



# ST. JOHNS RIVER STATE COLLEGE

JOE H. PICKENS, J.D., PRESIDENT  
5001 ST. JOHNS AVENUE | PALATKA, FL 32177 3807  
(386) 312 4113 | JoePickens@SJRstate.edu

**PALATKA CAMPUS** 5001 ST. JOHNS AVENUE  
PALATKA, FL 32177-3807 | (386) 312-4200

**ST. AUGUSTINE CAMPUS** 2990 COLLEGE DRIVE  
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

**ORANGE PARK CAMPUS** 283 COLLEGE DRIVE  
ORANGE PARK, FL 32065-7639 | (904) 276-6800

**SJRstate.edu**

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: March 13, 2024

RE: March Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, March 27**, at the **Orange Park Campus** in the Thrasher-Horne Center, Suites C & D.

**1:00 pm – Workshop on College Drive Initiative** (see memo with documentation)

**2:00 pm – Regular Board Meeting**

**Immediately Following - Executive Session on Collective Bargaining**

Please review the enclosed material and if you have any questions, do not hesitate to call me. If you are unable to attend, please call me before noon on that date.

Thank you.

JