- 3) The appointment of Disaster Preparedness and Control Teams.
- 4) Plans for the orderly evacuation of the College campuses and sites in harm's way.
- 5) Coordination with state and local law enforcement and other disaster preparedness agencies.
- 6) The specific responsibilities of College Administration and others appointed to the Disaster Preparedness and Control Teams and their responsibilities to delegate authority and activities.
- 7) Specific procedures and lines of authority to handle bomb threats, civil disobedience, acts of terrorism, acts of violence, and the displacement of hazardous materials.
- 8) At least once annually, provisions to provide local law enforcement and fire departments floor plans of each building operated by the College pursuant to FS 1001.65 (19).
- 9) Other strategies which will minimize or eliminate the ensuing threats to faculty, staff and students, and College property.

These operating procedures and guidelines will be published in the College's Operating Guidelines and Procedures and will be reviewed with College staff at least once annually. These operating procedures and guidelines will also be posted in conspicuous places throughout the College campuses and sites. Once annually, the Board will also review these operating procedures and guidelines.

SJR 3.23 Anti-Hazing Policy

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1006.63, FS 1001.64 (8) (e)

The District Board of Trustees of St. Johns River State College prohibits hazing by any student or student organization. As used in this rule, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Student(s) or student organizations convicted of hazing are subject to significant penalties which may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. In the case of an organization at St. Johns River State College which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

All penalties imposed by this rule shall be in addition to any penalty imposed for violation of any of the criminal laws of the State of Florida or for violation of any other rule of the institution to which the violator(s) may be subject.

This anti-hazing policy shall apply to acts conducted on or off the St. Johns River State College campuses or sites and this anti-hazing policy will be included in the bylaws of each student organization. A copy of this anti-hazing policy will also be published in the Student Handbook, and will be provided to each student admitted to the College.

SJR 3.24 (R1) Staff and Program Development

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/16/19

Specific Authorities: FAC 6A-14.029, FS 1001.02 (1), FS 1001.64 (18)

The District Board of Trustees directs the College President and appropriate staff to identify within the College's annual operating budget funding to support staff and program development activities as well as activities to achieve the College's goals for implementation of its Educational Equity Act Plan and other related EA/EO activities. The Board of Trustees may approve or modify the funding so identified when it approves the College's Annual Operating Budget each year.

The Board identifies the following activities as staff and program development activities:

- 1) Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all College employees.
- 2) Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.

SJR 3.25 (R1) Accountability Standards

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 12/09/15

Specific Authorities: FAC 6A-14.060, FS 1001.02 (1), FS 1001.02 (6)

To ensure that St. Johns River State College is meeting the needs of its students and the districts it serves, the Board of Trustees adopts the following Accountability Standards:

- 1) At least every five (5) years, the College will conduct a needs assessment to determine the educational services needed within the College district. The process shall use accurate and current information about the educational services which could be provided by the College pursuant to its purpose. Needs assessment shall be conducted in cooperation with other institutions and agencies serving the district.
- 2) Provide a system to enable the students served by the College to set educational goals for themselves and to use the College's services to attain the goals. The system shall recognize that many students establish their goals without direct assistance from the institution. Consideration of student goals shall be an important part of the institutional planning process.
- 3) Establish a process to select and retain employees who are successful in helping the College accomplish its purpose. The process shall involve selection, evaluation, development, and retention procedures related to successful performance of the responsibilities for which the personnel are employed.
- 4) Provide equal access to and equal opportunity in employment, programs, and services without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.
- 5) Develop a comprehensive, long-range program plan, including program and service priorities. Statements of expected outcomes shall be published, and facilities shall be used efficiently to achieve such outcomes. Periodic evaluations of programs and services shall use placement and follow-up data, shall determine whether expected outcomes are achieved, and shall be the basis for necessary improvements.
- 6) Establish adequate and sound control of expenditures, efficient operations including energy conservation, and a budget process producing the greatest benefits to the service area. Efficiency is the economical use of resources to support programs. The emphasis is the operation of an effective program at a reasonable cost.
- 7) Differentiate between the policy making responsibility of the Board of Trustees and the management responsibility of the President.

SJR 3.26 Volunteers

(Formerly Rule 4.26, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64, FS 1001.65

It is the policy of St. Johns River State College to utilize the services of volunteers, when and where appropriate, to further the interests of St. Johns River State College and its students.

Volunteers are defined as any person who of his or her own free will provides services to the St. Johns River State College with no monetary or material compensation.

The President, or his designated representative, shall determine the use, number, and scope of duties of volunteers assigned to any St. Johns River State College program.

Volunteers shall not be authorized to travel on behalf of the College unless prior written authorization is given by the President or his designated representative.

The Board directs the President to develop a "Volunteer Manual" to be included in the College's Operating Guidelines and Procedures which delineates the process for the use of volunteers and outlines the rules and regulations to which volunteers must adhere.

SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 112.0455, FS 1001.64(5)

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

SJR 3.28 (R3) Financial Disclosures

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 5/17/06; Amended 7/18/12; Amended 01/20/16

Specific Authorities: FS 112.3145

As required by FS 112.3145, the District Board of Trustees requires the following individuals to file by July 1 of each year a financial disclosure statement with the Supervisor of Elections in Putnam County or the County of the individual's residence.

- 1) The President of the College
- 2) The Senior Vice President
- 3) The Vice President for Finance and Administration/CFO
- 4) Purchasing Director and/or Coordinator

The College's Vice President for Finance and Administration/CFO will assist individuals who need help filing the financial disclosure statement.

SJR 3.30 (R1) College Copyright Policy

(New Rule Promulgated 02/18/2009)

Approved 02/18/2009; Amended 06/15/22

Specific Authorities: 1001.64 F.S., 1001.65 F.S.

COLLEGE COPYRIGHT POLICY**GENERAL STATEMENT**

All SJR State employees and students are expected to have a basic understanding of copyright law and to act in good faith when using copyrighted materials to support educational and research activities as outlined in Operating Procedure 7.2, Copyright Procedures.

IMPLEMENTATION and OVERSIGHT

The President assigns a member of the staff as Copyright Compliance Officer to receive reports of copyright infringement, to convene the college-wide Copyright Policy Committee, and to forward to the President a recommendation regarding action to take to address the reported copyright infringement.

VIOLATION OF POLICY

Employees and students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from SJR STATE.

DEFINITIONS

Operating Procedure 7.2, Copyright Procedures provides relevant definitions for this rule.

SJR 3.31 Identity Theft Prevention Program

Approval 9/15/10

Specific Authorities: FS 1001.61; 1001.63; 1001.64; FAC 6A-14.0261; Fair and Accurate Reporting Act of 2003, 15 USC § 1601, et. seq.

The President, or designee, shall prepare a written Identity Theft Prevention Program (hereafter “Program”) in accordance with the requirements of the Fair and Accurate Reporting Act of 2003, 15 USC § 1601, et. seq., (hereafter “Red Flags Rule”).

For certain “covered accounts,” which are continuing, multiple payment accounts within the meaning of the Red Flags Rule, the President, or designee, shall develop the Program to include reasonable policies and procedures to detect and mitigate identity theft and enable the College to:

- Identify relevant “red flags” (patterns, practices, and specific activities that signal possible identity theft) and incorporate them into the Program;
- Train relevant staff as necessary to implement the Program effectively;
- Detect the Red Flags that the Program incorporates;
- Respond appropriately to detected red flags to prevent and mitigate identity theft;
- Ensure that the Program is updated periodically to reflect changes in risks; and
- Exercise appropriate and effective oversight of service provider agreements.

SJR 3.32 Substantive Change Reporting Policy for Regional Accreditation

(New Rule Promulgated 1/16/13)

Approved 1/16/13

Specific Authorities: FS 1001.64

St. Johns River State College will follow the substantive change policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes notifying the Commission of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

SJR 3.33 Distance Education Authentication and Privacy Policy

(New Rule Promulgated 1/16/13)

Approved 1/16/13

Specific Authorities: FS 1001.64

St. Johns River State College complies with Southern Association of Colleges and Schools Commission on Colleges policies regarding distance education including those related to student authentication. Each student enrolled in a distance education course is assigned a secure login and password and must use this to register for and access the distance education course. Passwords must conform to College password guidelines. All students and employees must adhere to College policies and procedures on electronic security that prohibit the sharing of passwords.

Students enrolled in distance education courses are subject to the same privacy policies that exist for all students. The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Like all students, those enrolled in distance education courses may complete a "Directory Information Opt Out Form."

There are no additional costs associated with the authentication of student identity in distance education courses at St. Johns River State College.

SJR 3.34 Prohibition of Firearms and Weapons on College Property or at College Events

(New Rule Promulgated 5/21/14)

Approved 5/21/14

Specific Authorities: FS 1001.64; Chapter 790 FS

POLICY/PURPOSE: St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

APPLICABILITY/ACCOUNTABILITY: This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

POLICY STATEMENT: St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

DEFINITIONS: Weapon – A thing designed or intended or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located.

Firearm – Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions: Notwithstanding the foregoing, SJR State permits the following:

- 1) Approved College and contracted Security Staff may possess weapons on College property.
- 2) A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency allow to be carried.
- 3) Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
- 4) Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.
- 5) Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
- 6) Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
- 7) Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
- 8) Possession of firearms on College property as permitted by Florida Statutes. See *Florida Statutes, 1001.64, Chapter 790*.

VIOLATION AND DISCIPLINE: Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

SJR 3.35 Tobacco Free Policy

(New Rule Promulgated 12/03/14)

Approved 12/03/14

Specific Authorities: FS 1001.64; 386.201-386.2125

The District Board of Trustees and St. Johns River State College are committed to promoting and providing a safe, healthy and productive environment for all students, employees, contractors, vendors, patrons and visitors. Therefore, it is the policy of the District Board of Trustees that St. Johns River State College shall be a Tobacco-free College.

The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property. Electronic smoking simulated cigarettes (“e-cigarettes”) produce a vapor of undetermined and potentially harmful substances, which may resemble the smoke emitted by the use of traditional tobacco products. Their use in places where smoking or traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the tobacco free policy. As such, “e-cigarettes” are prohibited.

College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times.

Enforcement of this policy will depend on the cooperation of all students and employees, not only to comply with this policy, but also to encourage others to comply with the policy.

The President is authorized to develop procedures to implement the tobacco free policy, including notification, signage, enforcement, disciplinary consequences, and complaints.

SJR 3.36 (R2) Sexual Misconduct Policy

(New Rule Promulgated 11/14/14)

Approved 1/21/15; Appendix Phone Numbers Updated 11/20/17; Amended 3/24/21; 05/18/22

Specific Authorities: 1001.64 (4) (b), 1001.64 (8) (f), 1001.64 (18), FS 1001.65 (16), FS 775.21 (Sexual Predators Act), FS 1006.60

Introduction

SJR State College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of gender and sex discrimination. Every member of the College community should be aware that SJR State is strongly opposed to sexual misconduct and harassment and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct, to include sexual assault, sexual harassment, domestic/ dating/physical violence, and/or stalking and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct or harassment, prevent its reoccurrence, and address its effects.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. SJR State is committed to providing an educational environment, programs, and activities free from sex discrimination.

Purpose of Policy

This policy is intended to educate the SJR State community, students, faculty and staff who have been affected by sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, whether as a reporting party, responding party, or third party.

When used in this policy, reporting party refers to the person(s) who reports to the College that they have been the subject of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking. Responding party refers to the person(s) who is/are reported to have committed acts of sexual misconduct/harassment, domestic/dating/physical violence and/or stalking. A third party refers to any other participant in the process, including a witness to the misconduct or harassment or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

- Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
- Define domestic/dating/physical violence and stalking that violate our community standards;
- Identify resources and support for all members of the SJR State community (see Appendix – Resources);
- Identify the Title IX coordinator and the scope of his/her role;
- Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
- Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
- Provide information on how a report against a member of the SJR State community will be investigated, evaluated and adjudicated.

Scope of Policy

This policy applies to all members of the SJR State community, including, but not limited to, faculty, staff students, and volunteers. All faculty, staff, students, and volunteers are responsible for their actions and behavior, whether the conduct in question occurs on campus

or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the community.

Vendors, independent contractors, visitors, and others who conduct business with SJR State or on College property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking to ensure the safety of the SJR State community and to provide an environment free from gender and sex discrimination.

Applicants and Volunteers

College policy prohibits applicants, new employees and volunteers from being alone with a minor child pending completion of a FDLE background check. Until this process is complete and new employees or volunteers have been cleared and begin employment or volunteer work at the College, another adult must be present at all times when a minor child is present. The College maintains the explicit right to terminate an employee or remove a volunteer if the FDLE background check results reveal adverse information.

The Notice of Non-Discrimination

The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non-Discrimination as follows: St. Johns River State College does not discriminate against any employee, prospective employee, student, or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability. (*Any changes to Policy SJR 3.12 will update herein as amended from time to time.*)

SJR State does not discriminate on the basis of sex in its educational programs and activities or in the context of employment. Sexual misconduct and harassment as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual misconduct and harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Statement of Privacy and Confidentiality

SJR State is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and/or harassment. The College will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and broader community and maintain an environment free from sexual misconduct and harassment.

Faculty, staff, students, and volunteers wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see Appendix – Resources).

With the exception of the confidential resources identified pursuant to this policy, all other College staff and faculty who receive a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking are required to elevate the report to the Title IX Coordinator for investigation and response. The Title IX Coordinator will ensure that the College responds to all reports in a timely, effective, and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct and/or harassment will be shared only with those College employees who "need to know" to assist in the investigation and/or resolution of the complaint. All College employees who are involved in the review, investigation, or resolution of a report have specific training regarding the safeguarding of private information.

Where the College has received a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking but the reporting party requests that the matter remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the SJR State community. The College is required to take all reasonable steps to investigate and respond to a complaint, but the ability to do so may be limited by the reporting party's request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the College may conduct further investigation, or take other appropriate measures without the reporting party's consent. The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of sexual misconduct and/or harassment poses an immediate threat to the SJR State community and timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the SJR State community. Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective action.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual misconduct.

1. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:
 - Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
 - Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment. A single isolated incident of sexual misconduct and/or harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the sexual misconduct and/or harassment is physical.

Sexual misconduct and/or harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on

sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

2. Sexual Assault: Sexual assault is a type of discrimination. It is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault can include sexual misconduct involving minors. Sexual assault includes the following acts:

- Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3. Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping tom");

- Knowingly or recklessly transmitting an STD or HIV to another person.
4. **Stalking:** A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.
 5. **Domestic Violence:** Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer. Domestic violence is a crime committed by:
 - Current or former spouse or intimate partner of the victim.
 - A person with whom the victim shares a child in common.
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act).
 6. **Dating Violence:** The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:

- **Physical** - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- **Psychological/Emotional** - this means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- **Sexual** - this is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.
- **Intimate Partner Violence:** A situation in which one partner is physically, emotionally and/or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

7. Retaliation: Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation

1. Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
 - If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
 - Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
 - Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
 - Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
 - An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.
2. Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.
 3. Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring.

In addition, an individual is incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity, and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Title IX Coordinator's Role

The College has a designated Title IX Coordinator to oversee its' response to all reports of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The name and contact information for the SJR State College Title IX Coordinator can be found on the College website (www.sjrstate.edu) and on the Resources Pages (see Appendix) maintained pursuant to this policy.

Reporting

The College encourages the college community, including but not limited to, faculty, staff, all students, and volunteers to report information about any type of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct or harassment of which they become aware. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects or has the potential to adversely affect the SJR State community also falls under this policy. The College will promptly respond to all reports of sexual misconduct and harassment.

The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sexual misconduct, sexual assault, and/or harassment is made.

Ways to File a Report:

Title IX Coordinator: The Title IX Coordinator is available to receive **a report** of sexual misconduct, sexual assault, or harassment, 386-312-4074.

Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:

- Orange Park Campus: 904-626-5885
- Palatka Campus: 386-937-2052

- St. Augustine Campus: 904-626-5956

A report can also be made to a Campus Security Authority (Campus Security Authorities include Campus Safety and Security Officers, Advisors, Student Activity Coordinators, Athletic Coaches, College club advisors and certain College Administrators).

A reporting party or third party can request a Campus Safety and Security officer to respond and take a report.

Community Standards and Responsibility: An individual can file a report with the College by utilizing the *Silent Witness Report* on the Campus Safety and Security's website - <https://web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS> or <http://www.sjrstate.edu/silentwitness>.

Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

Because the goals and objectives of the College's to sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy differ from those of the civil and criminal justice systems, proceedings under the College's sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy are independent of civil and criminal processes and may be carried out prior to, simultaneously, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the local law enforcement will generally result in the reporting party and, in some cases the responding party, being contacted by a police officer. Law enforcement determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking (as described in the definitions above) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with local law enforcement, a SJR State staff member is available to assist. The College will not file a police report about the incident on the reporting party's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

In all cases of a report of sexual misconduct, sexual assault, and/or harassment involving a minor, the College will also notify local law enforcement, the College Title IX Coordinator, General Counsel, Campus Security and the College's Liability Insurance Carrier.

Amnesty

Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although SJR State acknowledges that extreme emotions and stress often accompany incidents of sexual misconduct and harassment, the College does not condone any person engaging in any type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to the Title IX Coordinator, Vice President for Academic and Student Affairs or designee, and the Director of Campus Safety and Security, and the Vice President for Legal Affairs/General Counsel. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy. College policy prohibits any form of retaliation against anyone making a good faith report.

False Reports

Submitting of a good faith complaint, concern or report of harassment will not affect the reporting party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Interim Measures to Protect Safety and Well-Being

After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the "Campus and Community Resources" section in the Appendix. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

- No contact order: The reporting party or responding party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- Academic, Employment, or Living Arrangements: The reporting party or responding party may request a change in academic, employment or, if relevant, living arrangements. Upon request, the College will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. In some cases, the College may initiate these changes without a request. These may include, but are not limited to:
 - ❖ Changing class or work schedule, including the ability to withdraw from a course without penalty;
 - ❖ Limiting access to certain College facilities or activities pending resolution of the matter;
 - ❖ Granting a voluntary leave of absence;
 - ❖ Providing an escort to ensure safe movement between classes and activities; and/or
 - ❖ Providing academic support services.

Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information, see the Resources pages maintained in the Appendix

pursuant to this policy.

Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports:

The College will respond promptly and equitably when any incident of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking is alleged against a faculty, staff, or student. This includes a direct complaint or if the College becomes aware of the situation by other reliable means. The College's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the complainant or others, conducting a Title IX inquiry or review, investigating, and imposing corrective action. The roles involved in an investigation are:

Title IX Coordinator

Title IX Advisor

Title IX Investigator

Title IX Hearing Officer

Title IX Appeal Officer

The Title IX Investigator will conduct the investigation. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process. During the investigation, both the reporting party and the responding party will have the opportunity to be heard and to respond, the opportunity to have an advisor present during investigation meetings, and the opportunity to provide names of relevant witnesses. **The reporting party and the responding party will not be in the same room at the same time during the investigation process.**

During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.

At the conclusion of the investigation, the investigator will determine responsibility based on the relevant information presented during the investigation and the unique facts of the case. The level of proof necessary to support a finding of responsibility is "more likely than not".

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Academic and Student Affairs or designee will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College. If the responding party is an employee, the Employee's Supervisor in conjunction with the Title IX Coordinator will determine the corrective action which could result in termination of employment.

Specific to this policy, both the reporting party and the responding party are given the opportunity to appeal the outcome of the investigation. The appeal will be reviewed by the Title

IX Appeal Officer. Prior to an appeal, if either party believes that there is new evidence or relevant facts that were not brought out in the investigation, which may be sufficient to alter the finding, they may make a request that this information be considered. Appeals may be based on the following grounds:

- Procedural misconduct during the investigation.
- The sanction(s) imposed is/are inappropriate for the violation of College policy.
- The preponderance of evidence standard was or was not met.

The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process.

If the report includes multiple alleged policy violations, multiple processes may be used (i.e., Title IX investigation process and the College grievance procedure). The College will determine which process(es) will be used. If multiple processes are used, the College will also determine the order of the processes.

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.

Appendix – Sexual Misconduct Policy Resources

As of April 1, 2022

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence or stalking:

Any member of the SJR State community who is affected by sexual misconduct/ harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion sexual violence, sexual battery and stalking, is encouraged to immediately notify law enforcement and/or seek immediate medical attention. Campus Safety and Security can provide free transportation upon request.

The SJR State College Title IX Coordinator is Charles Romer. His office is located in the Administration Building (Office A0145), and his mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. His contact information is 386-312-4074, charlesromer@sjrstate.edu.

- **Emergency Response:** 911 or Local Law Enforcement
 - Orange Park Campus (Clay County Sheriff's Office - 904-264-6512)
 - Palatka Campus (Putnam County Sheriff's Office -Palatka Police Department, 328-329-0801)
 - St. Augustine Campus (St. Johns County Sheriff's Office - 904-824-8304)
- **Health and Safety:**
 - Orange Park Campus (Orange Park Medical Center - 904-639-8500)
 - Palatka Campus (HCA Florida Putnam Hospital - 386-328-5711)
 - St. Augustine Campus (Flagler Hospital - 904-819-5155)
- **Campus Assistance:**
 - Orange Park Campus Officer on Duty - 904-626-5885
 - Palatka Campus Officer on Duty - 386-937-2052
 - St. Augustine Campus Officer on Duty - 904-626-5956

Resources, Support and Reporting Options:

All individuals in the College community including, but not limited to, faculty, staff, students, and volunteers are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

In all cases of a report of sexual misconduct involving a minor child, the College will report to local law enforcement, the College's Title IX Coordinator, Vice President for Legal Affairs/General Counsel, Campus Security and the College's liability insurance carrier.

Confidential Resources and Support:

- Counseling and Psychological Services: CARE Counselor – Dr. Douglass Lobo: 386-312-4305, website: http://www.sjrstate.edu/cares_counselor.html
- Employee Assistance Program (Employees): (800) 433-7916 website: <https://sjrsc.lifeworks.com> login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Services:
 - Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
 - Orange Park Campus- Clay Behavioral Health Center- 904-291-5561
 - St. Augustine Campus- EPIC Behavioral Healthcare- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233))
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
- Florida Department of Health, Palatka (800-440-0420 or 386-326-3200)
- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or www.loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

- Campus Assistance:
 - Title IX Coordinator-386-312-4074
 - CARE Counselor - 386-312-4305
 - Orange Park Campus Security -904-626-5885
 - Palatka Campus Security - 386-937-2052
 - St. Augustine Campus Security - 904-626-5956
- Assistant Vice President for Student Affairs - 386-312-4293
- Vice President for Legal Affairs/General Counsel - 386-312-4106
- Vice President for Academic and Student Affairs – 386-312-4151

Order of Protection:

- Local Law Enforcement Victim Advocate:
 - Palatka Campus - Putnam County Sheriff's Office - 328-329-0801
 - Orange Park Campus - Clay County Sheriff's Office - 904-264-6512
 - St. Augustine Campus - St. Johns County Sheriff's Office - 904-824-8304
- State Attorney's Office Victim Advocate:
 - Palatka Campus - 386-329-0259
 - Orange Park Campus - 904-284-6319
 - St. Augustine Campus - 904-823-2300
- Clerk of Court Victim Advocate:
 - Palatka Campus - 386-326-7640
 - Orange Park Campus - 904-269-6363
 - St. Augustine Campus - 904-819-3600

Campus and Community Resources

The College is committed to treating all individuals with dignity, care and respect. The reporting party and responding party will have equal access to support and counseling services through the College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

1. Health and Safety:

The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
 - Orange Park Campus - Orange Park Medical Center, 904-639-8500
 - Palatka Campus – HCA Florida Putnam Hospital, 386-328-5711
 - St. Augustine Campus - Flagler Hospital, 904-819-5155

2. Confidential Resources:

The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident of sexual misconduct or harassment confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- County Health Departments: Students may seek medical attention, Plan 8, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: 386-326-3200, Clay County: 904-272-3177, and St. Johns County: 904-209-3250.
- Silent Witness Report is available at:
<https://web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS> or
<http://www.sjrstate.edu/silentwitness>
- A reporting party or third party can file Employee Assistance Program (Employees): (800) 433-7916 website: <https://sjrsc.lifeworks.com> login: SJRSC
- Counseling and Psychological Services: CARE Counselor – Dr. Douglass Lobo – 386-312-4305, website: http://www.sjrstate.edu/cares_counselor.html
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Care:
 - Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
 - Orange Park Campus- Clay Behavioral Health Care- 904-291-5561
 - St. Augustine Campus- Epic Behavioral Health Care- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney’s Office Victim Advocate:
 - Palatka Campus (386-329-0259)
 - Orange Park Campus (904-284-6319)
 - St. Augustine Campus (904-823-2300)

Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is www.ndbh.com, login SJRSC, and their phone number is 1-800-624-5544.

3. Other College Resources - Please be advised that the following resources **may not be able to maintain your confidentiality**:

- Title IX Coordinator: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.
- Campus Safety and Security: Assistance is available from the College 24 hours a day (Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956), seven days a week by calling Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.
- Campus Security Authorities: College faculty and staff members who have significant responsibility for student and campus activities are CSA's. Campus Security Authorities include Campus Safety and Security Officers, Advisors, Student Activity Coordinators, Athletic Coaches, College Club Advisors and certain College Administrators.
- Faculty and Staff: The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.
- Office of Student Affairs (386) 312-4127: The Assistant Vice President for Student Affairs can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.
- Director of Human Resources (386) 312-4074: The Human Resources Department can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.
- Vice President for Legal Affairs/General Counsel (386) 312-4106.

SJR 3.37 (R1) Child Protection and Reporting of Child Abuse Policy

(New Rule Promulgated date 05/20/15)

Approved date 05/20/15; Amended 1/20/21

Specific Authorities: 1001.64(4)(a) F.S., 39.201 F.S., 39.205 F.S., 6A-14.099 FAC

St. Johns River State College (SJR State) is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. Within that commitment, the College places importance on creating a secure environment for children. To that end, the College has adopted the following Child Protection and Reporting of Child Abuse Policy and procedures on mandated reporting requirements.

Employees are obligated to report known or suspected child abuse, neglect or abandonment as defined in Florida Statute 39.01, (including physical, sexual and/or mental abuse) that occurred on College property or at a College sponsored event directly to a College administrator. Children are defined as people under the age of 18 years.

State law requires a state college system administrator, upon knowledge of or upon receiving information from another institution employee, to report known or suspected child abuse, neglect or abandonment as defined in Florida Statute 39.01 (including physical, sexual and/or mental abuse) that occurred on college property or at a college sponsored event directly to the Department for Children and Families (DCF) via the Florida Abuse Hotline at (800) 962-2873 or via myflfamilies.com (<http://myflfamilies.com/>).*

The State Board of Education has defined **administrators** as the following high-level personnel who have been assigned the responsibilities of college or campus administrative functions. For St. Johns River State College, the following staff members have a duty to report known or suspected child abuse:

President
Senior Vice President
Vice Presidents
Associate Vice Presidents
Campus Executive Directors
Deans, Associate Deans, Directors
Director of Campus Safety and Security
Athletics Director
Title IX Coordinator/Director of Human Resources

Institutional Penalties for Failure to Report

Pursuant to Florida law, if a college administrator knowingly and willfully fails to report or prevents another from reporting known or suspected child abuse, neglect or abandonment or sexual misconduct committed on college property (whether or not in an SJR State activity) or at a college sponsored event, the College could be subject to a one million dollar fine for each failure.

*Please note that, in addition to the above institutional requirements, all persons in Florida have an independent, individual obligation to report known or suspected child abuse, neglect, abandonment, or sexual misconduct to the DCF Hotline at (800) 962-2873 or via myflfamilies.com (<http://myflfamilies.com/>). The abuser can be anyone – not just a parent or caretaker – including, if the abuse is sexual in nature, another child. Knowing and willful failure to report constitutes a third-

degree felony. In addition to penalties pursuant to Florida law, failure by any member of the College community to provide a timely report of suspected misconduct of any kind involving minors may result in discipline up to and including termination or removal from a program. College policy prohibits retaliation against anyone making a good faith report.

SJR 3.38 Records Management Policy

New Rule Promulgated 06/21/17

Specific Authorities: FS 257.36

Records Management Policy

The purpose of this policy is to maintain and store records based on retention guidelines established by the *State of Florida General Records Schedule GS1-SL for State and Local Government Agencies* (“GS1”) and *General Records Schedule GS5 for Public Universities and Colleges*, and to distinguish between physical records retention and electronic records retention. Records retention schedules will apply to all records regardless if they are retained in a physical format or an electronic format.

Definitions

“Custodian” means the College officer charged with the responsibility of maintaining the office having public records, or his or her designee, and also holds the responsibility of the Records Management Liaison Officer.

“Public Records”, as defined in Section 119.011, Florida Statutes, means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material received in connection with the transaction of official business of the College.

“Record (master) Copy” means public records specifically designated by the Custodian as the official record.

Records Management Custodian/Liaison Officer (RMLO)

The College will appoint a Records Management Custodian, also known as the Records Management Liaison Officer, to establish and coordinate standards, procedures, and techniques for efficient and economical record keeping. The Records Management Custodian may designate additional custodians that will implement the day-to-day records management for specific departments. Departments must coordinate the disposal of all official College records with the RMLO.

Electronic Records Retention

For those departments choosing to retain records in an electronic format, the College designates the electronic record as the Record (master) Copy, and the paper original as a duplicate. As such, GS1 allows the College to dispose of the paper original, as long as such disposal is authorized by the RMLO.

All departments utilizing electronic record retention must:

1. Develop and implement a program for the management of their electronic records.
2. Ensure that all records are included within records retention schedules.
3. Incorporate electronic records management objectives, responsibilities and authorities within a departmental procedure.
4. Provide training for users of electronic recordkeeping systems in operation.
5. Ensure that electronic recordkeeping systems meet state requirements for public access records in accordance with Chapter 119.011, Florida Statutes.

6. Ensure that procedures and controls are in place to maintain confidentiality for information which is exempt from public disclosure.
7. Ensure that scanning equipment utilizes a minimum scanning density of 300 dots per inch for scanned images.
8. Ensure that scanned records are uniquely identified to enable authorized personnel to retrieve, protect and carry out the disposition of records in the system.
9. Ensure that all scanned records are backed up on a regular basis to safeguard against the loss of information due to equipment malfunctions, human error or other disaster.

Physical Records Retention

All departments utilizing physical retention must:

1. Develop and implement a program for the management of their physical records.
2. Ensure that all records are included within records retention schedules.
3. Incorporate physical records management objectives, responsibilities and authorities within a departmental procedure.

Provide training for employees responsible for physical records retention.

SJR 3.39 Free Expression

New Rule Promulgated 01/16/19

Specific Authorities: FS 1001.64, FS 1004.097, FS 877.13, FS 871.01

Expressive activities protected under the First Amendment to the United States Constitution and Article 1 of the Florida State Constitution include, but are not limited to, any lawful oral or written communication of ideas, including all forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; and the recording and publication, including the Internet publication of video or audio recorded in outdoor areas of campus.

A person who wishes to engage in an expressive activity in outdoor areas of campus may do so freely, spontaneously, and contemporaneously as long as the person's conduct is lawful and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of other individuals or organizations to engage in expressive activities.

Expressive activities protected by this rule do not include commercial speech in which the intended audience is commercial or actual or potential consumers and the content of the message is commercial.

The President shall establish procedures which may include reasonable and content neutral restrictions on time, place, and manner of expression which are narrowly tailored to promote a significant institutional interest.

Section IV

Policies for the Business Operation of the College

SJR 4.01 (R1) College Financial Accounting

(Substantive Changes 6/01/05, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Technical Change 10/04/16

Specific Authorities: FS 1010.23, FS 1011.84(1), FAC 6A-14.072

The President is responsible to the Board for the establishment and maintenance of business services and systems that will insure the efficient and effective use of all funds that become available to the College. Such business services must be developed in keeping with the educational goals of the College and in accordance with the requirements of state laws and regulations.

The Business Office, under the direction of the Vice President for Finance and Administration/CFO, will provide the Board with an annual report, and supplemental reports each month, on the cost of operations of the College and the financial status of the College (FS 1010.23). In accordance with FS 1011.84 (1), the annual report on the cost of College operations will be delivered to the Department of Education in the manner prescribed by the Department of Education. The College will adhere to the guidelines established in the "Accounting Manual for Florida's College System" in all of its record keeping and accounting practices (FAC 6A-14.072).

SJR 4.02 (R2) College Budget

(Substantive Changes 6/01/05, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 01/19/22

Specific Authorities: FAC 6A-14-0716, FS 1011.01, FS 1011.30, FS 1010.01, FS 1010.02

The President (or designee) will prepare a College Budget each fiscal year in such form as is prescribed by the State Board of Education for the Current Unrestricted Fund. The proposed budget will be presented to the Board of Trustees for approval or modification. Once the budget is approved by the Board of Trustees, the budget will be forwarded to the Chancellor of the Florida College System no later than June 30, or on a later date established by the Chancellor. The budget shall include the President's signature certifying approval of the Budget by the Board of Trustees.

The Chancellor shall review the operating budget for the College or recommend changes to the budget to conform to state law and rules of the State Board of Education. Until a budget is approved, ordinary expenses may be paid at the same monthly rate as budgeted for the preceding year.

SJR 4.02 (A) (R1) Capital Outlay Budget

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/19/22

Specific Authorities: FAC 6A-14-0716,, FS 1011.01, FS 1011.012, FS 1011.30, FS 1010.01, FS 1010.02, FS 1013.61

Each fiscal year, the President will submit to the Board of Trustees a capital outlay budget to address the needs of the College for capital expenditures for the entire year. The capital outlay budget will be included as part of the College budget specified in SJR 4.02 (R2). The Budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources and separate project accounts shall be kept in the Unexpended Plant Fund for all capital outlay projects. The capital outlay budget shall be based upon and in harmony with the educational plant facilities plan.

SJR 4.03 Execution of the Budget

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1011.84, FS 1011.30, FS 101.65 (6), FAC 6A-14.0261, FAC 6A-14.0716, FAC 6A-14.0715

It shall be the responsibility of the President to take whatever action is necessary during the fiscal year to keep expenditures and obligations within the budgeted income of the College. No obligations shall be incurred nor any expenditure made against the budget of the College without the written approval of the President and/or his or her designated representative. In addition, no expenditure shall be authorized or obligation incurred which is in excess of the unencumbered appropriation in any class in any fund. Loan funds, scholarship funds, current auxiliary funds, and agency funds do not fall within this provision.

The College shall insure appropriate participation in state finance programs pertaining to its operation. Such programs include, but do not limit, participation in the College Program Fund, utilization of capital improvement funds, State Board of Education Bonds, Public Education Capital Outlay Funds, CO & DS Funds, and other state programs.

SJR 4.04 (R2) Budget Amendments

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approval 1/18/06; Amended 01/19/22

Specific Authorities: FAC 6A-14.0716, FS 1001.02), FS 1011.01, FS 1011.30, FS 1010.01, FS 1010.02, FS 1011.84, FS 1013.61

The Board of Trustees of St. Johns River State College delegates the approval of all amendments to the College's operating budget and capital outlay budget to the College President or his or her designate, with periodic budget amendment reports presented to the Board of Trustees. All amendments to the budgets must be in compliance with laws, rules and acceptable educational accounting standards and may only reallocate funds between organizational units of a fund and between object codes.

The following types of budget amendments will require approval by the Board of Trustees and by the Chancellor:

- 1) Transfer of appropriations from the current unrestricted fund.
- 2) Budget amendments which cause the unencumbered fund balance to be inconsistent with the statutory guidelines specified in FS 1011.84(3) (e), which provides for a minimum of a 5 (five) percent fund balance.

SJR 4.06 (R2) College Purchasing Practices

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05; 4/27/16)

January 21, 2009; Amended 06/15/16

Specific Authorities: FAC 6A-14.0734, FAC 6A-14.0261, FS 1001.64, FS 1001.65, FS 1010.04, FS 287.056

The College shall endeavor to obtain maximum value for all expenditures and shall take such steps as are necessary to get the lowest prices for materials and services which are best adapted to the needs of the College. The College, prior to the purchase of nonacademic commodities and contracted services, shall review the purchasing agreements and state term contracts available under Florida Statute 287.056 to determine whether it is in the College's best interest and economic advantage to use the agreements and contracts.

SJR 4.07 (R2) Bid Procedures

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approval 1/21/09

Specific Authorities: FAC 6A-14.0734, FS 287.017, FS 946.519, FS 1001.02(1) through (9), FS 1001.65, FS 1010.02, FS 1010.01

All bids and bid requests shall be in accordance with appropriate State Board of Education regulations specified in FAC 6A-14.0734.

Bids shall be requested by the Board from three (3) or more sources for any purchases costing more than the level prescribed as a Category Three purchase as provided in s. 287.017(c) Florida Statutes. This bid requirement shall be waived for items specifically exempted by regulations. The President or designee shall be responsible for establishing procedures in concert with state regulations to facilitate required bids. The Board shall have the authority to reject any or all bids, waive any and all informalities thereto, and request new bids. In the acceptance of bids, the Board shall accept the lowest and best bid. If other than the lowest bid is accepted, justification must be entered in the minutes of the Board.

Recommendations for awards not exceeding the Category Five threshold as specified in s. 287.017 F.S. may be approved or rejected by the College President. Recommendations for awards exceeding the Category Five threshold must be approved or rejected by the Board of Trustees.

Exceptions to these bid procedures are noted in rule 6A14.0734, Florida Administrative Code. The College President or designee, with the prior approval of the Chair of the Board of Trustees, is authorized to waive bid requirements in emergencies when there is an imminent threat to students, employees, or public safety, or in cases when it is necessary to prevent damage to College facilities caused by an unexpected circumstance.

When the Board of Trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.

SJR 4.08 (R1) Petty Cash Fund

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/21/09

Specific Authorities: FAC 6A-14.075, FS 1001.02(1) through (9), FS 1001.65, FS 1010.01, FS 1010.02

The President is authorized to establish and maintain petty cash funds on the impress system not to exceed seven hundred dollars (\$700) in the business office and in each campus bookstore.

The President or designee shall appoint the custodian of petty cash funds and a system of accounting for these funds shall provide for adequate internal controls.

Petty cash funds shall be used for College business expenses up to a maximum of one hundred dollars (\$100). The Vice President for Business Affairs may approve exceptions to this limitation when deemed necessary and appropriate. Approval must be obtained prior to payment and the receipted vouchers will become a part of the official accounting records.

Change Funds: The President is authorized to establish and maintain change funds in sufficient amounts to facilitate the collection of amounts due the College.

SJR 4.09 (R2) Investment of Funds

(Substantive Changes, Specific Authorities Updated 02/10/09)

Approval 1/21/2009

Specific Authorities: FS 240.325, FS 240.363 FAC 6A14.075, FAC 6A14.0751

Fund Depositories Policy

A. STATE

1. STATE DEPOSITORIES

The President or designee is authorized to deposit college funds in the Local Government Investment Pool of the State Board of Administration Depository and the State Treasurer's Special Purpose Investment Account, and to transfer those funds, as deemed necessary, into the college depository account.

2. OTHER INVESTMENT INSTRUMENTS

a. Scope and General Guidelines

- i. In accordance with F.S. 218.415 this Investment Policy applies to the surplus funds (Fund) managed by the Investment Manager for the benefit of St. Johns River State College.
- ii. Management of the Fund shall be in accordance with Florida Statute 240.127 and State Board of Education Rule 6A-14.0765.
- iii. Subject to the limitations provided above and throughout the Investment Policy Statement, the Investment Manager shall have full discretion in terms of asset mix, security selection and timing of transactions.
- iv. Investments shall be made in accordance with the "Prudent Person Rule." That being, investments shall be made with the same judgment and care which persons of prudence, discretion and intelligence would use in management of their own affairs. The Fund shall not be used for speculation, rather for investment in which consideration is given to the probable safety of capital and the probable income to be derived.

b. Investment Objectives

The Fund's primary objective is to place the highest priority on the safety of capital and liquidity of funds. The optimization of investment income shall be secondary to the requirements for safety and liquidity. A secondary objective is to maximize income (book yield) while providing minimal risk of market value volatility and adequate short-term liquidity to meet any cash flow demands. As a tertiary objective, the portfolio seeks to outperform its benchmark on a total return basis.

As a secondary objective, the Fund seeks to outperform its benchmark on a total return basis. The target benchmark to be used for maturity and risk management is the Merrill Lynch 1-3 Year U.S. Treasury Index. Recognizing that varying market conditions may affect this long-term objective, the portfolio should also rank within the top 50 percentile of other fixed-income managers with similar objectives over a market cycle (4 to 7 years).

c. Performance Measurement

The target benchmark to be used is the Merrill Lynch 1-5 Year U.S. Treasury Index. Recognizing that varying market conditions may affect this long-term objective, the portfolio should also rank within the top 50 percentile of other fixed income managers with similar objectives over a market cycle (4 to 7 years).

d. Authorized Investments

Investments shall be limited to fixed income securities selected from the following types:

- i. U.S. Treasury Bills, Notes, Bonds, and Strips and other obligations whose principal and interest is fully guaranteed by the United States of America or any of its agencies or instrumentalities
- ii. Government Sponsored Enterprises: Federal Farm Credit Bank (FFCB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Bank (FHLB), Student Loan Marketing Association (SLMA), Financing Corporation (FICO), The Resolution Funding Corporation (REFCO), Farm Credit System Financial Assistance Corporation, the Federal Housing Finance Board and all other government sponsored agencies and enterprises
- iii. Repurchase Agreements: collateralized at 102% by U.S. Treasuries
- iv. Certificates of Deposit in state-certified qualified public depositories
- v. Mortgage-Backed Pass Throughs guaranteed by the U.S. Government or a Federal agency, including securities collateralized by the same
- vi. Asset-Backed Securities: rated "AAA" by either Standard & Poor's or Moody's
- vii. Money Market Instruments: securities rated "A1/P1" or the equivalent as a minimum as defined by Standard & Poor's and/or Moody's and all other nationally recognized credit rating organizations (Tier 1 as defined by 2(a) 7 money market funds) at the time of purchase. Included but not limited to commercial paper, time deposits and banker's acceptances.
- viii. Corporate Notes rated single A and higher by both Standard & Poor's and Moody's
- ix. Money Market Funds registered with the SEC and only invested in securities as allowed by this policy
- x. Any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in F.S. 163.01, which maintains a similar investment objective.

It should be recognized that certain securities may meet the above definition of an Authorized Investment but their risk characteristics, as created by their structure, may be such that a prudent investor would deem them inappropriate for the Fund.

Securities of this type, which are prohibited:

- a. Reverse repurchase agreement
- b. Floating rate securities whose coupon floats inversely to an index or whose coupon is determined based upon more than one index

- c. Tranches of Collateralized Mortgage Obligations (CMO) which receive only the interest or principal from the underlying mortgage securities; commonly referred to as “IO’s” and “PO’s
- d. Derivatives and other securities whose future coupon may be suspended because of the movement of interest rates or an index. The only exceptions allowed are (1) “plain vanilla” floating rate notes which would have their coupon rate of interest directly linked to a published interest rate index such as LIBOR or U.S. Treasury Bills and (2) other Authorized Investments specifically listed above which, by the most strict interpretation, may be considered a derivative (e.g. AAA-rated Asset- Backed and Mortgage-Backed Securities).
- e. Maturity and Liquidity Requirements. The investment portfolio (Fund) shall be constructed in such manner as to provide sufficient liquidity to pay obligations as they come due. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash-flow requirements.
- f. Portfolio Composition. Recognizing that market value volatility is a function of maturity, the Investment Manager shall maintain the Fund as a short-term maturity portfolio. Additionally, it is recognized that proper diversification is considered a prudent investment approach. Specifically, the following restrictions apply in the management and investment of the Fund:
 - i. The maximum average duration of the portfolio shall be no greater than 120% of the target benchmark’s average duration.
 - a) The maturity of debt obligations with a call and/or put option(s) shall be considered the date on which it can be reasonably expected that the bond will be called, put or mature.
 - b) The maturity of mortgage/asset-backed securities shall be considered the date corresponding to its average life. This date reflects the point at which an investor will have received back half of the original principal (face) amount. The average life may be different from the stated legal maturity included in a security’s description.
 - c) The effective maturity of floating rate securities shall be considered the time until the next full reset of the coupon. The maximum final maturity of a floating rate security shall be five (5) years from the date of purchase.
 - d) The maximum effective maturity of an individual security shall be five (5) years from the date of purchase.
 - e) To limit principal fluctuation, no more than 20% shall have an effective maturity greater than three (3) years.
 - f) In order to provide sufficient liquidity and stability of principal, no less than 10% of the Fund shall have an effective maturity of one year or less.

- ii. A maximum of 5% of the Fund may be invested in securities of any single issuer. U.S. Government, Government Agency and GSE securities are not subject to any limitations.
- iii. The Fund must maintain a total quality rating of 8.0 or higher on the following scale:
 - U.S. Government fully guaranteed: 10.0
 - Government sponsored enterprises (GSE): 9.0
 - "AAA"-rated securities: 8.0
 - "AA"-rated securities: 7.0
 - "A"-rated securities: 6.0
- g. Risk and Diversification

Investments held shall be diversified, in accordance with the guidelines set above, to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer or bank through which financial instruments are bought and sold. Diversification strategies within these guidelines shall be reviewed and revised periodically, as deemed necessary by the management staff.
- h. Third-Party Custodial Agreements

All securities purchased by St. Johns River State College or by its approved Investment Manager under this Policy shall be properly designated as an asset of St. Johns River State College and held in safe keeping by a third party custodial bank or other third party custodial institution. If a bank or trust company serves in the capacity of Investment Manager, said bank or trust company could also perform required custodial and reporting services. No withdrawal of securities, in whole or in part, shall be made from safekeeping except by those designated within the Investment Management and Custodial Agreement between the Custodian and St. Johns River State College.
- i. Master Repurchase Agreement

The Investment Manager will maintain a master repurchase agreement and require all approved institutions and dealers transacting repurchase agreements to adhere to the requirements of the master repurchase agreement.
- j. Bid Requirement

The Investment Manager shall execute purchases and sales in a competitive bid environment wherein at least three (3) offers or bids are obtained for each security. Exceptions to this approach may be made when (1) prices for purchases/sales are compared to systems providing current market prices and deemed reasonable, (2) when the security to be purchased is unique to one institution or (3) the security has recently been issued and is trading at the same price by all financial institutions.

k. Internal Controls

The Vice President or designee responsible for making investment decisions will establish a system of internal controls, which will be documented in writing. The internal controls will be reviewed by the college's independent auditors and the appropriate committee and/or individual(s). The controls will be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of entity.

l. Expectations of Investment Manager

Unless otherwise indicated, the following are the responsibilities expected of the Investment Manager:

- i. Monthly reporting of holdings and transactions occurring in the Fund. This report is to include at least (a) securities held by class or type, book value, income earned, and market value and (b) all transactions occurring in the Fund during the month.
- ii. Quarterly reporting of the Fund's performance. The Investment Manager will report the Fund's total rate of return, which reflects the true earnings of the Fund and incorporates cash flows, changes in market value and income earned. Calculation of the Fund's total rate of return will comply with the performance measurement standards as defined by the Association of Investment Management and Research (AIMR).

m. Continuing Education

The Vice President or designee responsible for making investment decisions must annually complete eight hours of continuing education in subjects or courses of study related to investment practices and products.

B. LOCAL

1. REQUIREMENTS

Any bank located in the College's service area will be eligible to serve the banking needs of the College providing that the bank:

- a. Satisfies all provisions of applicable Florida statutes to be a depository for public funds;
- b. Agrees to furnish all information and collateral which are now or may be required by the College or by any state or federal agency.

2. BID FOR SERVICES

- a. Main Account - Periodically, the College will give banks the opportunity to bid for the required services for its main demand deposit account. The bases for the award will be:
 - 1) Rate of interest to be paid to the College for investment of idle funds.
 - 2) Agreement by the bank to provide all services specified by the College free of charge. Required services from the bank which houses the college's main account include, but are not limited to, the following:
 - a) Checking and savings deposits and withdrawals;
 - b) Payment stops;
 - c) Monthly statements, lists and magnetic tapes of paid checks;
 - d) Processing of repurchase agreements;
 - e) Treasury bill transactions (and safekeeping);
 - f) Processing of Visa and MasterCard payments to the College;
 - g) Provide "positive pay";
 - h) Provide paid checks on CD-ROM.
 - i) Certificates of Deposit

Bids will be solicited from all qualified banks in the area each time the College wishes to purchase a certificate of deposit. The certificate will be placed with the banks which have bid the highest rate of interest for that investment.

3. SEPARATE ACCOUNTS

For the convenience of the College, separate accounts may be approved by the President for the following purposes:

- a. Federal, direct-student-loan transactions;
- b. Depositories in proximity to each campus from which no college bills will be paid and from which transfers to the main college account will be authorized periodically.
- c. Except as expressly authorized by this policy, no other bank accounts are permitted.

[FL Statute: 240.325;.363 Rule: 6A-14.075;.0751]

SJR 4.10 Auxiliary Enterprises

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FAC 6A-14.077, FS 1001.02 (1) through (9), FS 1010.08

In accordance with State Board of Education regulations, the Board authorizes the College to operate or contract for food service and/or vending machines, and bookstores incidental to the instructional program and as a service to the students, faculty and staff of the College. These enterprises shall be under the control of the Business Office and should be self-supporting. They will be operated in keeping with sound principles of financial management.

Funds derived from auxiliary enterprises may be disbursed at the discretion of the President for any purpose, not in conflict with Florida Statutes, provided that such purpose will directly benefit or be in the best interest of the College.

Such disbursements may include but not necessarily be limited to the following; expenses relative to public relations; expenses incidental to community relation programs; non-reimbursable expenses incurred in recruitment of prospective employees; expenses of College consultants and official visitors; incidental expenses for College functions, i.e., commencement, departmental meetings, College committees, Board meetings, cultural and Thrasher-Horne Center for the Performing Arts events, and educational events.

Funds derived from auxiliary enterprises shall be transferred to the general current funds and included in the approved budget of the College as required by State Board regulations. Any purchases made from auxiliary funds shall be in accordance with the requirements of Florida Statutes and State Board regulations governing tax funds and subject to the required annual audit.

SJR 4.11 (R1) Honorariums and Consultant Fees

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FAC 6A-14.077, FAC 6A-14.0261, FS 1001.64, FS 1001.65

There are occasions when professional services of individuals or groups are needed and required by the College. These services are usually of a short term in nature and may cover many areas of the College operation. The Board of Trustees authorizes the President to employ consultants in the area of specialization needed up to a maximum amount of \$25,000. Mileage and per diem may be paid in addition to the above. Honoraria and consultant fees in excess of \$25,000 must be approved in advance by the Board of Trustees.

SJR 4.12 (R1) Solicitation and Advertising Materials

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Amended: 01/16/19

Specific Authorities: FS 1004.65 (4), FS 1001.64 (2), FS 1001.64(4) (a) and (b), FS 1001.64 (23), FS 1001.65

Solicitors engaged in commerce including students, faculty, and other College personnel are prohibited from entering the grounds or buildings of the College for the purpose of advertising to actual or potential consumers or customers or transacting business with students, faculty, or other College personnel unless they are participating in a College sponsored event or have been invited by or have been issued a permit for this purpose by the President or his/her designated representative or are authorized through specific contracts with the College. The posting or distribution of any commercial advertising material shall be limited to the bulletin boards in the Student Center under the same permit system.

SJR 4.13 College Facilities and Equipment

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.65 (6), FAC 6A-14.0261

It shall be the responsibility of the College President to serve as the custodian of all College property to ensure its safety, care and appropriate use. At the discretion of the President, College property and facilities may be used to aid and assist cooperating educational agencies and groups in the College's districts.

SJR 4.14 (R3) Inventory, Control, and Responsibility for College Owned Property

(Technical and Grammatical Changes, Specific Authorities Updated 1/21/09)

Approval unknown; Amended 01/19/22; 04/20/22

Specific Authorities: FS 274.02; FS 1001.64, FS 1000.65

Each Departmental Head shall be responsible for the property assigned to his or her department.

A physical inventory shall be taken annually utilizing property listings, departmental audits of assigned property, and verification by the appropriate Property Manager. These inventories shall be made on a scheduled basis throughout the year and each time there is a change in property custodians. The inventory shall be made from a master listing of the property and any items not located will be reported in writing to the Chief Business Officer. If these items are not located within a reasonable length of time, the custodian of the property shall furnish the Chief Business Officer with a written explanation of the shortage or property loss. This information shall then be presented to the Board of Trustees for whatever action deemed necessary in order to clear the records. Any action taken in regard to unaccounted items shall be entered into the minutes of the Board.

An active file of unaccounted property items shall be maintained for a minimum of two (2) years from the date of loss.

Departmental Heads must make a detailed report or survey of property for which they are accountable to determine if there is lost, stolen, or damaged equipment. If any item of property is lost, stolen or damaged, the Chief Business Officer and the Security Office shall be timely notified and a written report shall be submitted to the President.

The Board has authority to relieve responsible and accountable employees of responsibility for lost, stolen or damaged property, or may assess the property custodian for the cost of lost, stolen, or damaged property if negligence is determined. Liability exists when reasonable security procedures are disregarded. If an item of property is later located or recovered, the appropriate Business Office personnel shall be notified in writing and will take the necessary steps to record the property back in the College's inventory.

SJR 4.15 Complimentary Tickets

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.65(6)

The President, or a person or persons designated by the President, shall be authorized to issue complimentary passes to College functions at which an admission fee is ordinarily charged.

SJR 4.16 (R2) Institutional Membership

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown; Revised 04/15/15; 08/22/18

Specific Authorities: FS 216.345, FS 1001.65, FS 1004.06

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board regulations. Membership in other organizations and associations may be paid for by College funds when such participation is judged by the President to be in the best interest of the College.

Where possible, institutional memberships shall be in the name of the College and not in the name of the individual employee. All memberships paid with College funds must comply with Florida's open record laws.

No College funds or direct support organizations funds, no matter what the source, can be expended to purchase membership in, or goods and services from any organization that discriminates in any manner prohibited by law or College policy.

SJR 4.17 Pay Periods for College Personnel

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.64, FS 1001.65

All College personnel shall be paid on the last working day of each month.

SJR 4.18 (R1) Policies and Regulations Governing the Use of College Facilities

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1004.70, FS 1001.65(6)

As the custodian of College facilities and property (SJR 4.13)., the Board authorizes the President to establish procedures for the use of College facilities and equipment for internal and external groups or individuals. The procedures should include an application process, rental fees, waiver of rental fees when appropriate, insurance requirements, non-discrimination clauses, charges for College personnel and security that must be on duty, and such other terms and conditions for the use of College owned facilities and equipment that are prudent and necessary to protect the College's investments.

The rules and procedures developed for the use of College facilities and equipment will be posted on the Business Office Web site and will be included in the Operating Guidelines and Procedures of the College. Periodically, the Board may review the rules and procedures so delegated.

SJR 4.21 (R3) Capitalizing Property and Other Assets

(Technical and Grammatical Changes, Specific Authorities Updated

6/01/05) Approval unknown; Amended 06/15/22; 11/28/22

Specific Authorities: FS 274.02, FS 1001.64 (4)(b)

Tangible Personal Property, the value of which is five-thousand dollars (\$5,000.00) or more, and the normal expected life of which is one (1) year or more, must be capitalized. Each item of property so designated will be marked and identified in accordance with the specifications of the Auditor General if at all possible. A complete inventory of all property will be taken at least once annually and the date inventoried shall be entered on the property record. All discrepancies between the Property Records and the inventory will be traced and reconciled.

Real Property, principally land, buildings, construction in progress, and any permanent structural improvements to property, the value of which is twenty-five-thousand dollars (\$25,000.00) or more, must be capitalized.

Intangible Assets are principally patents, trademarks, licenses, franchises, copyrights, and goodwill. With the exception of Subscription Based Information Technology Agreements (SBITA), the college shall expense intangible assets, unless the asset is identifiable and is material based upon a percentage of total net assets. The capitalization threshold for SBITA shall be \$1,000,000.00.

Procedures will be developed to implement the proper accounting and tracking of all Tangible Personal Property, Real Property, and Intangible Property.

SJR 4.22 (R2) Registration Fees

(Substantive Changes, Specific Authorities Updated 6/01/05; Substantive Changes 08/16/06)

Approval 1/18/06; Amended 08/24/16

Specific Authorities: FS 1001.02(1), FS 1001.64(4)(b), FS 1009.27, FS 1009.23(4), FS 1004.93, FS 1009.23, FS 1001.02(9), FS 1001.64, FS 1009.27, FS 1007.271, FS 1009.25(3), FAC 6A-14.054

Registration fees are defined as tuition, out-of-state, financial aid, student activity and service, capital improvement, technology, laboratory, and all other fees collected during the registration process.

The Board of Trustees shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the Board and the fees will fall within the statutory guidelines and proviso language in the Appropriation Bill. Tuition and fee increases will be published and publicly noticed in accordance with statutory requirements prior to adoption.

Tuition fees shall be charged only for instruction provided by the College. Tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

The Board of Trustees may allow a discount or charge a premium to tuition or out-of-state fees for the purpose of resource management. The resultant tuition and out-of-state fees shall be within the ranges specified in Section 1009.23(4), Florida Statutes.

The Board of Trustees shall establish fees for recreational and leisure time instruction which generate annual revenue at least equal to the full cost of such instruction. Students who audit courses shall pay the same fees as required of students enrolled for credit.

The Board of Trustees may establish user fees to include lab and special fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services. The methodology for the development of the user fees shall include:

- 1) Definitions of which costs are considered unusual;
- 2) The documentation required to support the anticipated unusual costs and the expected number of students;
- 3) The period of time used in making the determination;
- 4) The review process to ensure that only appropriate costs are included in the fee calculation;
- 5) The manner and frequency of presentation of the proposed fees for approval by the Board;
- 6) The frequency that such fees shall be evaluated;
- 7) The Vice President for Finance and Administration/CFO shall develop and coordinate the implementation procedures to be included in the College's Operating Procedures and Guidelines.

From time-to-time, the Board of Trustees may negotiate tuition fees for courses and programs contracted by external agencies and companies which vary from the tuition fee provided for in this rule. Such negotiated fees may exceed the full cost of instruction. The courses and programs of instruction funded from these negotiated fees shall not be reported for state funding purposes.

Veterans and other eligible students under Section 1009.27(2), Florida Statutes, shall receive, upon request, one (1) deferment per academic year for the payment of registration fees. Upon request, such persons shall receive an additional deferment each time there is a delay in receipt of such benefits. Such deferments shall be for sixty (60) days, except they shall not extend beyond the end of the term.

When institutional, state, or federal financial aid other than veterans' benefits are delayed in being transmitted to students through circumstances beyond their control, registration fees may be deferred up to sixty (60) days, but not beyond the end of the term, unless the institutions, state, or federal rules or regulations require additional time, or unforeseen circumstances or events, or documentations cannot be completed within the prescribed sixty (60) day period. Failure to make timely application for such aid shall not be a reason for granting deferral. A list of persons for whom fees are deferred and the amount of fees deferred shall be maintained.

When Florida Prepaid College Program benefits are delayed in being paid from the program to the College through circumstances beyond the control of the student, registration fees covered by the benefits shall be deferred until the benefits are paid. The College Vice President for Finance and Administration/CFO shall notify the Division of Community Colleges if the benefits are not paid on a timely basis.

When the College has a written promise of payment from businesses, industries, government units, nonprofit organizations, or civic organizations, fees may be deferred.

When registration fees are waived by the Board of Trustees as provided in proviso language in the appropriation bill and in F.S. 1009.25(3), a list of persons for whom fees are waived, documentation supporting the waivers, and the amount of fees waived shall be maintained.

SJR 4.22 (A) Refunds and Cancellation of Debt

(New Rule Promulgated 6/01/05)

Approval 1/18/06

Specific Authorities: FAC 6A-14.0541, FS 1001.02(1) through (9), FS 1001.64, FS 1009.23, FS 1010.02

The Board of Trustees establishes the following rules for the refund of tuition, out-of-state fees, and other fees assessed pursuant to Rule 6A-14.054, FAC. Such refund rules shall include, but not necessarily be limited to the following:

- 1) A one hundred percent (100%) refund of tuition, out-of-state fees, and other fees when official drop notification is received and approved prior to the end of the College's published drop/add period.
- 2) When a student drops a course due to circumstances determined by the College to be exceptional and beyond the control of the student which may include but not be limited to serious illness, death, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.
- 3) Exceptions to the hundred percent (100%) refund provision in subsection (1) above shall be made pursuant to federal rules for prorated refunds.

The guidelines and procedures to apply for refunds (or the cancellation of debts to the College) will be published in the College Catalog and in the Student Handbook.

SJR 4.23 Concessions

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.64, FS 1001.65, FAC 6A-14.0261

The Board encourages campus organizations to earn funds by sponsoring campus concessions. If any campus organization wishes to operate concessions on campus, the organization should submit to the President, or his designated official, a guaranteed bid or flat fee for the concession rights. More than one organization may bid for the concession rights with the acceptability of the bid determined by the President or his designated official. Concessions will follow established College policy and appropriate accounting procedures which may be audited by the Vice President for Finance and Administration/CFO.

SJR 4.24 (R1) Bookstore – Merchandising and Pricing Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown; Amended 01/19/22

Specific Authorities: Accounting Manual for Florida’s Public Community Colleges, 2001, FS 1001.64, FS 1001.65, FAC 6A-14.0261, FAC 6A-14.077

The College Bookstore may merchandise any products which are essential, or are of a convenience nature to the student body and the College in general.

Merchandise shall be priced at the vendor’s recommended retail price. No discount may be granted to anyone purchasing from the Bookstore for personal utilization. Purchases which are to be used for the operation of the College shall be made at Bookstore cost plus overhead expense.

Merchandise inventory shall be purged regularly and goods which have lost their utility or are slow moving may be declared for sale at a reduced price. Proceeds from Bookstore sales will be deposited in the auxiliary account maintained by the Vice President for Finance and Administration/CFO and in accordance with the rules of the “Accounting Manual for Florida College System.” As such, the Vice President for Finance and Administration/CFO, or his or her designee, may audit the Bookstore operations at his or her discretion.

SJR 4.25 Athletic Scholarships

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FAC 6A-14.058, FS 1001.02, FS 1001.03, FAC-6A-14.077

The Board of Trustees hereby establishes an organization unit in the Scholarship and Agency Fund designated "Athletic Scholarships." This unit will be used to account for receipts and disbursements related to the College's athletic program.

Funds derived from auxiliary profits, gifts from individuals, organizations and businesses may be used to fund this activity which will be subject to regular College budgeting procedures. Established College procedures regarding expenditures shall be utilized to oversee and manage this fund.

SJR 4.27 Laboratory Fee Waivers

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FAC 6A-14.054 (6)

The Board of Trustees authorizes the President, or his or her designee, to waive Board approved laboratory fees for courses offered at off-campus sites when non-College owned equipment, supplies, and materials are used.

SJR 4.29 Exceptions to Paying the Full Instructional Costs for Repeating a Developmental Education Class and a College Credit Course

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05; 11/06/06)

Approval unknown

Specific Authorities: FS 1009.28 and 1009.285

A student who enrolls in the same developmental education class or college credit course more than twice shall pay 100 percent of the full cost of instruction to support continuous enrollment of that student in the same class. Such students will also not be included in calculations of full-time equivalent enrollment for state funding purposes. However, in particular instances, the Vice President for Student Affairs may waive this requirement for students who withdraw or fail a class for extenuating circumstances on a one-time basis. In addition, upon the recommendation of the Vice President of Student Affairs, the Vice President for Student Affairs may waive this requirement, or reduce the fees, for a particular student contingent upon the student's financial hardship pursuant to definitions and fee levels established by the State Board of Education.

Extenuating circumstances are those circumstances determined to be exceptional and beyond the control of the student. These circumstances must be documented, and they include, but are not limited to:

- 1) Serious illness
- 2) Documented medical condition preventing completion of the course
- 3) Death of an immediate family member
- 4) Involuntary call to active military duty
- 5) English as a second language background
- 6) Documented change in condition of employment resulting in a hardship
- 7) Other emergency circumstances or extraordinary situations such as natural disasters

The criteria for determining financial hardship include, but are not limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be granted only after the student has demonstrated reasonable effort to succeed in the course.

Furthermore, exceptions to this college credit section may also be granted based on individualized study, elective coursework, courses that are repeated as a requirement of a major, and courses that are intended as continuing over multiple semesters. This does not include the repeat of coursework more than two times to increase the grade point average or meet minimum course requirement. First time enrollment in a class for this college credit section shall mean enrollment in a class beginning fall semester 1997.

Students requesting an exception to paying the full instructional costs for repeating a developmental education class or college credit course should make their written appeals to the Office of the Vice President for Student Affairs. The exception to paying the full instructional cost shall be granted to the student by the Vice President for Student Affairs for financial hardship or other extenuating circumstances.

SJR 4.30 (R2) Registration Fee and Guidelines for Waiver of Fee for GED Test

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 06/15/22

Specific Authorities: FAC 6A-14.054

The fee for the GED Test is established by the GED Testing Service and the Florida Department of Education. St. Johns River State College's Adult Education program provides test vouchers to eligible SJR State Adult Education students who meet specific attendance and academic criteria established by the department. The use of the voucher waives the fees required for registration for the test.

SJR 4.31 Minority Business Contract Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 287.093, FS 287.0931, FS 287.0943, Chapter 288, FS

The Board of Trustees of St. Johns River State College is committed to promoting, ensuring, and improving the equality of opportunity in the College's procurement processes for commodities, services, and construction. Accordingly, purchasing procedures for commodities and services provide the opportunity for solicitation of minority participation.

For commodities and services: the Vice President for Finance and Administration/CFO will provide leadership and promote the cooperation of all College staff involved in purchasing to secure participation by minority vendors in College purchasing processes. The Business Office will maintain a file of specialized certified minority business enterprise listings which will be made available to College personnel involved in purchasing commodities and services. The Business Office will obtain the directory of minority business enterprises maintained and certified by the Department of Management Services under FS 287.0943 and provide the listing to all departments within the College that purchase goods or commodities.

Participation in Construction Contracts: The Director of Facilities, whenever possible, will schedule a meeting in advance of pre-bid meetings on construction contracts. The advance meeting will be held for the purpose of informing minority business enterprises of contracting and subcontracting opportunities in planned campus construction activities. Two or more projects may be reviewed at one advance meeting; the Director of Facilities will maintain a file of Certified Minority Business Enterprise Construction firms which will serve as the core list of invitees to advance meetings of minority business enterprises regarding planned construction projects.

For purposes of this rule, the College will use the definitions provided in Chapter 287, FS and Chapter 288, FS to identify Minority Businesses and Small Minority Businesses.

At the direction of the Board, the College may, from time to time, set aside up to ten percent of the budgeted dollars for procurements from certified minority businesses if the Board deems such a set aside as appropriate to ensure equality of opportunity (FS 287.093).

SJR 4.33 Purchasing Card Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.64, FS 1001.65

The District Board of Trustees authorizes the President to issue SJR State Purchasing Cards to certain individuals as needed. The SJR State Purchasing Card is an SJR State charge card which will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the card is used within the stated guidelines published in the College's Operating Procedures and Guidelines. Failure to comply with program guidelines will result in permanent revocation of the card, notification of the situation to administration, and further disciplinary measures that may include termination.

SJR 4.34 Refund Policy for Continuing Workforce and Community Instructional Service

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FAC 6A-14.0541

Tuition and fees associated with continuing workforce and community instructional service courses are not refundable.

SJR 4.35 (R2) Requisitioning

(Technical and Grammatical Changes, Specific Authorities Updated 1/21/09)

Approval 1/21/09; Amended 01/19/22

Specific Authorities: FS 1001.64(4)(b), FAC 6A-14.0734

No employee of the College will purchase anything for the College except through established requisitioning/purchasing procedures. These procedures may be obtained from the Purchasing Office and are published in the College's Operating Guidelines and Procedures.

All requisitions/purchases must be approved through the appropriate departmental channels and the Business Office prior to purchase. Requisitions/purchases totaling \$5,000 or more must be approved by the President. All materials must be delivered to the Campus Central Receiving area as feasible. All invoices associated with purchases must be addressed to Accounts Payable in the Business Office.

Any employee resorting to unauthorized purchasing procedures may be held liable for the amount of such purchase.

SJR 4.36 Salesmen and Vendors

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval unknown

Specific Authorities: FS 1001.64(4)(b)

All salesmen and vendors should be directed to the Office of the Director of Purchasing and Contract Administration. No obligations are to be incurred with any vendor without following the established requisitioning/purchasing procedures established by the Business Office.

SJR 4.37 Per Diem, Subsistence, Meal Allowances and Travel Expense

(Formerly Rule 2.01, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approval 1/18/06

Specific Authorities: FS 112.061

The Board's travel and travel related expense allowances and reimbursements will be pursuant to the guidelines, procedures and policies stipulated in FS 112.061. These guidelines, procedures and policies are included in the College's Operating Guidelines and Procedures.

SJR 4.38 (R1) Authority to Incur Traveling and Other Expenses

(Formerly Rule 2.02, Substantive Changes, Specific Authorities Updated 6/01/05)

Approval 1/18/06

Specific Authorities: FS 112.061

All travel and travel related expenses must be authorized and approved in advance by the employee's supervisor and/or the Appropriate Vice President, Campus Executive Director, or Dean on the approved forms which are included in the College Operating Guidelines and Procedures. Travel and travel related expenses that are not approved in advance (except for in-district travel) will not be reimbursed.

SJR 4.39 Bid Protests

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 120.57, FAC 6A-14.0734

As required by the Administrative Procedure Act (FS 120), the District Board of Trustees of St. Johns River State College shall use the procedures delineated in FS 120.57 (3) for all protests filed by any entity that submits a bid to the College. As such, the College will provide a notice of decision or intended decision by electronic posting concerning a contract award and such notice will include the following statement: "Failure to file a protest within the time prescribed in FS 120.57 (3), which is 72 (seventy-two) hours, shall constitute a waiver of proceedings under Chapter 120, FS.

Any person or entity which believes they are adversely affected by the College's decision or intended decision shall file with the College's Vice President for Finance and Administration/CFO a notice of protest in writing within 72 (seventy-two) hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour and ten-day time periods provided by this paragraph.

Upon receipt of the formal written protest that has been timely filed with the Vice President for Finance and Administration/CFO, the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

The College shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted by the Board pursuant to Subsection 10.57 (2), FS, and applicable Board rules and policies before a person whose qualifications have been prescribed by rules of the College. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the protest to the Division of Administrative Hearings for proceedings under subsection 120.57 (1), FS.

Upon receipt of a formal written protest referred pursuant to this rule, the Director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the Division of Administrative Hearings and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the College within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

In a protest to an invitation to bid or request for proposals procurement, no submissions made after the bid or proposal opening which amend or supplement the bid or proposal shall be considered. In a protest to an invitation to negotiate procurement, no submissions made after the agency announces its intent to award a contract, reject all replies, or withdraw the solicitation which amend or supplement the reply shall be considered. Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed agency action. In a competitive-procurement protest, other than a rejection of all bids, proposals, or replies, the administrative law judge shall conduct a de novo proceeding to determine whether the College's proposed action is contrary to the agency's governing statutes, the agency's rules or policies, or the solicitation specifications. The standard of proof for such proceedings shall be whether the proposed College action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended College action to reject all bids, proposals, or replies, the standard of review by an administrative law judge shall be whether the College's intended action is illegal, arbitrary, dishonest, or fraudulent.

INFORMAL DISPOSITION.--Unless precluded by law, informal disposition may be made of any proceeding by stipulation, agreed settlement, or consent order.

SJR 4.40 (R1) Textbook Affordability Act

Approval 7/14/10; Amended 06/15/22

Specific Authorities: FS 1004.085

Pursuant to Florida Statute 1004.85, entitled Textbook Affordability, this policy is promulgated to minimize the cost of textbooks to students while maintaining the quality of instruction and academic freedom. The College will utilize the following policies and process in selecting course textbooks.

I. Specific Guidelines for Employee Benefits for Textbook Adoptions

1. No employee of St. Johns River State College may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
2. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest requirements as set forth by College regulations and policies:
 - a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - e. Training in the use of course materials and learning technologies.

II. Specific Guidelines for Student Notification of Course Textbooks

St Johns River State College shall post on their websites, as early as is feasible, but not less than 30 days prior to the first day of class for each term, a list of each textbook required for each course offered at the institution during the upcoming term. The posted list must include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course.

III. Specific Guidelines for Textbook Adoption Process

1. Textbooks must be selected and approved utilizing the required forms by April 1 for the following academic year. Under special circumstances approved by the appropriate Dean/Director and Vice President, a textbook may be selected and approved by October 1 for Spring and by February 1 for Summer, following the steps outlined in College Procedure.
2. For those classes added after the thirty (30) day notification deadline, institutions shall post textbook information on their websites as soon as is feasibly possible after such information becomes available.
3. Collect and maintain, before textbook adoption is finalized, written or electronically transmitted certifications from course instructors attesting on the adoption forms:
 - a. That all textbooks and other instructional items ordered will be used, particularly each individual item sold as part of a bundled package, and
 - b. The extent to which a new edition differs significantly and substantively from earlier versions, and the value of changing to a new edition.

IV. Specific Guidelines for Giving Input to the State as Requested

Provide assistance as requested by the statewide textbook affordability workgroup established by the Department of Education to recommend policies and strategies that address the availability of required textbooks to students otherwise unable to afford the cost.

SJR 4.41 (R1) Electronic Funds Transfer

(New Rule Promulgated 10/17/12)

Approved: 10/17/12; amended 01/19/22

Specific Authorities: 1010.11 F.S.

Policy/Purpose: Electronic Funds Transfer ("EFT") is defined as the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another. This policy is adopted pursuant to the requirements of Section 1010.11, Florida Statutes, and sets forth the College's written policies prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

The St. Johns River State College Board of Trustees (the "Board") delegated to the President of the College the authority to operate and administer the College in accordance with applicable law, and with the resolutions, regulations and policies of the Board. The execution of policies concerning the handling of College funds is delegated to administrative agents who act under the President's supervision. The College's Business Office is responsible for the daily management of College bank balances and the general oversight of EFT activity. Personnel under the management of the Chief Financial Officer are specifically designated to assist the Board in matters concerning funds handling. Periodically, the Chief Financial Officer or Assistant Vice President for Finance designates staff authorized to initiate and approve EFTs on behalf of the College.

Electronic Funds Transfer can be accomplished via the Automated Clearing House ("ACH") or wire transfer. ACH is the College's preferred mechanism, but wire transfer is acceptable when conditions do not support the use of ACH. Except in rare circumstances, both ACH and wire transfers are processed through on-line banking software provided by the College's banking partner.

ELECTRONIC FUNDS TRANSFER PROCEDURES

To promote the safety of College funds in the electronic funds transfer environment, the following procedures will be adhered to:

- 1) The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursements by other means.
- 2) EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.
- 3) The College will provide to the disbursing bank a list of names and titles of persons authorized by the College to act as System Administrators. The System Administrators will be responsible for authorizing specific individuals to initiate Electronic Funds Transfer Requests (authorized representatives), as well as associated transfer limits. The disbursing bank will be notified in a timely fashion of any changes to this list.
- 4) EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfers, except for transfers between

- college accounts, will require approval by an authorized representative other than the initiator.
- 5) The mechanism by which EFT requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access to both the system and to its various functionalities. These controls should include password protected user accounts, Personal Identification Numbers (PINs), and designated security administrators' roles. The security administrators shall ensure that adequate separation of duties exists in accordance with accepted internal control standards and will protect the integrity of system user profiles. This includes assigning system IDs to users, changing user IDs as necessary, and assisting users with technical problems related to the EFT system. In addition, the Security Administrators will assign access functions to users and are authorized to lock out personnel as directed by the Chief Financial Officer or Assistant Vice President for Finance.
 - 6) Requests for the electronic transfer of funds, other than transfers among the College's various bank accounts within the same financial institution, require approval by an authorized representative other than the initiator. In no case will an individual have the capability to initiate, approve, and record an EFT to the General Ledger.
 - 7) Because EFTs between College bank accounts have reduced risk, the Business Office may use EFT on a routine basis to concentrate funds for payment and investment purposes. Although risks are minimal for transfers between college accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.
 - 8) Where EFTs are recurring, the security administrators may initiate the establishment of a template with receiving and disbursing bank information. EFTs initiated by templates still require the approval by an authorized representative other than the initiator.
 - 9) Bank balances will be monitored daily for unusual or unexpected transactions.
 - 10) Reconciliation of banking activity to the General Ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.
 - 11) Security measures include the following:
 - a. Each financial institution shall be specifically authorized by the College.
 - b. Each authorizing agreement shall contain the official title of the College bank accounts subject to the agreement, each type of transaction approved, each person authorized to initiate transactions, and appropriate approval signatures.
 - c. For transactions processed outside established electronic protocol, written confirmation of all transactions forwarded to financial institutions shall be signed by both the authorized person and the person making the transaction, and shall be included and retained in the official College files.
 - d. Written or printed documentation from each financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, electronic transfer acknowledgments, printed electronic reports, or cancelled warrants, shall be kept in the official College files. The files must be maintained in a manner which facilitates easy review and validation of transactions.

- 12) The College, by agreement with individuals and financial institutions, may authorize direct deposit of funds to a payee's account. Authorization and cancellation from each such payee shall be in writing and on file in the College business office. Each authorization shall include but not be limited to the following information:
- a. Name of the individual as shown on official College records, employee number, name and manual signature of the payee as shown on his or her bank account.
 - b. The date an authorization or cancellation is to be effective. The effective date will be date the authorization was received in the Business Office absent any other noted authorization date.
 - c. Bank name and account number of the institution designated by the payee to receive deposits.
 - d. Documentation of each transaction shall be maintained in the official College files in sufficient manner to assure internal control over the transactions.

SJR 4.42 Lost or Abandoned Property

New Rule Promulgated 06/21/17

Specific Authority: FS 705.18

To provide for proper safeguarding, control and disposition of Lost or Abandoned property, the St. Johns River State College President designates the Department of Campus Safety and Security to take initial charge of that property. Any article found on a St. Johns River State College campus should be turned in to the Campus Safety and Security Department located at the Security Office or to a Security officer for safekeeping and disposition in accordance with College procedures and laws governing lost or abandoned property.

Section V

Policies Concerning College Personnel

SJR 5.01 (R1) Assignment of Employees for Temporary Duty Elsewhere

(Substantive Changes, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1012.06, FS 1001.65 (3), FS 1001.64 (4)(b), FAC 6A-14.041, FAC 6A-14.0411

Employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty will ordinarily be initiated by the College administration and will be for the benefit of the College. Temporary duty elsewhere will be approved by appropriate administrative personnel. Employees will receive their regular pay, and may be allowed expenses as provided by law, rules of the State Board of Education, and the Board. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be assigned temporary duty for the purpose of improving rank.

The Board authorizes the College President to assign and approve temporary duty elsewhere if such duty is no more than thirty (30) days in duration. Temporary duty elsewhere in excess of thirty (30) days duration must be approved by the Board and only if such duty is considered extremely beneficial to the College.

SJR 5.02 Terminal Pay

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1012.855(1)(a), FS 1001.64(18), Florida Community College System Guideline and Procedure # 22, FS 1012.865

The Board authorizes the College President to set Terminal pay benefits within the provisions of FS 1012.865, FS 1012.855(1)(a) and the Florida Community College System Guideline and Procedure # 22. The terminal pay benefits shall be posted in the College's Operating Guidelines and Procedures.

SJR 5.03 (R3) College Continuing Contracts

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 12/4/13; Amended 06/15/22

Specific Authorities: FAC 6A-14.0411, FS 1001.02(1), FS 1001.02(9), FS 1012.83, FS 1012.855

In accordance with FAC 6A-14.0411, upon the recommendation of the President, the District Board of Trustees may award Continuing Contracts to certain full-time faculty members; however, no full-time faculty member should consider the issuance of a Continuing Contract as an entitlement. The issuance of a Continuing Contract is an honor which is bestowed on deserving full-time faculty completely at the discretion of the President and the District Board of Trustees without recourse.

A "Continuing Contract" is a contract between the College and a Faculty member, Librarian, or Senior Academic Advisor that entitles the individual to continue in his or her respective full-time position at the College without the necessity for annual nomination. To be eligible to apply for a Continuing Contract, the individual must serve a probationary period of five (5) full years at the College and have received five (5) overall satisfactory sequential annual evaluations. The minimum of five (5) full years of service shall be continuous except for leave duly authorized and granted.

Continuing Contract may be recommended to the Board of Trustees by the President for individuals who have received satisfactory ratings on their performance evaluations during the probationary period and successfully completed the Continuing Contract application process. Continuing Contracts are effective at the beginning of an academic year only. The Continuing Contract Application and Screening Process will occur once per calendar year in accordance with the timeline and process specified in College Procedure.

If the President concurs with the Committee's recommendation that the individual be awarded a Continuing Contract, the President shall recommend this action to the Board of Trustees. If the Continuing Contract Committee fails to recommend the individual for Continuing Contract, the individual may appeal to the President whose decision shall be final. Decisions by the College not to award a continuing contract cannot be challenged through the grievance or termination procedures provided by this Agreement or in any other forum. Only grievances alleging a violation of the process related to the decision not to award a continuing contract are permissible.

Individuals on Continuing Contract shall have a tri-annual performance evaluation. Every three (3) years as part of the performance evaluation process, they shall submit a post-award self-assessment that shall be reviewed by the supervising Dean/Director and be discussed with the individual as part of the classroom observation process. The purpose of the post-award self-assessment is to demonstrate continued achievement of the standards set for the initial award of Continuing Contract and to demonstrate continual growth and development in the Faculty member's discipline area. These periodic reviews of Continuing Contract Faculty shall use the same criteria established for the initial award of Continuing Contract as explained in Board Rule, SJR State 5.03.

To meet the needs of the College, both annual and continuing contract Faculty may be required to successfully complete additional coursework, industry certifications, or other credentialing licensure requirements, in order to remain eligible to teach.

SJR 5.03 (A) (R2) Revocation, Suspension, and/or Dismissal of Employee on Continuing Contract or Annual Contract or Adjunct Faculty

New Rule Promulgated 6/01/05

Approved 1/18/06; Amended 01/20/16; Amended 10/18/17

Specific Authorities: FAC 6A-14.0411, FS 1001.02(1), FS 1001.02(9), FS 1012.83, FS 1012.855; Chapter 775, F.S.; Chapter 893, F.S.; Chapter 397, F.S.

An employee on continuing contract or annual contract or an adjunct faculty may be dismissed, suspended, placed on leave with or without pay, or otherwise disciplined for adequate cause, which include any of the following grounds which occur during employment. Such cause shall be based on appropriate internal investigation and adequate notice to the employee. Once an employee has been dismissed by the Board of Trustees, the contractual obligations of the College are null and void.

Incompetence which is defined as the inability or lack of fitness to discharge the required duties as a result of inefficiency or incapacity.

Misconduct, malfeasance or misfeasance in office which is so serious as to impair the faculty member's effectiveness in the classroom or the performance of assigned duties.

Gross insubordination or willful neglect of duties which is defined as a constant or continuing intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority.

Substance abuse and/or addiction as defined by Chapters 775, 893, 397 and related Florida Statutes which impairs the employee's ability to discharge the obligations of employment or endangers the College, its employees, or students.

Conviction of a felony or a crime involving moral turpitude, which is defined as an act of baseness, vileness, or depravity that places the College, its employees, or students in peril, or if it serves to prevent or impair the employee's ability to discharge the obligations of employment. In the event a plea of guilty or no contest has been entered or guilt has been determined and adjudication is withheld, such plea or determination shall be considered to be a conviction under this rule.

Breach of contract

Inappropriate, illegal, or quid-pro-quo relationships with one or more students, faculty or staff

Sexual harassment

Indecent exposure

Discrimination based on race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, or any other characteristic protected by law

Unethical professional behavior

Endangerment of students, College property, or College personnel

Failure to maintain or obtain a current license or certificate required as a condition for the performance of duties

The use of fraud and/or deception in the application for employment

“Disruptive activities” as reflected in Chapter 1012, Florida Statutes

Suspension for Investigation: The College may suspend an employee on continuing contract or annual contract with pay for investigation of disciplinary causes enumerated above. Each suspension for investigation shall be completed within thirty calendar days or within such extension of time approved by the President or his designee. If after an investigation and recommendation by administration a determination is made to dismiss an employee by the District Board of Trustees, the College has no further financial or other obligations to the employee. In the event an employee has been charged with a felony or crime of moral turpitude, the College may suspend the employee with or without pay during the pendency of the criminal proceedings.

Procedure: The College may dismiss, suspend, discipline, or place on leave with or without pay an employee under continuing contract or annual contract or an adjunct faculty or return the continuing contract employee to an annual contract upon the recommendation of the President and approval by the District Board of Trustees. The President shall notify the employee in writing of the recommendation, and upon approval by the Board of Trustees, shall afford the employee the right to a hearing in accordance with the policies and procedures of the College. As an alternative to the hearing rights provided by College policies and procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of F.S. 120, by filing a petition with the Board of Trustees within twenty-one (21) days of receipt of the recommendation of the President.

Upon consolidation, reduction, or elimination of a College program or restriction of the required duties of a position by the Board of Trustees, the Board of Trustees may determine on the basis of the criteria set forth in subsections (1) and (2) of Rule 6A-14.0411, Florida Administrative Code, which employees should be retained on a continuing contract, if any, which should be placed on annual contracts, if any, and which should be dismissed, if any. Under these circumstances, the decisions of the Board of Trustees shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board of Trustees shall be final.

The reinstatement of continuing contract status once it is lost is at the discretion of the President and Board of Trustees.

Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted, at the discretion of the President and the Board of Trustees, administrative leave of absence pursuant to the College's policies and procedures.

SJR 5.04 (R2) Appointment and Employment of College Personnel

(Substantive Changes, Grammatical and Technical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 1/16/13

Specific Authorities: FAC 6A-14.041, FS 1001.02(1), FS 1001.02(9), FS 1001.64(18), FS 1012.83, FS 1012.855

The President, or his or her designee, shall make recommendations to the Board concerning the appointment of all full-time personnel to include Administrators, Faculty, Professional Support and Career Service. Employment of full-time College personnel must be approved by the Board before they are considered employed.

Although a full-time College employee may report to duty prior to official action of the Board, such employment shall be considered temporary until action is taken at the next regular meeting of the Board. Should the Board fail to approve the appointment, the temporary employment shall be terminated with payment for the days of service performed.

The President is authorized to appoint part-time and/or temporary personnel as may be needed within budgeted funds.

In accordance with law and State Board of Education regulations, any College employee, regardless of contractual status, may be dismissed when the Board of Trustees is required to, or consolidates, or reduces its program and the position is discontinued. In such cases the decision of the Board of Trustees is final. In addition, the issuance of a full-time contract should not create the expectancy of employment beyond the term of the contract. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing.

SJR 5.05 Employment and Dismissal of the President

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FAC 6A-14.026, FS 1001.02(1), FS 1001.02(9)(a), FS 1002.02(7)(b), FS 1001.64(19), FS 1001.64

The Board of Trustees shall have the authority to appoint, suspend, and/or remove (dismiss) the President in accordance with applicable law and the following provisions:

- 1) In the event of a vacancy, or an anticipated vacancy, in the office of the President, the Board of Trustees may appoint a search committee to seek qualified candidates for the office and to submit to the Board the names of those deemed qualified. The qualifications for the position of President shall be determined by the Board in accordance with applicable State Board of Education Rules and pursuant to any policies established by the Board. Before making its selection, the Board shall interview qualified candidates as it deems appropriate.
- 2) If a vacancy occurs in the office of the President, the Board of Trustees may appoint an acting president under those terms and conditions deemed appropriate by the Board and said acting president may be appointed for an initial term of no more than six (6) months and may be reappointed for no more than one (1) additional six (6) month term.
- 3) A President shall be entitled to a written contract, the terms of which shall be negotiated by and between the President and the Chairperson of the Board of Trustees with the advice and consent of the Board, but which in no instance shall exceed four (4) years. At the conclusion of the term of the contract, unless the contract provides otherwise, the Board, at its option, may renew or not renew the contract of the President. The President shall have no expectancy of renewal, and the non-renewal of the President's contract at the conclusion of the term provided therein does not entitle the President to a hearing. At the time that the President's contract is executed, the Board shall inform the President of the duties and responsibilities of the position, of the procedure by which the President's performances shall be evaluated, and of the criteria for such evaluation. The Chairman of the Board shall gather the annual evaluations as prepared by the individual Board members and present any complaint or unsatisfactory ratings to the President in writing within thirty (30) days.
- 4) During the term of the President's contract, the Board of Trustees may suspend or dismiss the President for cause, which cause shall consist of the President's incompetence, misconduct in office, gross insubordination, willful neglect of duty, habitual abuse of alcohol or drugs, failure to correct deficiencies made known to him by the annual evaluations within a reasonable time, and/or the President's failure to comply with the terms of the contract. In the event the Board does suspend or dismiss the President in accordance with the terms hereof, then it shall provide written notice of its decision and the reason(s) for same to the President and the Chancellor. The President shall have ten (10) days after the date of said notice within which to notify the Board in writing as to whether the President wishes to have a hearing on the issue(s) presented by the Board's notice of suspension or dismissal. Thereafter, the Board shall, within fifteen (15) days of the President's request for

- hearing, notify the President of the time and place for the hearing and said hearing shall not be scheduled any sooner than fourteen (14) days from the date of the service of this notice or any later than thirty (30) days from the date of the service of this notice unless a different time is agreed to by all of the parties.
- 5) In the event that the President does not make a timely request for a hearing, the Board of Trustees shall be entitled to take appropriate actions in accordance with its initial notice to the President.
 - 6) In the event of the Board's decision to suspend or dismiss the President, the Board and the President will comply with all procedures outlined in the Administrative Procedure Act, Chapter 120, FS with the exception of the non-renewal of the President's Contract, which is at the complete discretion of the Board of Trustees with no recourse.

SJR 5.06 (R1) Misuse of College Technology and Communication Resources

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 05/17/17

Specific Authorities: FS 1001.64(5), FS 1001.65(16), FS 1001.65(6)

Employee computer, information technology, and communication users must observe and comply with international, federal, and state laws as well as College policies and procedures governing computer, information technology and communications. The Board recognizes theft or abuse to include, but not to be limited to:

- 1) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- 2) Unauthorized transfer of a file.
- 3) Unauthorized use of another individual's identification and password.
- 4) Use of computer, information technology, or communication resources to interfere with the work of a student, faculty member, employee, or administrator.
- 5) Use of computer, information technology, or communication resources to send, store, or display obscene, abusive messages or materials.
- 6) Use of computer, information technology, or communication resources to interfere with the normal operation of the College.
- 7) Unauthorized duplication or use of software or proprietary programs in violation of software licensing agreements.
- 8) Social media postings on College sanctioned accounts that contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang-related.

Violation of this policy by a College employee is grounds for disciplinary action up to and including dismissal.

SJR 5.07 (R1) Deferred Retirement Option Program (DROP)

(Substantive Changes, Policy mixed with Procedures, Specific Authorities Updated 6/01/05)

Approval 1/18/06

Specific Authorities: FS 121.091(13), Rules of the Division of Retirement for DROP participation, FS 1001.64, FS 1001.65

The Board of Trustees authorizes certain qualified employees to participate in the Deferred Retirement Option Program (DROP) in accordance with FS. 121.091(13) and rules of the Division of Retirement under the Department of Management Services. However, participation in the DROP does not guarantee employment for the specified period of the DROP for any employee who elects to participate in DROP.

The Board directs the President and appropriate staff to post in the College's Operating Guidelines and Procedures the rules and regulations for participation in DROP established by the Division of Retirement as well as the qualifications for participation in DROP, the necessary applications, due dates for applications, and such other information and procedures which an applicant for DROP will need to facilitate his or her participation in the DROP program.

A faculty member selected to return to active status after DROP retirement will continue on the same evaluation cycle he or she was on before DROP retirement provided the faculty member has been retired less than one academic year. If the retirement period for the faculty member exceeds one academic year after DROP retirement, a new cycle for evaluations will begin during the first year of employment after DROP retirement. Faculty members selected to return to active status after DROP retirement are not eligible for continuing contract status.

SJR 5.08 (R1) Conditions of Employment

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 02/15/17

Specific Authorities: Fair Labor Standards Act, as Revised; FS 1001.65(16)

Conditions of employment shall be established by the President and in accordance with applicable laws and regulations. The conditions of employment are detailed in the College Operating Guidelines and Procedures Manual.

SJR 5.09 (R6) Vacation Leave

(Specific Authorities Updated 6/01/05)

Approval 1/18/06; 05/20/09, Amended 9/18/13; 01/18/17; 05/19/21

Specific Authorities: FS 1001.64

Employees on less than a twelve (12) month contract will not be granted vacation time. Each employee is responsible for checking the accuracy and accrual rate of vacation days reported each month on the employee's pay stub.

The following guidelines apply to employees who are eligible to earn vacation:

A. TWELVE-MONTH FACULTY AND PERSONNEL, EXCLUDING SENIOR MANAGEMENT CLASS PERSONNEL AND PROFESSIONAL SUPPORT (Grade Level 23 and Above)

Provide vacation leave for twelve-month personnel based on related experience as follows:

<i>Years of Related Experience</i>	<i>Days Earned Per Year</i>	<i>Maximum Leave Accrued</i>	<i>Maximum Days Payout at Termination</i>
1 – 5	12	44	30
6-10	15	44	30
10 +	18	44	30

Twelve-month employees who have five (5) or more years of service in any Florida College System institution will be allowed to earn fifteen (15) days per year.

Employees seeking to have vacation accrue at a higher rate because of completion of five (5) or more years of service in any Florida College System institution, which may include St. Johns River State College, are responsible for notifying the Office of Human Resources regarding previous service and shall provide proof of prior service. Upon notification, vacation will accrue at the calculated monthly rate for the fiscal year in which the notification was received. Vacation accrual will not be retroactive to service in prior fiscal years in which the employee was eligible but notification and proof were not received.

B. TWELVE-MONTH PERSONNEL (Grade Levels 23-28)

Provide vacation leave as follows:

<i>Days Earned Per Year</i>	<i>Maximum Leave Accrued</i>	<i>Maximum Days Payout at Termination</i>
22	44	44

C. SENIOR MANAGEMENT CLASS PERSONNEL (Grade Level 29 and Above)

Provide vacation leave as follows:

<i>Days Earned Per Year</i>	<i>Maximum Leave Accrued</i>	<i>Maximum Days Payout at Termination</i>
30	60	60

D. EXCESS VACATION LEAVE

Accrued vacation leave in excess of the maximum on June 30th (the end of the fiscal year) may be transferred to sick leave unless modified by contract. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

E. LEAVE PAYOUTS FOR GRANT-FUNDED POSITIONS

The maximum days payout listed in this policy for grant-funded positions is subject to available funding and may not be available for these positions. The College shall adopt a procedure relative to grant-funded leave payouts.

SJR 5.10 (R2) Educational Supplements

(Substantive Changes, Specific Authorities Updated 6/01/05

Approved 1/18/06; Amended 05/17/17

Specific Authorities: FS 1001.64(4)(b), FS 1001.65(2) and (3)

The Board of Trustees authorizes the President to provide salary supplements for College employees in accordance with College procedure.

Supplements available to faculty and staff are listed in the College salary schedule, as approved by the Board of Trustees. Certifications which qualify IT Professional Support Salary staff members for supplements are listed in the annual salary schedule. Educational supplements will be paid in accordance with the current salary schedule approved by the Board of Trustees. In order for full-time faculty to qualify for a supplement, coursework must be in the teaching field and/or closely related fields, and must be approved in advance by the Vice President for Academic Affairs/CAO and Executive Director, St. Augustine Campus or the Vice President for Workforce Development and Executive Director, Orange Park Campus. Hours beyond the Master's Degree earned prior to employment with the College will be reviewed to determine eligibility for a supplement at hire date. Educational supplements will not be added during a contract year.

The Board directs the President to publish an Educational Supplements and Certifications procedure in the College's Operating Guidelines and Procedures.

SJR 5.11 (R1) Sick Leave Payout for Termination Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 09/19/18

Specific Authorities: FS 1012.865

Upon termination of employment, the employee's final compensation will be adjusted in an amount necessary to ensure that sick leave taken with compensation shall not exceed the days of earned sick leave as provided by FS 1012.865.

Payment for a limited number of days of accumulated (unused) sick leave upon retirement from St. Johns River State College when a full-time employee is eligible for retirement benefits from the State of Florida's retirement system is as follows: Upon retirement as defined above, an employee may be paid for up to one-half of his/her accumulated (unused) sick leave, but not more than sixty (60) days (four hundred eighty (480) hours). If an employee returns to work after normal retirement, he or she will not be eligible for additional accumulated sick leave payout.

Terminal pay for sick leave accrued by administrative employees (Level 25 and above) shall be paid in accordance with Statute and College procedure.

Employees who are retiring and are eligible for accumulated sick leave pay from St. Johns River State College are required to participate in the College's 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay subject to contribution limits. Terminal pay for sick leave for employees participating in the Deferred Retirement Option Program (DROP) will have an amount deposited into their account equal to that percentage for the time worked under the DROP option (see table below) multiplied by the value of the balance of the employee's accrued sick leave days. This percentage will be modified in the first year of enrollment in DROP, if the first year amount exceeds the amount of the contribution limits. For example, an Employee participating in DROP for a period of five (5) years will have Terminal Sick Leave Pay deposited as follows:

Year 1	20% of balance of terminal sick leave
Year 2	25% of balance of terminal sick leave
Year 3	33% of balance of terminal sick leave
Year 4	50% of balance of terminal sick leave
Year 5	100% of balance of terminal sick leave

These percentages would change according to the option chosen by the employee (i.e. a DROP participant could choose only a three-year DROP period, their funds would be deposited over the three-year period for a total of 100% by the end of that selection). Employees terminating prior to their pre-selected DROP end date will be paid 100% of their eligible sick leave balance upon employment termination. For employees participating in DROP prior to June 1, 2002, there will be a catch-up provision allowed.

SJR 5.12 (R1) Paid Sick Leave

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 01/18/17

Specific Authorities: FS 1012.865, FS 1001.64, FS 1001.65

All full-time personnel are entitled to sick leave on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household. The College may, in its discretion, require certification by an appropriate medical authority of illness, injury, or death.

Sick leave with compensation is earned at the rate of one (1) day (eight (8) hours) per calendar month of service, or major fraction of a calendar month of service, not to exceed twelve (12) days (ninety-six (96) hours) for each fiscal year. No more than eighty (80) days (six hundred forty (640) hours) may be used in any one fiscal year. Sick leave accumulated within Florida may be transferred to St. Johns River State College from another Florida College System institution, the Florida Department of Education, the Florida University System, or a Florida district school board provided that at least one-half (1/2) of the sick leave accumulated at any time must have been earned at St. Johns River State College.

The College will implement procedures that further define and are in accordance with Florida Statutes.

SJR 5.12 (A) Sick Leave Pool

New Rule Promulgated: 5/15/13

Approved: 5/15/13

Specific Authorities: FS 1001.64, FS 1012.865

Regular, full-time employees of the College shall be eligible to join a Sick Leave Pool established for the purpose of protecting employees from loss of income due to a major illness or injury. The Sick Leave Pool shall operate according to procedures approved by the President. Membership in the Pool shall be voluntary and based on contribution to the Pool. The procedures shall provide for the eligibility for employees to join the Pool, a mechanism for awarding leave from the Pool, limits on withdrawals and the process for monitoring and replenishing the Pool.

SJR 5.13 (R4) Policies on Faculty Duties, Teaching Load, and Hours of Work

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 11/16/11; Amended 09/21/16; Amended 10/18/17; Amended 06/15/22

Specific Authorities: FS 1012.82, FAC 6A-14-0941, FS 1001.02(9), FS 1001.64(18))

All faculty report to their appropriate dean/director in all matters relating to curriculum and instruction.

Faculty members are professionals whose jobs require forty (40) or more hours of instructional and office hours, professional development, and College service each week over five (5) consecutive calendar days during the fall and spring terms. Ten-month and twelve-month Faculty positions require thirty-six (36) or more hours of professional services to the College each week over four (4) consecutive calendar days during the summer terms. Twenty-five (25) to twenty-eight (28) hours shall be scheduled and the remaining twelve (12) to fifteen (15) hours shall be used for College service and related professional activities. Prior to each semester, full-time Faculty shall develop a Faculty Load Sheet detailing all components of the Faculty member's workload responsibilities totaling forty (40) hours per week. Limited exceptions to these Faculty Work Hours may be granted by the appropriate Vice President if alternative scheduling is advantageous to the program and students.

The components of Faculty workload responsibilities vary by Division and are detailed in College Procedure.

SJR 5.14 (R1) Insurance

(Substantive Change, Title Change, Specific Authorities Updated, 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(4)(b), FS 1001.65(3)

College personnel are given the opportunity to have payroll deductions made for membership in College group insurance and annuity plans that are approved by the College. Options to participate may be elected within the first thirty (30) days from date of hire for most benefit plans. Enrollment changes are permitted during the annual “open enrollment” period scheduled in the fall of each year.

SJR 5.14 (A) Worker's Compensation Insurance

(New Rule Promulgated 6/01/05, was part of old rule 5.14)

Approved 1/18/06

Specific Authorities: FS 1001.64(18), FS 1001.65(16)

All employees of the College are covered by Worker's Compensation Insurance. Accidents/illnesses in the line of duty should be immediately reported to the designated supervisor, Security Officer or Campus Executive Director, and the Human Resources Office. A written report must be filed with the Human Resources Office within twenty-four (24) hours. The Human Resources Office is responsible for coordinating medical services requested by the injured employee with an approved worker's compensation-managed care provider.

SJR 5.15 (R3) Keys

(Substantive Changes, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 01/20/16; 02/21/18

Specific Authorities: FS 1001.65(6), FS 1001.64(5)

Keys and access control cards (cards) are the property of St. Johns River State College and will be assigned to College personnel on a “need” basis subject to approval by the President or designee. Requests for keys and cards will be submitted through the online key request system for processing.

Unauthorized possession or use of keys or cards on the campuses is not permitted and under no conditions are keys or cards to be duplicated. Should a key or card become lost or damaged, the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate for the individual campus is to be notified immediately. If negligence is determined, employees may be subject to reimbursing the College for expenses for lost keys or cards.

All keys and cards are to be promptly returned when no longer needed. Upon termination of employment for any reason (i.e., resignation, retirement, dismissal) all keys and cards must be returned to the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate. Under no circumstances are students authorized to possess or to check out keys or cards to the campus facilities without special permission from the President.

The Public Safety and Security Office shall be responsible for the custody of all keys to College cars with the exception of keys to cars used by the Criminal Justice Programs. The Dean of the Criminal Justice and Public Safety will be responsible for the keys to cars used by the Criminal Justice Programs.

Access control codes which have been entrusted to employees must be kept confidential.

SJR 5.16 Part-Time Employment

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FAC 60S-1.004, FS 1001.64(4)(b)

Part-time, non-instructional employees working in a regularly “established” position (as defined in FAC 60S-1.004), but working less than full-time, will be paid on an hourly basis for time worked and will receive benefits including Retirement, Social Security, and Medicare. Regularly “established” positions include part-time security officers and other part-time employees employed beyond 2,080 aggregate hours since date of hire or July 1, 1991. Temporary part-time employees are permitted to work no more than thirty (30) hours per week. Part-time employees employed with less than 2,080 total aggregate hours receive Medicare benefits only with mandatory participation required in the Alternate to Social Security Plan.

SJR 5.18 (R1) Administrator Evaluations

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Amended 1/16/13

Specific Authorities: FS 1001.65(3), FS 1008.45

Each administrator will receive a written evaluation annually. The purpose of the evaluation is twofold; first, to provide a documented and rational foundation for supervisor counseling and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which provides the administrator with an indication of his or her level of performance as an administrator, and which can be used for improvement of that performance.

The formal evaluation will be performed by the administrator's designated immediate supervisor, reviewed by the next higher level supervisor, and processed through the chain of supervision before being filed with Human Resources except in the instances where an administrator reports directly to the College President.

The Human Resources Office will provide instructions, guidelines and copies of the evaluation forms to all evaluators.

SJR 5.19 (R2) Career Service and Professional Support Employee Evaluations

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Amended 1/16/13; 01/18/17

Specific Authorities: FS 1001.65(3), FS 1008.45

Each Career Service and Professional Support employee will receive a written evaluation annually in accordance with established College procedures. The purpose of the evaluation is to provide a documented and rational foundation for decisions relative to promotion, salary, and retention.

SJR 5.20 (R1) HIPAA Privacy Policy

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: Rules of the Florida Community Colleges' Risk Management Consortium, HIPAA, FS 1001.64(18), FS 1001.64(23)

As a member of the Florida Community College's Risk Management Consortium Group Health Insurance Program, the Board of Trustees directs the College and all College personnel to comply with the provisions of all federal and state laws governing patient privacy including HIPAA. The Board directs the President and appropriate College personnel to include in the College's Operating Guidelines and Procedures the privacy protections provided by federal and state laws and HIPAA, exceptions to these privacy protections, those responsible for ensuring patient privacy, and those individuals who have access to patient records within the College.

Protection of patient privacy is of paramount importance to St. Johns River State College. As such, violations of any of the provisions delegated by this rule may result in severe disciplinary action including termination of employment and possible referral for criminal prosecution.

SJR 5.21 (R4) Criminal Background Checks

(Substantive Changes, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Revised 2/23/11; Amended 01/20/16; Amended 01/18/23

Specific Authorities: FS 1001.64(46), FS 1001.64(18)

Criminal Background checks of all employees and volunteers (full-time and part-time) (with the exception of actively certified law enforcement personnel hired into an instructor position in that capacity and student employee note takers) are required for the purpose of providing a safe and secure student and employee environment. The background check process will be coordinated by Human Resources. Individuals hired for certain positions may be subject to additional screenings and tests in accordance with statute or at the discretion of the College. Background checks may include fingerprinting, FDLE and FBI criminal history report, credit history report, and any additional screening appropriate for the position. The costs for all screenings and tests required by the College will be borne by the College.

New employees shall be on probationary status pending the results of all screenings.

Probationary employees terminated because of their criminal record shall have the right to appeal such decisions based upon the accuracy of the criminal record.

Criminal background checks may be required of current employees in any program as determined by the President, or designee, for the purpose of providing a safe and secure environment.

Determination of the status of a current employee whose results, or the results of other screenings and tests which may be required, disclose a criminal record or other behavior not formally disclosed on the application of the employee, will be made by the President based on information and research provided by the Human Resources Department. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.

SJR 5.21 (A) Drug Screening of Nursing and Allied Health Faculty

(New Rule Promulgated 06/17/2009)

Approved 06/17/2009

Specific Authorities: FS 1001.64(46), FS 1001.64(18)

I. Purpose

To comply with hospital regulations for Nursing and Allied Health faculty who participate in clinical placements, the College may require current and accurate drug screens on each full-time, part-time, and adjunct faculty member.

II. Definitions

Drug Screen: A urine sample provided at a contracted facility that is tested for, but not limited to, the drugs of cocaine, methadone, methaqualone, opiates, phencyclidine (PCP), propoxyphene, marijuana, benzodiazepines, barbiturates and amphetamines including methamphetamine.

III. Policy

- A. The College will require or accept evidence of a drug screen on all Nursing and Allied Health faculty who will be expected to participate in clinical placements upon hire to the related program.
- B. Results of drug screens are submitted directly to the Director of Human Resources. Faculty are notified of possible issues that preclude employment and may present additional information to clarify results.
- C. A positive result does not automatically disqualify a faculty member. Any decision to reject or accept an applicant with a positive drug screen is solely at the discretion of the Director of Human Resources in consultation with the Vice President for Workforce Development or Dean for the Department of Nursing.
- D. Faculty can be requested to have additional drug screens based on compliance with clinical protocols and/or if faculty are believed to be coming to work in an impaired state.
- E. Employees whose employment status is adversely affected by a drug screen shall have the right to appeal.

SJR 5.23 (R3) Employee Grievance Policy and Procedures

(Substantive Changes, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 5/16/12; Revised 04/15/15

Specific Authorities: FS 1001.64(18); Chapter 120, FS

It is the desire of the Board of Trustees of St. Johns River State College to eliminate the cause of any justifiable complaint or employee dissension or grievance. Toward this end, the College shall solicit the cooperation of all employees in reporting such occurrences so they can be corrected before they become a grievance.

It is the right of every employee to express a complaint or to secure consideration of any grievance without fear of reprisal or penalty. The Board of Trustees assures prompt and impartial investigation and consideration of all employee complaints and/or grievances, whether formal or informal, verbal or written within an employee's scope of service at St. Johns River State College.

Grievances shall consist of matters of disagreement arising out of the employer-employee relationship where 1) there is no applicable policy, 2) there is a deviation from approved policy, or 3) a policy is considered to be unfair, unfairly applied, or no longer applicable. The grievance procedure is also available to probationary as well as non-probationary employees who allege discrimination prohibited by law or College policies.

An employee who has a complaint may initiate a formal grievance procedure as outlined in this rule. An employee initiating a grievance may also have additional rights and alternatives as prescribed by the Administrative Procedure Act, Chapter 120, FS.

As used in this rule and its procedures, the phrase "persons directly involved" means the grievant and those who made the decision about which that person is aggrieved.

The grievance procedure should be initiated within sixty (60) working days following the incident which causes the employee to feel that a grievance should be filed; or, if the grievance is connected with discharge, within sixty (60) working days following termination of employment.

It is the policy of the Board of Trustees to encourage informal discussions between individuals concerning complaints. Such discussions should be held with a view toward reaching an understanding which will resolve the matter in a manner satisfactory to the aggrieved party without need for recourse to the formal grievance procedure.

If the informal process is unsuccessful, the following procedures are to be followed in processing a grievance:

- 1) A grievance is initiated by discussing the problem with an immediate supervisor. If the employee feels unable to discuss the matter informally with the supervisor, he or she

- should begin the grievance procedure with step (2). A copy of the grievance shall be given to the person named in the grievance.
- 2) If a mutually satisfactory adjustment is not reached between the employee and the supervisor within 10 working days from the day of initiating the grievance, the employee may submit in writing the matter under discussion to the person at the next supervisory level with a copy to the Equity/Title IX Coordinator.
 - 3) If a mutually satisfactory solution is not reached within ten (10) working days after the second step begins, the employee may submit the grievance in writing to the Senior Vice President, or his or her designate, with a copy to the Equity/Title IX Coordinator. Before making a disposition, the Senior Vice President (or his or her designate) shall discuss the grievance with the parties concerned. If the Senior Vice President should be the first or second level supervisor, a designate will be appointed to assume the role of the Senior Vice President.
 - 4) If the written decision of the Senior Vice President (or his or her designate) is unsatisfactory to either the employee or the supervisor, then either may within ten (10) working days after receipt of the Senior Vice President's decision, file a written notice of appeal to the President of the College, with a copy to the Equity/Title IX Coordinator, who will submit the matter to the Employee Grievance Committee for consideration. The Employee Grievance Committee will be composed of five full-time employees selected from a list of employees submitted annually to the President by the Equity/Title IX Coordinator. The aggrieved employee will select two members from the list; the appropriate supervisor, two members from the list, and the fifth member will be selected by the other four from the list and shall serve as Chair. The Employee Grievance Committee will accumulate and study the facts of the case and will submit a written report with a recommendation to the President, who will render a decision. The grievant will be called to give testimony to the Employee Grievance Committee but will not be present at other sessions of the Committee unless specifically asked to be present. Legal counsel for the grievant and the College will not be present at the hearings of the Employee Grievance Committee. The President shall render a decision based upon the record, or may call such witnesses as deemed necessary.
 - 5) If the grievant is not satisfied with the disposition of the grievance by the President, the grievance may be submitted to the Board of Trustees of the College. This procedure shall be initiated by the receipt of a written request for the hearing by the College President within five (5) working days after the grievant receives the written disposition by the President.
 - 6) Disposition by Limitation. Any disposition which is not appealed by the employee within the time allowed at each level after the date of receipt shall be considered settled and binding on the employee and the College. Any written grievance which is not answered by the supervisor within the time allowed at each level after the receipt shall be referred to the next higher level, at the request of the grievant. The grievant and the supervisor may agree, in writing, that additional time is required at any level after the grievance is filed in writing with a copy to the Human Resources Office. The

Human Resources Office shall keep official records of the progress of a grievance within the specified time limits.

7) General Provisions. The following provisions apply to the entire formal grievance procedure:

- a) Reprisals. No reprisals of any kind shall be taken against any employee for filing a grievance.
- b) Confidentiality. All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.
- c) Storage of Records. All communications and records dealing with the grievance shall be filed separately from the personnel files of the participants.
- d) Withdrawal. A grievance may be withdrawn by the grievant at any stage.

SJR 5.24 College Cell Phones

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1001.64(4)(b), FS 1001.65(6), FS 1001.65(5)

The President is authorized to establish procedures for the procurement, distribution, use, and management of College cell phones. The procedures and permissible uses of cell phones issued to College employees will be established in the College's Operating Guidelines and Procedures.

SJR 5.25 (R2) Educational Opportunities for Full-time Employees

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 06/21/17

Specific Authorities: FS 1001.64(18), FAC 6A-14.029, FS 1009.26

To encourage the enhancement of skills, and the attainment of additional educational goals, the District Board of Trustees authorizes the President to provide scholarships to full-time employees and/or a full-time employee's dependents (as determined by IRS standards) attending credit classes at St. Johns River State College. These scholarships will be funded out of the Auxiliary fund set aside in the College budget each year. Other funds or fee waivers that can be appropriately and legally used for scholarship purposes may also fund employees or dependent scholarships. In the event insufficient funds are available to provide all the scholarships needed in an academic year, the distribution of funds for these scholarships will be prorated equally among all eligible participants in this scholarship program.

Each fiscal year, the College may also consider funding a tuition reimbursement program for full-time employees seeking advanced degrees, professional certifications, or other job-related professional development coursework.

The scholarships provided under this rule will be for college-credit course fees or clock hour fees only and participants must meet all the prerequisite requirements for any course in order to enroll in a particular course. The President and appropriate College personnel will develop the guidelines and procedures for the implementation of the employee and dependent scholarship program and the tuition reimbursement program to include application procedures, qualifications to participate, number of hours allowed to be taken on the scholarship program in any one term, the scheduling of classes, and such other guidelines and procedures necessary to implement both the scholarship and tuition reimbursement programs. These guidelines and procedures will be published in the College's Operating Guidelines and Procedures.

SJR 5.27 Discrimination in Granting Salary Prohibited

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1012.855, FS 1000.05

The District Board of Trustees of St. Johns River State College prohibits discrimination on the basis of gender, race, or physical handicap in the granting of salaries to employees. As such, the Board will annually review, modify if necessary, and approve the Salary Schedule recommended by the College President prior to the submission of the College Operating Budget to the State Board of Education.

SJR 5.28 Employment Equity Accountability Program

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1012.86, FS 1000.05

Once annually, prior to submission to the State Board of Education, the Speaker of the House, and the President of the Senate, the Board of Trustees of St. Johns River State College will review and approve or reject the College's Annual Employment Accountability Plan. The plan will show faculty, staff and administrator employment data according to the requirements of the Federal Equal Employment Opportunity Report (EEO-6) and such other data as required by FS 1012.86. It will also delineate the College's plan to meet the goals and objectives set for the College in terms of Employment Equity and the timelines for the accomplishment of these goals and objectives.

SJR 5.29 SJR Campus Security Officers/Duties

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1012.88, FS 1001.64(23)

To ensure the safety and welfare of College employees, students served by the College, visitors to the College, and College property, equipment, and facilities, the District Board of Trustees authorizes the establishment of a Department of Public Safety and Security. The Board also authorizes collection of a five percent fee increase on college credit courses as authorized by FS 1009.23(4) to be used to pay for the Department of Public Safety and Security.

The Department of Public Safety and Security will consist of a Director, sworn officers, and such other personnel as the College President and the Board of Trustees deem necessary to ensure the safety of employees, students, visitors and College property, equipment and facilities. The Department of Public Safety and Security will work collaboratively with the Sheriff Offices of Clay, St. Johns and Putnam County as well as other appropriate law enforcement agencies and emergency agencies located within the Colleges district. Employees of the College's Department of Public Safety and Security will be governed by the laws of the State of Florida for sworn officers and by the provisions of FS 1012.88.

SJR 5.30 Paid Holidays and Non-Duty Days

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.65(7), FS 1001.64(18), FAC 6A-10.019 (Not Updated to New School Code)

The District Board of Trustees will approve nine paid holidays for twelve month, full-time employees when it approves the annual calendar for the College. In addition, the Board of Trustees may approve non-duty days for twelve month, full-time staff at its discretion provided the non-duty days are appropriate and do not interfere with the steady progress of students through their academic coursework.

SJR 5.31 (R1) Retirement Plans

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 12/09/15

Specific Authorities: FS 1012.87, FS 1012.875, Chapter 121, FS, FS 121.4501, FS 1001.64(18), FS 1001.64(21), IRS Code 403(b)

The College will participate in the Florida Retirement System (FRS) Defined Benefit program or the Florida Retirement System Investment Plan as provided in Chapter 121, F.S., at the discretion of each eligible employee. The College will also make available to eligible employees employee sponsored 403(b) plans through providers approved by the Board of Trustees.

From time-to-time, the Board of Trustees may also authorize the establishment of employer sponsored 457 plans and 403(b) plans for certain employees. The Board of Trustees may also authorize the establishment of an annuity program for certain employees who have completed twenty-five (25) years of creditable service under FRS guidelines and have applied for retirement under the Florida Retirement System. In accordance with requirements and limitations of Florida Statutes, the amount and purchase of such annuity must be followed.

SJR 5.32 (R1) Participation in the Florida College System Risk Management Consortium for Employee Insurance Benefits

(New Rule Promulgated 6/01/05; Amended 06/17/20)

Approved 1/18/06

Specific Authorities: FS 1004.725, FS 1001.64(18)

As permitted under FS 1004.725, St. Johns River State College may participate in the Florida Community Colleges' Risk Management Consortium to provide Health Insurance, Life Insurance, and Disability Insurance for its eligible employees. The President and appropriate personnel are directed to publish the benefits, terms and conditions, and other appropriate information necessary for employees to understand their insurance benefits, their insurance options, the out-of-pocket expenses that can be expected, and other such information in the College's Operating Guidelines and Procedures. The Board of Trustees approves the employee insurance program as part of the annual budget process.

SJR 5.33 401(a) Plan

New Rule Promulgated 6/01/05

Approved 1/18/06

Specific Authorities: FS 1001.64(18)

The Board of Trustees authorizes the College to establish a 401(a) plan for eligible employees that complies with the rules and regulations for a 401(a) plan established by the Internal Revenue Service. The rules, regulations, benefits, enrollment procedures, etc., will be published in the College's Operating Guidelines and Procedures.

SJR 5.34 (R1) Military Leave

(New Rule Promulgated 6/01/05)

Approved 1/18/06; 12/06/17

Specific Authorities: FS 115.07, 115.09, FS 115.14, FS 295.09, FS 1001.02(1), FS 1001.02(9), FS 1012.885, FAC 6A-14.0432

In accordance with Florida Statute, military leave may be granted with pay for up to 240 working hours to personnel who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations when assigned to active or inactive duty, in any one annual period, beginning July 1 through June 30.

All leave granted to College employees for extended active military service shall be according to Sections 115.07 115.09, 115.14, and 295.09, Florida Statutes.

SJR 5.35 (R1) Personnel Records

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/19/22

Specific Authorities: FAC 6A-14.047, FS 1001.02(1), FS 1001.02(6)(a), FS 1012.81, FS 1012.855, FS 1012.81 Personnel records shall contain information for efficient personnel administration which shall include, but not be limited to, dates of appointment, periods of employment, contract status, duties performed, records of leave and evidence of factors used to calculate salary, retirement system records, and related documentation as determined by the College President. Limited access records about employee performance; investigations of employee misconduct; disciplinary proceedings; and grievance proceedings brought by an employee for enforcement of a collective bargaining agreement or contract shall be released only according to section 1012.81 F.S. Records about employee performance shall be released only according to Section 1012.81, Florida Statutes. Personnel records and limited access files shall be maintained by custodians designated by the College President.

The Office of the Director of Human Resources will keep an up-to-date personnel record on all College employees which will include (where appropriate) the following:

- 1) Official college transcripts
- 2) Completed College application form
- 3) Florida Retirement System Status Form
- 4) Loyalty Oath Form
- 5) Employee's Withholding Exemption Certificate (W-4) Form
- 6) Emergency Notification Form
- 7) Employment Eligibility Verification (I-9) Form
- 8) Insurance Enrollment Form
- 9) Employee Confidentiality Agreement Form
- 10) Authorization to Obtain Background Investigation Report
- 11) FDLE VECHS Waiver Agreement and Statement
- 12) Fingerprint Card
- 13) Such other forms and information that may be required for particular positions.

All employees have the responsibility of keeping withholding exemption certificate, address, telephone number, and other such emergency information current.

SJR 5.36 (R3) Evaluation of Faculty

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 06/17/09; 1/16/13; Amended 06/15/22

Specific Authorities: FS 1001.65(3), FS 1008.45

The College President, or his or her designee, is directed to establish a procedure for the evaluation of all full-time and part-time faculty. A formal evaluation is required each year for annual contract instructional and non-instructional Faculty, while tri-annual evaluation is required for Faculty on Continuing Contract.

Part-time faculty teaching credit courses will be evaluated by the Dean, Associate Dean, Director, or their designee during their first year of employment and then at least once every three years thereafter. All other part-time faculty will be evaluated at the discretion of the appropriate Dean, Associate Dean or their designee.

The procedures for faculty evaluations will be posted in the College's Operating Procedures and Guidelines. Each faculty member will be provided a copy of the completed evaluation form and will have the opportunity to respond to the evaluation if he or she so desires. The completed evaluation form along with any response to the evaluation for full-time faculty and part-time credit faculty will be sent to the Human Resources Office.

SJR 5.37 Code of Ethics and Principles of Professional Conduct

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FAC 6B-1.001

St. Johns River State College subscribes to the "Code of Ethics of the Education Profession in Florida" and to the "Principles of Professional Conduct for the Education Profession in Florida." As such, the "Code of Ethics of the Education Profession in Florida" and the "Principles of Professional Conduct for the Education Profession in Florida" will be printed in their entirety in the College's Operating Guidelines and Procedures and in all appropriate College handbooks. Violations of the "Code of Ethics of the Education Profession in Florida" and the "Principles of Professional Conduct for the Education Profession in Florida" are subject to disciplinary action up to and including dismissal.

SJR 5.38 Outside Employment

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(18), FS 1001.65(3)

The District Board of Trustees permits College employees to be employed by another employer or to be self-employed provided such employment does not interfere with or adversely affect the employee's ability to perform his or her duties at St. Johns River State College. The President, or his or her designate, is directed to develop internal operating procedures and guidelines with regard to the employment of full-time College personnel by another employer or self-employment. These operating guidelines and procedures will be published in the appropriate College handbooks.

SJR 5.40 Political Activities

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: Section III, Chapter 112 FS; Article II, Section 8, Constitution of the State of Florida

The Board of Trustees encourages College employees to participate actively and freely as citizens in the community including political campaigns and support of political candidates; however, it is the policy of the Board of Trustees that such political activities are not permissible on college property and cannot occur during regular hours of employment at the College. In addition, no College equipment or resources can be used to lobby a particular position or support any particular candidate or political party.

SJR 5.41 Solicitation of Gifts

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: Section III, Chapter 112 FS; Article II, Section 8, Constitution of the State of Florida

It is a violation of state law for any St. Johns River State College employee to use his or her position to solicit or receive a gift of any kind or numerical value.

SJR 5.42 Professional Leave

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(4)(b); FS 1001.65(3)

In order to encourage the professional development of full-time faculty and staff, the Board of Trustees authorizes the development of a program of professional leave which will include three categories:

- 1) Professional Leave not to exceed 30 days with or without compensation.
- 2) Extended Professional Leave which is more than 30 days but does not exceed one year and is without compensation.
- 3) Sabbatical Leave which may be granted to a full-time employee after the completion of seven years of service with partial compensation as determined by the College President.

The granting of professional leave is solely at the discretion of the College President and may include other requirements as specified in the College's Operating Guidelines and Procedures.

SJR 5.43 Administrative Leave

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(4)(b); FS 1001.65(3)

The Board of Trustees recognizes the importance of College employees fulfilling their civic responsibilities. As such, the Board of Trustees authorizes the use of administrative leave for such things as jury duty, subpoenaed witness, professional witness, testifying before Congress, the Florida Legislature, or the Governor's office, and such other civic duties that may occur from time to time. The College's Operating Guidelines and Procedures will delineate the appropriate use of administrative leave and the applicable restrictions on the use of administrative leave. However, under no circumstances will administrative leave be granted when an employee is engaged in personal litigation.

SJR 5.44 (R1) Fraud

(New Rule Promulgated 12/17/08)

Approved 12/17/08; Amended 10/21/15

Specific Authority: 1001.64 F.S.

All employees of the College are expected to demonstrate trustworthiness in their professional dealings. Fraudulent behavior by College employees is directly opposed to trustworthiness and therefore, it will not be tolerated.

Examples of fraudulent behavior include, but are not limited to, theft, lying to obtain a material benefit, embezzlement, purchasing property for personal use with College funds, inappropriate use of College property for personal use, and the use of false information to obtain a material benefit.

It is the policy of the College that:

- 1) All applicants for employment with the College are required to submit to a criminal background check pursuant to SJR 5.21, District Board of Trustees Policy. Criminal records are reviewed for a number of reasons; including the principle that past behavior is a predictor of future behavior. The College will closely scrutinize those applicants whose criminal records reveal convictions for fraudulent behavior to be satisfied to the extent possible that fraudulent behavior will not be repeated. This scrutiny will be particularly intense for those applicants applying for a position that as a significant part of the job description requires the handling of property, money, and other assets of the College.
- 2) The President working in conjunction with the Administration, external auditors, and staff, will insure that appropriate internal controls are in place to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees. Such internal controls shall be reviewed periodically and revised as necessary.
- 3) All employees of the College have an obligation to report fraud to their supervisor and/or an officer of the College. In addition, an employee may report fraud, anonymously if desired, directly to the President or other Administrator, and the College Attorney. Any employee who reports fraud in good faith shall not be subject to any recrimination or retaliation for having made the report. Further, failure to report known fraudulent actions or actions that reasonably appear to be fraudulent can be grounds for discipline up to and including dismissal. For Federal awards, internal controls and reporting will be compliant with SJR State, state and federal regulations, including (2 CFR 200.113) which requires the awardee institution to disclose, in a timely matter, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
- 4) All allegations of fraud will be investigated by the appropriate College staff and will be reported to law enforcement if there is cause to believe a criminal offense has occurred. Employees who are determined by the College to have committed a fraudulent act while in the course of their employment shall be subject to discipline, up to and including dismissal. Employees who are dismissed shall not be eligible for rehire.

- 5) If an employee is deemed to have fraudulently obtained any property of value from the College, the College shall take all reasonable steps to recover the property including but not limited to civil action or restitution under criminal proceedings. When evaluating reasonable steps, the College shall weigh the cost of recovering the property against the value of the property.

SJR 5.45 Student Loan Practices Code of Conduct

(New Rule Promulgated 06/17/2009)

Approved: 06/17/2009

Specific Authorities: 34 C.F.R. 682.200(b)(5)(i)

The District Board of Trustees of St. Johns River State College recognizes that ensuring the integrity of the student financial aid process is critical to providing fair and affordable access to higher education in Florida. Therefore, the Board hereby adopts the following guiding principles that shall be effective immediately. These guidelines are designed to avoid any potential for a conflict of interest between the Board, its students, or their parents in the student financial aid process. Accordingly, the College shall adhere to the following principles in the College's financial aid operations:

1. College employees should receive no personal benefit.

No officer, trustee or employee of the College shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any Lending Institution.¹ For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a Lending Institution. Likewise, an individual should never receive payment or reimbursement from a Lending Institution for lodging, meals or travel to conferences or training seminars. However, an officer, trustee or employee of the College may: (a) conduct non-College business with any Lending Institution and, subject to state law, receive value in connection with such non-College business, so long as such value is not intended to influence the officer, trustee or employee in conducting College business; (b) conduct College business and, subject to state law, receive value on behalf of the College that is unrelated to the student loan activities of the Lending Institution; (c) attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conferences and meetings; and, (d) hold membership in, serve on the board of, or participate in the activities of any tax-exempt organization and, subject to state law, receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.

2. College employees should not serve on lender advisory boards for remuneration.

No officer, trustee or employee of the College who makes financial aid decisions for the College or who is employed in, supervises or otherwise has responsibility or authority over the College's financial aid office shall receive any remuneration for serving as a member or participant of a student loan advisory board of a Lending Institution or any reimbursement of expenses for such service. Any officer, trustee or employee of the College who serves as a member or participant of a Lending Institution board shall recuse himself or herself from any board discussions regarding the College's financial aid

¹ Lending Institution is any entity (other than an institution of higher education or a governmental entity such as the U.S. or Florida Department of Education) involved in the making, holding, consolidating or processing of any student loans.

operations.

3. The College should not provide any advantage to a Lending Institution.

The College shall not accept anything of value from any Lending Institution in exchange for any advantage or consideration provided to the Lending Institution related to its student loan activities, including but not limited to revenue-sharing, printing costs or below-cost computer hardware or software.² Likewise, the College shall not allow any Lending Institution to: (a) staff the College's financial aid office at any time; or (b) communicate with the College's students or their parents in such a manner as to create the impression that the Lending Institution is an employee or agent of the College in connection with the College's student financial aid operations, including through the use of mascots, logos, etc. Finally, the College shall not enter into any agreement with a Lending Institution to provide alternative (*i.e.*, non-federal or "opportunity") student loan programs if the provision of such alternative loan programs prejudices other students or parents.³

4. The College should make appropriate use of any Preferred Lender Lists.

If the College decides to promulgate a list or lists of preferred or recommended lenders for student loans or similar ranking or designation ("Preferred Lender List"), the selection of Lending Institutions for inclusion on the Preferred Lender List shall be based on the best interests of the College's students and their parents without regard to the financial interests of the College.⁴ In addition, any Preferred Lender List shall clearly explain:

- Students and their parents are free to select the Lending Institution of their choice and will suffer no penalty imposed by the College from using a Lending Institution that is not a "preferred lender";
- Students and their parents are not required to use any of the "preferred lenders";
- Where to find information on other Lending Institutions for student loans;
- The College will promptly certify any loan from any Lending Institution selected by a borrower, in accordance with U.S. Department of Education regulations;
- The process the College utilized to select "preferred lenders," including but not limited to the criteria used and the relative importance of such criteria;
- Where to find information on the competitive interest rates, terms, and conditions of federal loans;

² The College may accept any assistance that is authorized by 34 C.F.R. 682.200(b)(5)(i) (definition of "Lender").

³ The College may offer loans to its international students, at fair market rates, when such students would otherwise be unable to secure a domestic loan.

⁴ The College also shall not place a Lending Institution on a Preferred Lender List for a particular type of student loan in exchange for benefits provided to the College, its students or their parents in connection with a different type of student loan.

- Where to find information on the interest rate, loan servicing or other benefits offered by “preferred lenders”; and,
- Where to find information on any agreements by “preferred lenders” to sell their loans to other Lending Institutions.

The College shall review any Preferred Lender List on an annual basis to determine that the information appearing on the list is accurate and that any website links are still viable.

SJR 5.46 (R2) Intellectual Property Rights

(New Rule Promulgated 4/18/12)

Approved 4/18/12; Amended 10/21/15; Amended 06/15/22

Specific Authorities: FS 1001.64(33) FS 1004.01

The College creates and supports an intellectual environment in which College employees are free to create and collaborate in the development of scholarly and creative works, educational materials, and other intellectual property. Such development activities increase professional knowledge, provide creative models for students, and bring recognition to the individuals and the College.

Intellectual Property Rights Policies and Procedures are detailed in the College's Operating Procedures and Guidelines.

SJR 5.47 (R1) Academic Freedom

New Rule Promulgated 1/16/13

Approved 1/16/13; Amended 06/15/22

Specific Authorities: FS 1001.64, 1004.01

It is the policy of the Board that the College strive to maintain an atmosphere in which faculty have ample opportunity to explore the full spectrum of ideas, opinions, and beliefs.

In recognition that faculty and students must be able to examine ideas in an atmosphere of freedom and confidence, the College affirms:

Faculty are entitled to freedom in the instructional setting when discussing their subjects and pursuing the truth in accord with appropriate standards of scholarly inquiry, even those elements that may be deemed controversial, unconventional, or unacceptable by society, to the extent that they do not violate state or federal laws. The College recognizes the value of interdisciplinary learning and real-world discussion so as to lend context to the course learning outcomes. Nevertheless, faculty will not depart significantly from their respective areas of competence or divert substantial time to material and/or discussion extraneous to the course. Faculty have the sole right and obligation to assess and evaluate student performance in a fair and reasonable manner within the confines of the criteria established on the course outline. Faculty are citizens, members of an educational institution, and members of an honorable and learned profession. As members of a college community, they must be free to evaluate, criticize, and advocate their personal views concerning the policies and programs of the college; however, such advocacy should be exercised responsibly and in a spirit of collegiality. Faculty's academic freedom includes the right to constructively comment on College decisions and actions of the Administration and District Board of Trustees. When a faculty member communicates, he/she must recognize the special position in the community he/she holds as an employee of St. Johns River State College in that the public may judge both the faculty member's institution and profession by his/her statements. Both the College and the faculty, therefore, recognize and affirm the Board's authority and prerogative to regulate the instructional setting and professional conduct of faculty members, and to take steps appropriate to implement its responsibilities as prescribed.

A faculty member who has a concern regarding their ability to express their Academic Freedom should follow the grievance policy and procedures of the College.

SJR 5.48 COVID-19 Face Covering Policy

Promulgated: 07/16/20

Approved: 9/16/20

Specific Authorities:

St. Johns River State College must be prepared to deal with public health emergencies such as pandemics. In response to the COVID-19 pandemic, public health officials have recommended steps the public can take to reduce the spread of the COVID-19 virus.

Consistent with these recommendations, face coverings are required to be worn by all employees, students, visitors, and vendors while on St. Johns River State College campuses. The Administration shall implement this policy with procedure #1.12 which sets forth the requirements, applicability, exemptions, and enforcement of this policy.

This policy is in effect until local, state, and federal public health officials/agencies guidance changes.

SJR 5.49 COVID-19 Leave Policy

Promulgated: 02/18/21

Approved: 04/21/21

Specific Authorities: F.S. 1001.64 (18)

This policy is in response to the December 31, 2020 expiration of the Families First Coronavirus Response Act (FFCRA); whereby employees were granted paid leave under the Family Medical Leave Act. Effective January 4, 2021, St. Johns River State College shall continue to provide COVID-19 related leave to full-time employees of the College who are ineligible for remote work as determined by their Vice President or the President. The COVID-19 related leave is not an extension of the FFCRA and does not impact an employee's current sick leave, vacation leave, or sick leave pool balances. Leave granted under this policy is not eligible for payout upon termination or retirement.

This leave shall be paid at the employee's regular rate of pay for up to 80 hours, annually, under the following circumstances:

- Employees who are directed by the College to self-isolate due to testing positive for the Coronavirus
- Employees who are directed by the College to self-quarantine due to exposure to a Coronavirus positive case
- Employees who are directed to leave campus due to possible exposure from a coworker/student/volunteer/visitor

This policy is in effect from January 4, 2021 until August 13, 2021.

Section VI

Policies Concerning Students

SJR 6.01 (R1) Control and Discipline of Students

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1006.62, FS 1006.60, FS 1006.50, Chapter 893, FS

Each student who accepts enrollment at St. Johns River State College consents to the fact that enrollment is a privilege, and that by enrolling in the College, he or she accepts the responsibility of abiding by its rules and regulations and is committed to the furtherance of its moral and ethical standards. As such, each student who enrolls at St. Johns River State College is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education and the Board of Trustees. Violation of these published laws, ordinances, or rules and regulations may subject the violator to immediate and appropriate action by the College President.

The President of the College may, after notice to the student of the charges and after a hearing on the charges as prescribed by rules of the Board of Trustees, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule of the State Board of Education or the Board of Trustees. A student may, at the discretion of the President, be entitled to waiver of expulsion:

- 1) If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893, FS;
- 2) If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or;
- 3) If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Appropriate Disciplinary Codes and Appeals Processes will be printed in their entirety in the Student Handbook published annually by the College.

SJR 6.02 (R2) Board Policy on Students Rights and Responsibilities

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 1/16/13

Specific Authorities: FS 1001.64(4)(a) and (b), FS 1001.64(8), FS 1001.64(8)(e) and (f)

Students are expected to act responsibly in all areas of personal and social conduct consistent with contemporary standards of the College community. The student, upon admission, is obligated to abide by all College rules and regulations as well as local, state, and federal law. Violations of the standard of conduct contained herein will, in most cases, be treated as College disciplinary matters. However, in certain situations the application of civil and criminal law and/or the injunctive process will be employed in order to preserve the system of order and freedom necessary for the maintenance of an educational environment.

Students are responsible for learning the content of any course for which they are enrolled; however, they are free to disagree with data and views offered in the classroom and to reserve judgment about matters of opinion.

A student who is believed to be guilty of cheating, plagiarism, or misconduct will be reported to the Vice President for Student Affairs for disciplinary action.

The College shall in all cases preserve the rights and freedoms of students by observing in full the professional code of ethics as established in the College's Operating Guidelines and Procedures Manual. The student has a right to a course grade that represents the instructor's professional judgment of performance in the course, without personal prejudice. The student also has a right to protection against improper disclosure of information concerning grades, beliefs, or character which an instructor acquires during the course of the professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student. The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

SJR 6.03 (R7) Standards of Conduct

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 4/16/14; Amended 08/24/16; Amended 05/17/17; Amended 01/16/19; Amended 11/18/20; Amended 01/19/22

Specific Authorities: FS 1006.60(1) through (5), FS 1006.61, FS 1006.62, FS 1001.64(4)(a) and (b), FS 1001.64(8), FS 1001.64(8)(e) and (f)

All students and student organizations are responsible for observing all regulations and being aware of the information in the Catalog/Student Handbook, official announcements, and other applicable documents. College regulations and student standards of conduct apply to all areas under the jurisdiction of St. Johns River State College including areas where activities are sponsored by the College and areas where students of the College community are guests. As guests, students will make themselves familiar with any additional regulation of the host institution.

The College's Standards of Student Conduct are as follows:

- 1) While on campus, students and student organizations are expected to obey the instructions of any College faculty, staff member, or law enforcement official performing designated responsibilities including the identification of oneself when requested to do so.
- 2) After closing hours, students may not enter any building unless accompanied by a College employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
- 3) The College is a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices is prohibited. The tobacco free policy applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas,
- 4) Gambling is prohibited on College property.
- 5) The College specifically prohibits on campus, the possession, sale, exchange, consumption or giving away of any beverage of alcoholic content, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental abuse, except on prescription by a physician or dentist. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.
- 6) Sleeping in public areas is prohibited.
- 7) Distribution or posting of any commercial material on campus must have the approval of the President or his/her designee.
- 8) With the exception of service animals (dog or miniature horse), pet animals are not allowed on campus, including sidewalks, in campus buildings, in classrooms, on the grounds, or at collegiate sporting events and practices.
- 9) A service animal must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control. If an animal is not under the handler's control, is not housebroken, or poses a threat, the College may request its removal.

- 10) Students who do not honor their financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) will not be allowed to re-enroll. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student.
- 11) Students must attire themselves in such a manner as not to be in violation of health laws and/or disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Repeat offenders shall be reported to the Vice President for Student Affairs.
- 12) All students must carry identification and/or proof of registration.
- 13) Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
- 14) Unless otherwise authorized by Florida law and with the exception of students enrolled in the Criminal Justice Programs of the College participating in a College approved training exercise, the possession of firearms, knives, explosives, fireworks, hazardous or toxic substances, or other dangerous materials is strictly forbidden on any of the College's campuses or sites.
- 15) No student or student organization attending St. Johns River State College can participate in disruptive activities at the College. Any such student so convicted, as required by FS 1006.61(2) will be expelled immediately without recourse for a period of two (2) years. Any student organization found guilty may be suspended. This includes the disruption or obstruction of teaching, research, administration, disciplinary proceedings, traffic or pedestrian movement, other College activities, including its public service functions on or off campus, or other authorized non-College activities when the act occurs on College premises.
- 16) As provided in FS 1006.60(5), any student enrolled or student organization authorized at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the College's sites shall be subject to severe disciplinary measures, to include dismissal, at the discretion of the President.
- 17) Acts of dishonesty are prohibited. Acts of dishonesty include, but are not limited to, the following: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; and/or tampering with the election of any College recognized student organization.
- 18) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/ or other conduct which threatens or endangers the health or safety of any person are prohibited.
- 19) The attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property is prohibited.
- 20) Hazing as defined in the Catalog/Student Handbook is prohibited.

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- 21) The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems as defined in the Catalog/Student Handbook is prohibited.
- 22) The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on any college sanctioned social media accounts is strictly prohibited. The college reserves the right to block users and/or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang related.
- 23) The abuse of the student judicial system as defined in the Catalog/Student Handbook is prohibited.
- 24) Any student or student organization who has unauthorized possession, duplicates or uses key/key cards to any College premises or who has unauthorized entry to or use of College premises is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 25) Any student or student organization who violates published College policies, rules or regulations is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 26) Any student or student organization who violates federal, state or local law on College premises or at College sponsored or supervised activities is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 27) Any student or student organization who participates in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; who leads, incites others to disrupt scheduled and/or normal activities within any campus building or area; and who intentionally obstructs which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 28) Any student or student organization who obstructs the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 29) Any student or student organization who publishes class lectures without consent of faculty or lecturers is subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

The College reserves the right to change any of its policies for student conduct without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards and in College publications.

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SJR 6.04 (R1) Student Academic Freedom and Responsibility

(Technical and Grammatical Changes, Deletion of Grading Policies, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 1/16/13

Specific Authorities: FS 1001.64(4)(a) and (b), FS 1001.64(8)

Students are expected to prefer fact to opinion and to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge. They are expected to assume full responsibility for their individual and collective actions and to participate seriously and purposefully in campus life. Consequently, violence, the threat of violence, disruption, and intimidation are unacceptable to the academic community. Students are expected to examine critically, analyze and otherwise evaluate the College, its programs, policies, and procedures utilizing processes which appeal to reason, and not to compromise the academic climate, mission, or integrity of the institution.

Academic work submitted by a student to his instructor is assumed to be the result of his or her own thought, research, or self-expression. Further, when a student borrows ideas, workings, or organizations from another source, he is expected to acknowledge that fact in an appropriate manner. Any student who is believed to be guilty of cheating or plagiarism will be reported to the Vice President for Student Affairs for disciplinary action. Those actions which are considered cheating, plagiarism, or academic dishonesty are defined in the Student Handbook

Students are free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

The College shall in all cases preserve the rights and freedoms of students by observing, in full, the professional code of ethics as established in the College's Operating Guidelines and Procedures Manual.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedure, consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading it is therefore essential that each faculty member keep each student informed of his or her progress in a course.

SJR 6.06 (R1) Student Online Communication Resources

(Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved unknown, Amended 05/17/17

Specific Authorities: FS 1001.65(15) and (16)

Student online communication resources such as social media can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration.

The College shall maintain social media presences as deemed appropriate by SJR State administration. Additionally, College clubs and student activity groups may maintain their own social media pages. Only those pages maintained by College personnel are considered official social media outlets of the College.

Contributions to the College's social media pages are accountable under applicable laws, regulations and College policies and procedures as published in the District Board of Trustees Policy Manual, Student Handbook or College Operating Guidelines and Procedures Manual. Specifically:

- The College reserves the right to block users and/or remove posts that violate college policies, create a hostile environment, or contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang-related.

SJR 6.07 (R2) Student Organizations and Clubs

(Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved unknown; Revised 9/15/10; Amended 12/09/15

Specific Authorities: FS 1001.65(15), FS 1001.64(8)(e), FS 1001.64(4)(b)

Students are encouraged to organize and/or join associations or clubs which promote a free society, pursue scholarly interests, and/or promote the interests of St. Johns River State College. All student associations or clubs must be approved by the President, must include an anti-hazing policy in its bylaws, and must be democratically operated. The procedures for establishing a new association or club are available from the Office of Student Affairs and are printed in the Student Handbook. Memberships in any organizations or clubs shall be open to all students without respect to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law.

SJR 6.08 (R1) Field Trips, Study Abroad, and Domestic Travel Courses

(Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved unknown; Amended 06/15/22

Specific Authorities: FS 1001.64(4)(b)

Field trips in which students are not actively participating in a contest or event are limited to one hundred (100) miles. No overnight field trips will be authorized. Any exceptions must be approved by the President/President's designee.

All study abroad and domestic travel courses must be approved by the appropriate Dean/Director, Vice President, and the College's District Board of Trustees. Faculty leaders and co-leaders must follow all policies and timelines in the St. Johns River State College Study Abroad Handbook.

SJR 6.18 Student Directory Information and Student Opt Out Provisions Policy

(Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FERPA of 1974 as Amended (the Buckley Amendment), FS 1002.21(1), FS 1002.22, FS 1006.52(2)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and, more commonly known as the Buckley Amendment, St. Johns River State College defines public or “directory information” as the following:

“Name, address, telephone number, dates of attendance, degrees received, major or program of study, full-time or part-time status, classification (freshman, sophomore), activity and sport participation (including height, weight, photographs), gender, previous institutions attended, and birth date and place.”

Directory information, as defined by St. Johns River State College, may be released at the College’s discretion, without the student’s written consent (unless a request for nondisclosure has been received by the Admissions / Records Office within 15 days after the close of registration). Nondisclosure shall remain in effect until the student gives a written request to remove said nondisclosure to the Admissions / Records Office. Forms are available in the Admissions / Records Office and will be printed on the last page of the Student Handbook.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean’s lists, and other requests for directory information.

SJR 6.19 Notification of Students Regarding Alternatives Available for Remedial Instruction Policy

(Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved unknown

Specific Authorities: FS 1007.263

Any student whose placement test scores indicate the need for remediation must be provided written information concerning available alternatives for college preparatory instruction. Alternatives include, but are not limited to, adult basic education, adult secondary education, computer-based remedial instruction, Internet-based remedial instruction, various media-based remedial instruction, private provider remedial instruction, and college preparatory courses available at the College. The student is responsible for choosing the alternative that best meets his or her need.

SJR 6.23 (R2) Admissions, Substitutions, and Services for Students with Disabilities

(Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 10/19/11; Amended 9/16/15

Specific Authorities: American with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, FS 1007.02, FS 1007.264, and FS 1007.265, FAC 6A-10.041

In conformance with the regulations of the American with Disabilities Act of 1990 (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, FS 1007.02, FS 1007.264, and FS 1007.265, St. Johns River State College (SJR State) will make reasonable modifications to its policies and practices and will provide certain individualized services and accommodations as needed to assure nondiscrimination on the basis of a disability. As such, the Board of Trustees directs the President and appropriate College personnel to develop guidelines and procedures for the reasonable substitution for any requirement of admission which may adversely affect a student with a disability as defined by FS 1007.02. The Board also directs the President and appropriate College personnel to develop guidelines and procedures for the reasonable substitution for any requirement for graduation where documentation can be provided that the student's failure to meet the requirement is related to the student's disability as defined in FS 1007.02. For admission and graduation, substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program. The guidelines, procedures, substitution requirements and related information will be approved annually by the District Board of Trustees and published in the College's Catalog. The President is also directed to establish an office for Services for Students with Disabilities within the counseling centers at each College campus to assist students with disabilities.

SJR 6.28 Confidentiality of Student Records

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1002.21(1), FS 1002.22, FERPA 1974, as Amended, FS 1006.52(2)

In accordance with FS 1002.21(1), FS 1002.22, and the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (more commonly known as the Buckley Amendment) the confidentiality of a student's academic record will be protected and information will be released only to authorized members of the College community and/or as required by law. A student shall have the right to inspect his or her own official transcript and to authorize the College to release information to extra-college sources.

Information of a counseling or non-academic nature shall not be made available to any extra-college person without written authorization from the student except in the case of applicable federal and state laws and court orders which compel the release of information, or in cases that involve the safety of persons or property. Information of this type may be released to faculty and administration on a need-to-know basis in instances in which the student's development or welfare might be facilitated.

SJR 6.29 (R1) Financial Aid Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 03/23/22

Specific Authorities: FS 1009.23(8)(a)

In order to insure equal access and non-discrimination in the College's various financial aid programs and the awarding of financial aid, the Board of Trustees directs the College President and appropriate College personnel to develop a comprehensive program of both need-based and merit-based financial aid for students attending St. Johns River State College. The comprehensive program will include federal, state, local, and other financial aid programs for which St. Johns River State College students are eligible, the requirements, application procedures, and application due dates for each of the programs, and will be published in a College Financial Aid Handbook and the College Catalog.

SJR 6.30 (R1) Student Orientation and Registration

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 03/23/22

Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FS 1004.91

First time SJR State students are required to complete new student online orientation and academic advising prior to enrolling in their first term at SJR State. The Advising process includes the assessment of student records in relation to established state college level communication and computation competencies for college credit degrees and certificates and basic skills requirements for clock hour programs.

SJR 6.31 Students Called to Active Military Duty

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1004.07

Any student enrolled at St. Johns River State College who is called to, or enlists in, active military service in service to the United States of America shall not incur academic or financial penalties. Such student shall be permitted the option of either completing the course or courses in which he or she is enrolled at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student withdraws from the course or courses, the student's records shall indicate that the withdrawal is due to active military service.

SJR 6.32 Religious Observance by Students

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FAC 6A-14.0571, FS 1006.53

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedures. These procedures require the student to inform his or her instructor or instructors one week in advance of the religious holiday or holidays and make up any required work, including tests, within one week of the absence for the holiday or holidays. In the case of admissions criteria or other College mandated functions which may be missed because of the observance of the religious holiday or holidays, the student should contact the Vice President of Student Affairs or his or her designate to make appropriate alternate arrangements.

If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices, the student may seek redress through the College Equity Grievance Committee.

SJR 6.33 (R1) Student Ombudsman

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/20/16

Specific Authority: FS 1006.51

The District Board of Trustees appoints the Vice President of Student Affairs/Assistant General Counsel or his/her designee as the Student Ombudsman on the Palatka, Orange Park, and St. Augustine Campuses. The Student Ombudsmen will serve as the student's advocate with regard to a student's access to courses and credit granted toward a degree. Students with concerns about course access and credit toward the degree should report such concerns directly to the Student Ombudsman either in writing or by e-mail and the Student Ombudsman will respond to the student's concerns as soon as possible. Should the situation or concern require investigation and research, the Student Ombudsman will serve as the student's representative before faculty, staff and the College administration.

In his or her role as a Student Ombudsman, the Student Ombudsman will report directly and be responsible to the College President. The Student Ombudsmen will be identified, with contact information, in the College Catalog and the Student Handbook, and the guidelines and procedures for the use of the Student Ombudsman and his or her responsibilities on behalf of the student will be clearly identified.

SJR 6.34 (R1) Student Complaint, Grievances and Disciplinary Procedures

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 1/16/13

Specific Authorities: FS 1001.65(22)

The Board of Trustees directs the President and appropriate College personnel to establish fair and equitable student complaint, grievance and disciplinary procedures. These procedures will be published in the College Catalog and/or Student Handbook. The procedures will be approved by the Board of Trustees once annually when the Board approves the College Catalog and Student Handbook.

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

However, nothing in this rule should be construed to limit the ability of the President to take quick and decisive disciplinary action in situations which could endanger the College, the faculty and staff, students, visitors, facilities, and/or property of the College. In the absence of the President, the Senior Vice President may also take such quick and decisive action.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse.

SJR 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes

(New Rule Promulgated 9/21/11)

Approved 9/21/11

Specific Authorities: 1001.64 F.S.; 1001.65 F.S.

The St. Johns River State College athletic department recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse and abuse of prescription drugs, non-medically indicated drugs, street drugs and alcohol have a negative effect on the performance of the student athlete, both in the classroom and on the field of play and will not be permitted at St. Johns River State College. Therefore, the SJR State athletic department has established a drug and alcohol abuse prevention and screening program to help all student-athletes progress towards their academic and athletic goals in a drug-free environment.

Objectives

- To educate the student athlete concerning the physical, psychological and social effects of drug and alcohol abuse
- To identify, through periodic testing, those student athletes who may be involved in drug or alcohol abuse

Drug Education

All student athletes will be required to attend a general education session, held on campus at the beginning of each academic year. This session will include a discussion of the testing programs at SJR State and the consequences of positive testing. In addition, a discussion of state and federal laws regarding possession and use of alcohol and drugs, particularly as they relate to college campuses, will be presented. Subsequent programs during the sports seasons will be presented on a team-by-team basis.

These programs will include the discussion of the reasons people use drugs, those individuals who are at risk and some of the physiologic and psychological damages associated with different types of drug abuse. A session for coaches and the head athletic trainer will be held on a yearly basis to assist them in the development of skills for the identification of suspicious behaviors and signs of drug use and abuse. Examples of these behaviors are poor or erratic athletic performance, inappropriate hostility, poor academic performance, inappropriate social interactions, etc.

The classes of drugs banned by SJR State include, but are not limited to the following:

- 1) Stimulants
- 2) Anabolic Agents
- 3) Alcohol and Beta Blockers (banned for rifle only)
- 4) Diuretics and Other Masking Agents
- 5) Street Drugs

- 6) Peptide Hormones and Analogues
- 7) Anti-estrogens
- 8) Beta—2 Agonists

Any substance chemically related to these classes is also banned. SJR State also includes in its listing of banned substances those drugs banned currently or in the future by the NCAA and NJCAA.

Alcohol/Drug Testing

All student-athletes at St. Johns River State College will be subject to year-round random mandatory alcohol/drug testing. Tests may also be performed at any time “for cause” at the discretion of the head athletic trainer, head coach, or Vice President for Student Affairs. “For cause” sampling may occur concurrently with random selections.

Refusal to participate in the drug testing procedures will be treated as a positive test.

Consequences of Positive Drug/Alcohol Testing

The primary purpose of these consequences is the rehabilitation of the student athlete.

A. First Offense

- The Athletic Director and Vice President for Student Affairs will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken.
- The Athletic Director will notify the student athlete’s parent(s) or guardian(s).
- The student athlete will be suspended from participation in intercollegiate athletics at SJR State, effective immediately. Suspension will be for a minimum of two scheduled games.
- The student athlete will be tested randomly thereafter for the remainder of the academic year at his/her expense.

B. Second Offense

- The Athletic Director and Vice President for Student Affairs will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken.
- The Athletic Director will notify the student-athlete’s parent(s) or guardian(s).
- The student athlete will be dismissed from the team, effective immediately by the Vice President for Student Affairs.
- The student athlete’s scholarship will be cancelled, effective immediately, resulting in a forfeiture of all athletic aid.

Failure to comply with any of the above guidelines may result in loss of athletic financial aid prior to the end of the semester.

SJR 6.36 Student Leaves of Absence

(New Rule Promulgated 4/13/20)

Approved 06/17/20

Specific Authorities: 34 CFR 668.22(d)

Student leaves of absence as permitted by the U.S. Department of Education and 34 CFR 668.22(d) are hereby authorized as set forth in this rule. The Instructor and the Vice President for Workforce Development/CTE may administratively place a student enrolled in a clock-hour program on an approved "Leave of Absence" (LOA) once in any 12-month period if a declared state or national emergency will prevent the student in question from attending for longer than fourteen (14) days. For any LOA approved pursuant to this rule, the following requirements shall be met:

1. The student must complete an LOA Form;
2. The Instructor and Vice President for Workforce Development/CTE must determine that there is a reasonable expectation that the student will resume attendance within 180 days as evidenced by their signatures on the leave form;
3. No LOA related charges will be assessed to the student by St. Johns River State College; and,
4. The student in question shall be provided with information concerning the effects that failure to return from LOA may have on their loan repayment terms, including the exhaustion of some or all of the student's grace period.
5. If the student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal and any Title IV federal aid received will be returned in accordance with the Federal Return of Title IV Funds policy.

Section VII

Policies Concerning Academics

SJR 7.09 (R3) Demonstration of Readiness for College-Level Communication and Computation

(Name Change, Substantive Changes, Specific Authorities Updated 6/01/05; 04/11/22)

Approved 1/18/06; Amended 1/16/13; Amended 06/15/22

Specific Authorities: FS 1008.30, FS 1004.91, FS 1001.02(2)(d), FAC 6A-10.0315, FS 1007.263(1), FS 1001.64(8)(a), FAC 6A-10.040

College applicants who apply to enter a college credit program and have not earned credit for college level coursework for reading, writing, and math must be assessed for readiness in these areas prior to the completion of initial registration.

In accordance with Section 1008.30, F.S., a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to be assessed for readiness for college-level work in communication and computation and shall be considered exempt.

Initial enrollment in English or Math courses for any non-exempt student requires demonstration of college-level readiness or placement scores. Non-degree seeking students desiring to enroll in English or Mathematics courses also must be assessed for college-level readiness. The College accepts scores on common placement tests, scores on alternative assessments, and performance in approved high school coursework as defined in Rule 6A-10.0315. Demonstration of college readiness has practical limits reflected in expiration windows for each assessment method. These methods of assessment of college readiness are used for placement, counseling, and transfer requirements for some upper division institutions, scholarship eligibility, and research. Placement testing will be available at the College for applicants who have not been previously assessed, whose scores are no longer valid, or who do not meet the minimum requirement for college-level communication and/or computation through alternative methods and have not completed specific initial placement courses.

Non-exempt students who have not achieved the minimum requirement for college-level communication and computation in one or more areas are required by the District Board of Trustees to take developmental education or other such programs to develop the needed college-level entry skills. With the approval of the Chief Academic Officer or designee, such students may be allowed to take some courses within their prescribed curriculum for which they are qualified concurrently with the required developmental education instruction. Exempt students may opt to take a placement test and enroll in developmental education courses.

Procedures for assessing college readiness and minimum requirements for each assessment method will be posted in the College Catalog and approved by the Board of Trustees annually when the Board approves the College Catalog.

SJR 7.10 (R4) Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

(Name Change, Substantive Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Revised 9/15/10; Amended 1/20/16; 09/18/19

Specific Authorities: Federal Financial Aid Guidelines, FS 1009.50, FS 1009.44, FS 1009.41, FS 1009.40, FS 1009.29, FS 1009.23(8)(a)

Standards of Academic Progress for Financial Aid: The Federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

Satisfactory Academic Progress (SAP): At the completion of each semester or enrollment period, students' progress toward an educational goal is measured in three ways:

- 1) **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 66.5 percent rounded to the nearest whole percentage. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the timeframe requirement for students at a maximum of 1 ½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full-time, part-time, or any combination of both).
- 2) **Grade-Point Average (GPA):** With the exception of the Bachelor of Science Degree in Early Childhood Education, students must maintain a minimum cumulative grade-point average of 2.0. Upon acceptance into the Bachelor of Science Degree Program in Early Childhood Education, students must maintain a minimum cumulative grade-point average of 2.5. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable. For repeated courses, only the latest attempt grade will be included in the GPA measurement.
- 3) **Maximum Hours:** Students are allowed up to 150% of the published length of their academic program to successfully complete their degree. This measurement includes all courses attempted regardless of performance (including withdrawals and failed classes).

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a *financial aid warning* status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

Transfer students whose previous academic transcripts have not yet been evaluated will have all of their previous coursework included in the evaluation of their SAP status. If their previous academic performance meets the Satisfactory Academic Progress definitions above, the student will be noted as maintaining SAP. If the student has reached maximum hours or fails either the GPA or completion ratio based on all of their courses attempted previous to their enrollment at SJR State, the student will be noted as not making SAP. Once transfer credit evaluation has been completed, only those courses which are accepted by SJR State as applicable to the degree will be included.

A **semester** is defined as either of the major semesters/terms: fall, spring, and summer. An **enrollment period** is defined as the term or portion of a term for which a student enrolls. The words *semester* and *term* as used in this procedure, also mean *enrollment period* where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but *not successfully completed*.

Failure to meet the minimum standards of progress will result in one of the following actions:

- 1) **Financial Aid Warning:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.
- 2) **Financial Aid Suspension / Financial Aid Probation:** If at the end of the semester of enrollment during which a student is on Financial Aid Warning and for which satisfactory progress is measured, a student has failed to maintain either one or both of the measurements outlined above, the student will no longer be eligible to receive Federal financial aid and will be placed on Financial Aid Suspension. Students may appeal this decision and, if their appeal is granted, they will be placed on Financial Aid Probation. Financial Aid Probation may be granted for one semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

- 3) **Financial Aid Continued Probation:** Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, as long as they have not yet reached the *maximum hours* limit and there are sufficient hours remaining to complete their programs of study before reaching the *maximum hours* limit.
- 4) **Maximum Hours Suspension:** This occurs at the end of the semester when students enrolled at the college credit level reach a total of 150% of the published length of the program of study [90 attempted credit hours for most Associate level programs, 180 attempted credit hours for Baccalaureate level programs and the Educator Preparation Institute (EPI) program, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a point at which a student cannot complete the applicable program before reaching or exceeding 150% of the published length of the program]. All federal financial aid is suspended.
- 5) **Financial Aid Termination:** This occurs when students fail to successfully complete any course(s) in the *Satisfactory Progress Academic Plan* or *Program Completion Plan* under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours by an email sent to their campus email box.

Appeals: Students on *financial aid suspension* (see #1 below) or reaching the *maximum hours suspension* (see #2 below) may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Director informs the student of the Committee's decision. Students approved to receive aid for an additional semester will be in an "approved appeal" status which is the equivalent of the *financial aid warning* status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on *suspension* or *Maximum Hours* as applicable. The decision of the Committee is final. Except as noted below in *Exceptions to the appeal* process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

- 1) **Financial Aid Suspension Appeals:** Students in the Financial Aid Suspension category must submit an appeal form with a written letter of appeal along with supporting

documentation to the Director of Financial Aid (Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration.

- 2) **Satisfactory Progress Academic Plan:** As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should allow for the mathematical possibility of regaining both GPA and Completion Rate percentages. If the appeal is granted, the student will only be allowed to enroll in the classes listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student's financial aid will be terminated.
- 3) **Program Completion Plan:** As part of the appeal process, students in the Maximum Hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.
- 4) **Financial Aid Termination:** By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student such as personal illness or accident. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

Exceptions to the appeal process: Students enrolled in Postsecondary Adult Vocational programs of less than one year in length cannot appeal the *maximum hours* status. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students' control.

SJR 7.10 (A) Certain State and Locally Administered Financial Aid Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1009.41, FS 1009.44, FS 1009.50, FS 1009.53, FS 1009.532, FS 1009.553, FS 1009.534, FS 1009.535, FS 1009.536, FS 1009.537, FS 1009.23(8)(a)

Certain state and locally administered financial aid programs have more stringent progress standards than those in SJR 7.12(R1). In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable. Those financial aid programs with more stringent standards will be so specified in the Financial Aid Handbook, the College Catalog, and the Student Handbook and the standards will be clearly identified.

SJR 7.11 (R2) Adult Education Policy

(Moved from Old Rule 4.28)

Approved 1/18/06; Revised 2/15/06; Amended 06/15/22

Specific Authorities: FS 1004.65 (6)(b) & FS 1004.65 (8)(c)

The Adult Education Program will serve those adults, defined as age 18 and older, who wish to complete their high school education as well as adults who need to acquire basic literacy. In addition, the College may provide workplace literacy instruction, workforce preparation programs, and other programs to serve identifiable adult groups that require special services which the adult education program can provide. Students ages 16 and 17 may be admitted to the adult education program upon application and approval by the Dean of Adult Education.

SJR 7.12 (R3) Minimum Requirements for Admission to College Credit Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Revised 9/15/10, 1/16/13, 8/10/22

Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315, FAC 6A-10.0240, FS 1002.41, FS 1001.65(4)

St. Johns River State College is a comprehensive, open door institution of higher learning. However, to insure students are prepared for college-level work, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to:

A college-credit Associate Degree or College Credit Certificate Program:

- 1) A completed College application and the associated application fee.
- 2) Proof of previous education:
 - a) A standard high school diploma with an official transcript; or
 - b) A high school diploma through any state department of education based on performance on the General Education Development Test provided the test was administered in English; or,
 - c) A State-recognized high school equivalency diploma awarded by a state other than Florida based on a passing score on the High School Equivalency Test (HiSET[®]), the Test Assessing Secondary Completion (TASC[™]), the California High School Proficiency Exam, or a combination of GED[®], HiSET[®], and/or TASC[™] subtests; or,
 - d) Proof of the completion of a home education program meeting the requirements of FS 1002.41.
- 3) Additional requirements as identified in the College Catalog/Student Handbook.

A Baccalaureate program:

- 1) Admission to St. Johns River State College.
- 2) Submission of a completed application to the specified baccalaureate program and the associated application fee.
- 3) Completion of an Associate in Arts, Associate in Science, or Associate in Applied Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. The exact associate degree required will be identified in the College Catalog/Student Handbook.
- 4) Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded.

In addition to the above requirements, transfer students must be in good academic standing from their previous college or university and provide official transcripts and catalog course descriptions. If the student is on probation from their previous college or university, the student may still enroll; however, if the student has been suspended or dismissed from their previous college or university, the student must petition the Department of Student Affairs for admission to the College.

As provided in SJR 6.23, 7.22, and 7.24, the Board of Trustees has established additional admissions criteria for limited access programs. All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

SJR 7.13 (R2) Board Authorized Programs of Study and Curriculum

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Revised 9/15/10; 1/16/13

Specific Authorities: FS 1001.64(6) and (7), 1001.65(9), FS 1004.65, FS 1004.03, FS 1001.02(9)(c) and (d), FS 1001.02(1), FS 1001.03(12), FS 1004.02, FS 1004.91, FS 1004.93, FAC 6A-14.030

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has accredited St. Johns River State College to award the associate and baccalaureate degrees. FS 1001.64(6) and (7) requires the Board of Trustees to establish curriculum and Course Offerings within the requirements and limitations of FS 1004.65 and FS 1004.03. The Board of Trustees authorizes the College to provide the following Degrees, certificates and other programs and curriculum:

- 1) The Associate in Arts Degree
- 2) The Associate in Science Degree with specializations
- 3) Technical Certificate Programs with specializations
- 4) Applied Technology Programs with specializations
- 5) Advanced Technical Certificates with specializations
- 6) Career and Technical Certificate Programs with specializations
- 7) The Bachelor of Science Degree with specializations
- 8) The Bachelor of Applied Science Degree with specializations
- 9) Continuing Workforce Education Instruction
- 10) High School Diploma Programs
- 11) Preparatory Instruction
- 12) College Preparatory Instruction
- 13) Vocational Preparatory Instruction
- 14) Lifelong Learning Instruction
- 15) Recreational and Leisure Time Instruction

The Board charges the College President, appropriate College officials, and College faculty to investigate local, state, and national trends in curriculum and to recommend for Board approval additions in course offerings or changes in educational programs which would enhance the existing curriculum in meeting the needs of students and the communities served. This includes students who plan to transfer to senior institutions, those who plan to enter the immediate job market, those who require a four-year degree to advance in the local job market, as well as those who wish to enrich their cultural lives or personal efficiency.

The Board of Trustees will approve all programs, curriculums for programs, course offerings, and related prerequisites and criteria at least once annually when it approves the College Catalog.

The Board grants authority to the President to approve Continuing Workforce Education Instruction, Lifelong Learning Instruction and Recreational and Leisure Time Instruction. Should changes need to be made between the publication of catalogs in course offerings, curriculums, and program and degree requirements, they must be brought to the Board for approval prior to the implementation of the changes, additions, or deletions.

SJR 7.14 (R1) Classification of Students

(Moved from 6.10, Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Revised 9/15/10

Specific Authorities: FS 1001.64(8)(b) and (d), FS 1001.64(4)(b)

A student having less than thirty (30) semester hours of earned credit will be considered a Freshman. A student having thirty (30) semester hours or more of earned credit will be considered a Sophomore.

Students who are registered for twelve (12) or more credit hours in a term will be considered Full-time. The classification of part-time students may vary for financial aid purposes according to federal law and will be set forth annually in the College's Financial Aid Handbook and the College Catalog.

For Baccalaureate programs a student having 61-90 semester hours earned toward the degree will be considered a Junior. A student having greater than 90 semester hours earned toward the degree will be considered a Senior.

SJR 7.15 Academic Probation and Suspension Regulations

(Moved from 6.13, Name Change, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1004.68(1), FS 1001.64(8)(b), FS 1001.64(8)

A student will be placed on academic probation under the following circumstances:

- 1) The student is on academic probation or suspension at another institution upon transfer to St. Johns River State College;
- 2) The student is readmitted following a period of academic suspension from St. Johns River State College;
- 3) The student has a cumulative grade point average less than 2.0 once seven (7) College credit hours have been attempted. Upon attempting seven (7) College credit hours and thereafter a student must maintain a 2.0 cumulative G.P.A. or the student will be placed on probation.

After being on academic probation, the student must earn a minimum grade-point average of 2.0 for all hours attempted each term. To be removed from academic probation, a student must achieve an overall 2.0 grade-point average. A student on probation should not register for more than fourteen (14) credit hours, and may not officially represent the College.

A student on academic probation who fails to earn a satisfactory cumulative grade-point average as specified above, or who fails to earn a minimum term grade-point average of 2.0 will be placed on academic suspension and may not enroll the following term. Following a term of academic suspension, a student may enroll again on academic probation. Should another suspension occur, the student will be academically dismissed for a period of three years. A student may petition for readmission during the dismissal by following the academic petitions process.

SJR 7.16 Dean's List / President's List

(Moved from 6.15, Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(8), FS 1001.64(8)(b)

Full-time students (a minimum of twelve (12) College credit hours in a Fall or Spring term or six (6) College credit hours in both the Summer A and B terms) with a grade-point average between 3.5 and 3.79 will be named to the Dean's List for that term. Full-time students (a minimum of twelve (12) College credit hours in a Fall or Spring term or six (6) College credit hours in both the Summer A and B terms) with a grade-point average of 3.8 to 4.0 will be named to the President's list for that term.

Student's named to the Dean's or President's Lists will be informed at the end of the Fall, Spring, and/or Summer B terms by letter and/or statement on the grade report for that term.

SJR 7.17 Graduate Honors

(Moved from 6.16, Technical and Grammatical Corrections, Specific Authorities Updated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(8), FS 1001.64(8)(b)

A student who graduates from St. Johns River State College with a cumulative grade-point average between 3.5 and 3.69 will graduate cum laude (with honors). A student who graduates from St. Johns River State College with a cumulative grade-point average between 3.7 and 3.84 will graduate magna cum laude (with high honors). A student who graduates from St. Johns River State College with a cumulative grade-point average between 3.85 and 4.00 will graduate summa cum laude (with highest honors).

SJR 7.19 (R3) Policies Concerning the College Library

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 8/15/12; 05/17/17; Amended 06/15/22

Specific Authorities: FS 1001.64(4)(b), FS 1001.64(5), FS 1001.65(12), FS 1001.65(6)

As a means of meeting the informational, educational, cultural, and lifelong learning needs of the College community, the Board of Trustees recognizes the importance of providing library, tutoring, and academic support services and resources on each of the College's sites. As such, the Board will approve in the annual operating budget of the College funds to aid the department of Learning Resources in supplying the resources required for these operations. As such, the Board of Trustees directs the President and appropriate College Personnel to develop Operating Procedures for Learning Resources that comply with the standards established by relevant professional organizations, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state and national resource-sharing agencies, agreements, and systems, applicable state and federal laws, and appropriate rules of the State Board of Education.

SJR 7.20 Grading Policies

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 1001.64(8) FS 1001.64(4)(b)

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading it is therefore essential that each faculty member keeps each student informed of the progress in a course. If a student feels that a grade received in a course is unfair, he/she should discuss the grade informally with the instructor. If no resolution or understanding is reached, the student can submit a formal petition to the Grade Appeals Committee through the Office of the Vice President for Student Affairs. The Grade Appeals Committee will make its recommendation to the President of the College whose decision is final.

SJR 7.21 (R1) Acceleration Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 1/16/13

Specific Authorities: FS 1007.27, FS 1007.271, FS 1007.272, FAC 6A-14.031, FS 1001.02(1), FS 1001.03, FS 1001.02(9), FAC 6A-1.095(2), FS 1001.65(21)

In accordance with FS 1007.27, FS 1007.271, FS 1007.272, and FAC 6A-14.031, the District Board of Trustees directs the College President and appropriate College personnel to establish mechanisms for participation in Articulated Acceleration Programs. The Articulated Acceleration programs shall provide eligible students an opportunity for advanced credit as outlined by the Florida Articulation Coordination Committee. St. Johns River State College shall award credit for the following programs:

- 1) Advanced Placement (AP)
- 2) The International Baccalaureate Degree Program (IB)
- 3) College Level Examination Program (CLEP)
- 4) Cambridge Advanced International Certificate of Education (AICE)
- 5) Defense Activity for Non-traditional Education Support (DANTES/DSST)
- 6) Credit by Examination
- 7) Dual Enrollment
- 8) Early Admission Programs [FAC 6A-1.095(2)]

Each of these Articulated Acceleration Programs will be described in the College Catalog, including eligibility requirements, procedures to enroll and/or utilize the program, and an appeals process.

SJR 7.22 (R12) Limited Access Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Revised 05/20/09; 05/19/10; 9/15/10; 8/24/11; 4/16/14; 4/19/17; 08/23/17; 04/17/19; 05/15/19; 01/22/20

Specific Authorities: FS 1001.64(8), FS 1001.64(8)(b), FS 1004.75

As provided by FS 1001.64(8)(a) the District Board of Trustees of St. Johns River State College recognizes the following programs as limited access programs and, as such, authorizes admissions criteria in addition to or in place of the admissions criteria established in SJR 7.12 for entry into these programs:

- 1) Dual Enrollment Programs
- 2) Florida School of the Arts
- 3) Nursing (ADN), LPN, and Nursing Assistant
- 4) Radiologic Technology
- 5) Law Enforcement and Corrections
- 6) Health Information Technology
- 7) Respiratory Care
- 8) Educator Preparation Institute
- 9) Emergency Medical Technician (EMT)
- 10) Paramedic
- 11) CareerLink (Career Pathways for Adult Education)
- 12) Medical Assisting
- 13) Fleet Readiness Center Southeast Apprenticeship Program

The admissions criteria for entry into these programs may vary from program to program; but will insure equal access and equal opportunity for all applicants to the programs. The minimum criteria for applying for entry into each of these programs will be published in the College Catalog and approved by the Board of Trustees annually.

SJR 7.23 (R3) Transferring Credits to St Johns River State College

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Revised 9/15/10; 4/20/11, 1/16/13

Specific Authorities: FS 1007.27, FS 1007.24(7), FS 1001.64(8)(a) and (c)

The District Board of Trustees directs the President and appropriate College personnel to establish policies and procedures for the accepting, awarding and transferring of credit. St. Johns River State College will accept transfer college credits under the following circumstances:

Coursework from Regionally-Accredited Institutions

St. Johns River State College will evaluate coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency.

Coursework from Non-Regionally-Accredited Institutions

Coursework from non-regionally-accredited institutions will only be evaluated under the following provisions:

- 1) The institution participates in Florida's Statewide Course Numbering System.
- 2) The course must have been completed after the credential effective date.

Coursework from International Institutions

International students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

The guidelines for accepting, awarding and transferring credit as well as the appeals process will be described in the College Catalog and approved by the District Board of Trustees annually. Note that transferring coursework credits from another institution is not the only means by which the College awards credit (see 7.21 Acceleration Programs).

SJR 7.24 (R1) Minimum Requirements for Admission to Non-College Credit Programs

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 08/10/22

Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315 (Not Revised Updated to New School Code), FS 1001.65(4)

St. Johns River State College is a comprehensive, open door institution of higher learning. However, to insure students are prepared for the rigors of the College's Career Certificate (clock hour) Programs, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to Career Certificate Programs:

- 1) Submission of a completed College application and the associated application fee.
- 2) Furnish proof of being at least 16 years old.
- 3) Complete testing requirements for the program of study.
- 4) Complete any special registration forms required for the program of study.

The Law Enforcement and Corrections Career Certificate Programs are limited access programs and require additional admissions requirements (see SJR 7.22). All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

SJR 7.25 (R1) College Initiated Degree or Certificate Conferral

(New Rule Promulgated 6/20/07)

Approved 6/20/07; Amended 2/20/13

Specific Authorities: FS 1001.63, 1004.68

As appropriate, the College may confer a degree and/or a certificate to a student who has successfully met College, program and degree requirements. Conferral is at the discretion of the College.

SJR 7.26 Credit Hours

New Rule Promulgated 1/16/13

Approved 1/16/13

Specific Authorities: FS 1001.64, 1004.68, 1007.25

It is the policy of the Board of Trustees of St. Johns River State College that a credit hour definition be established and consistently applied in compliance with applicable federal and state law, and policies of Southern Association of Colleges and Schools Commission on Colleges.

The President shall establish procedures to implement this policy to ensure that the definition of credit hour is consistently applied.

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SJR 6.27	Student Personnel Services	VI-30	Repealed 01/18/06
SJR 7.01	Credit Granted in Courses Offered by St. Johns River State College	VII-2	Repealed 01/18/06
SJR 7.02	Additions or Changes in Curriculum	VII-3	Repealed 01/18/06
SJR 7.03	Dual Enrollment Articulation Agreements with Non-Public Schools	VII-4	Repealed 01/18/06
SJR 7.04	Notification of Students Regarding Alternatives Available for Remedial Instruction	VII-5	Repealed 01/18/06
SJR 7.05	Substitute Admission and Program Requirements for Students with Disabilities	VII-6	Repealed 01/18/06
SJR 7.06	SJR Policy on Academic Integrity	VII-7	Repealed 01/18/06
SJR 7.07	Credit by Examination Policy	VII-8	Repealed 01/18/06

SJR 7.08	Florida School of the Arts Student Handbook	VII-9	Repealed 01/18/06
SJR 7.18	Criminal Justice and Corrections Training Program	VII-23	Repealed 09/15/10

SJR 1.01 Authority of the District Board of Trustees

[Replaced by SJR 1.03(R1)]

Approved: REPEALED 1/18/06

SJR 1.02 (R1) Board as a Corporate Body

[Substantive Changes 6/01/05]

Approved: REPEALED 11/16/11

SJR 1.03 (R1) The Powers and Duties of the St. Johns River State College District Board of Trustees

(Substantive Changes 6/01/05)

Approved: REPEALED 11/16/11

SJR 1.04 Board Membership

[Moved to SJR 1.06(R1)]

Approved: REPEALED 1/18/06

SJR 1.05 Term of Board Membership

[Moved to SJR 1.06(R1)]

Approved: REPEALED 1/18/06

SJR 1.06 (R1) Appointment and Organization of the St. Johns River State College District Board of Trustees

(Substantive Changes)

Approved: REPEALED 1/18/06

SJR 1.09 (R1) Board Agenda

(Substantive Changes)

Approved: REPEALED 11/16/11

SJR 1.14 Board Policies

[[Replaced by SJR 1.03(R1)]

Approved: REPEALED 1/18/06

SJR 1.15 By-Laws of the Board

(Under the New School Code, the Board Adopts Policies not By-laws).

Approved: REPEALED 1/18/06

SJR 1.17 (R1) Amendment of Board Policies

(Substantive Changes)

Approved: REPEALED 11/16/11

SJR 1.20 Board Architect

[(Moved to SJR 2.10(R1))]

Approved

REPEALED 1/18/06

SJR 1.21 President's Authority for Change Orders

(Moved to SJR 2.13(R1))

Approved

REPEALED 1/18/06

SJR 1.22 (R1) Compliance with the Administrative Procedure Act in the Promulgation of Policies, Rules, Procedures, and Public Hearings and Grievances

(Substantive Changes)

Approved

REPEALED 11/16/11

SJR 1.23 Compliance with the Sunshine Law

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 1.24 Access to Public Records and Meetings

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 1.25 Powers and Duties of the College President

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 1.26 Promulgation of Board Rules and Policies

(Substantive Changes)

Approved

REPEALED 11/16/11

SJR 1.31 (R1) Vision Statement for Thrasher-Horne Center

(Replaces old Board rule 3.17, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 10/18/17; Repealed 11/28/22

Specific Authorities: FS 1004.65

SJR 1.32 (R1) Core Values for the Thrasher-Horne Center

(Replaces old Board Rule 3.18, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 10/18/17

Specific Authorities: FS 1004.65

SJR 2.01 Per Diem, Subsistence, Meal Allowance, and Travel Expenses

(Moved to SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.02 Authority to Incur Traveling and Other Expenses

[Moved to SJR 4.38(R1)]

Approved

REPEALED 1/18/06

SJR 2.03 Computation of Travel Time

(Included in SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.04 Transportation

(Included in SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.05 Per Diem Reimbursement

(Included in SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.06 Types of Travel and Allowances Authorized

(Included in SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.07 Incidental Expenses

(Included in SJR 4.37)

Approved

REPEALED 1/18/06

SJR 2.08 Compliance with Building Codes

Approved

Specific Authorities:

REPEALED 11/16/11

SJR 2.09 Educational Plant Survey; Localized Need Assessment

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 2.10 (R1) Employment of an Architect

Approved

Specific Authorities:

REPEALED 11/16/11

SJR 3.02 Cooperative Endeavors between Boards

(Replaced by SJR 1.03(R1))

Approved

REPEALED 1/18/06

SJR 3.04 (A) Conditions under which Direct Support Organizations Operate

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 3.10 Grievance Policy

(Grievance Policy is in Section 5)

Approved

REPEALED 1/18/06

SJR 3.14 Statement on Sexual Assault

Added to SJR 3.13(R1)

Approved

REPEALED 1/18/06

SJR 3.16 Mission Statement for the Thrasher-Horne Center for the Arts

(Moved to SJR 1.30)

Approved:

REPEALED 1/18/06

SJR 3.17 Vision Statement for the Thrasher-Horne Center for the Arts

(Moved to SJR 1.31)

Approved:

REPEALED 1/18/06

SJR 3.18 Core Values for the Thrasher-Horne Center for the Arts

(Moved to SJR 1.32)

Approved:

REPEALED 1/18/06

SJR 3.19 St. Johns River State College Mission Statement and Objectives

(Moved to SJR 1.27)

Approved

REPEALED 1/18/06

SJR 3.29 Display of American Flag

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 4.05 (R1) Financial Records and Reports

(Substantive Changes, Specific Authorities Updated)

Approval

REPEALED 11/16/11

SJR 4.19 Rental Fees

Included in SJR 4.18(R1)

Approval

REPEALED 1/18/06

SJR 4.20 General Regulations

Included in SJR 4.18(R1)

Approval

REPEALED 1/18/06

SJR 4.26 Volunteers

(Moved to SJR 3.26)

Approved:

REPEALED 1/18/06

SJR 4.28 Adult Education Policy

(Moved to SJR 7.11)

Approved

REPEALED 1/18/06

SJR 4.32 Construction Technique Policy

Replaced by SJR 2.11 and SJR 2.12

Approved

REPEALED 1/18/06

SJR 5.17 Retirement

(Duplicate Rule to SJR 5.11)

Approved

REPEALED 1/18/06

SJR 5.22 Employment Procedures and Records

(This is a procedure, not a Policy)

Approved:

REPEALED 1/18/06

SJR 5.26 Participation by Employees in Disruptive Activities

(New Rule Promulgated)

Approved

REPEALED 11/16/11

SJR 5.39 Royalties, Honorariums, Etc.

Approved

REPEALED 4/18/12

SJR 6.05 Disciplinary Procedures

(Does Not Conform to School Code, See New Rule SJR 6.34)

Approved

REPEALED 1/18/06

SJR 6.09 Waiver of Fee Scholarships

(Not a Policy)

Approved

REPEALED 1/18/06

SJR 6.10 Classification of Students

(Moved to SJR 7.14)

Approved

REPEALED 1/18/06

SJR 6.11 Student Assistant Work Program

(See New Rule SJR 6.29)

Approved

REPEALED 1/18/06

SJR 6.12 Category, Distribution and Funding Sources of Scholarships

(Not a Policy, See New Rule SJR 6.29)

Approved

REPEALED 1/18/06

SJR 6.13 Academic Probation and Suspension Regulations

(Moved to SJR 7.15)

Approved

REPEALED 1/18/06

SJR 6.14 Academic Suspension and Dismissal

(Included in SJR 7.15)

Approved

REPEALED 1/18/06

SJR 6.15 Dean's List / President's List

(Moved to SJR 7.16)

Approved

REPEALED 1/18/06

SJR 6.16 Graduate Honors

(Moved to SJR 7.17)

Approved

REPEALED 1/18/06

SJR 6.17 Nursing Program Admissions Policy

(See New Rule SJR 7.22)

Approved

REPEALED 1/18/06

SJR 6.20 Criminal Justice and Corrections Training Program

(See SJR 7.18)

Approved

REPEALED 1/18/06

SJR 6.21 Radiologic Technology Programs

(See New Rule SJR 7.22)

Approved

REPEALED 1/18/06

SJR 6.22 Policies Concerning the College Library

(See SJR 7.19)

Approved

REPEALED 1/18/06

SJR 6.24 Substitution of Courses and Special Consideration for Students with Disabilities

(Moved to SJR 6.23)

Approved

REPEALED 1/18/06

SJR 6.25 Request for Refund or Cancellation of Debt

(See New Rule SJR 4.22(A))

Approved

REPEALED 1/18/06

SJR 6.26 Procedures for Course Approvals

(Not a Rule or Policy)

Approved

REPEALED 1/18/06

SJR 6.27 Student Personnel Services

(Not a Rule or Policy)

Approved

REPEALED 1/18/06

SJR 7.01 Credit Granted in Courses Offered by St. Johns River State College

(See New Rule SJR 7.23)

Approved

REPEALED 1/18/06

SJR 7.02 Additions or Changes in Curriculum

(See New Rule SJR 7.13)

Approved

REPEALED 1/18/06

SJR 7.03 Dual Enrollment Articulation Agreements with Non-Public Schools

(See New Rule SJR 7.21)

Approved

REPEALED 1/18/06

7.04 Notification of Students Regarding Alternatives Available for Remedial Instruction

(Identical to SJR 6.19)

Approved

REPEALED 1/18/06

7.05 Substitute Admission and Program Requirements for Students with Disabilities

(Duplicate to Rule SJR 6.22(R1))

Approved

REPEALED 1/18/06

7.06 SJR Policy on Academic Integrity

(Included in Rule SJR 6.04)

Approved

REPEALED 1/18/06

7.07 Credit by Examination Policy

(See New Rule SJR 7.21)

Approved

REPEALED 1/18/06

7.08 Florida School of the Arts Student Handbook

(Not a Rule or Policy)

Approved

REPEALED 1/18/06

7.18 Criminal Justice and Corrections Training Program

Approved

REPEALED 9/15/10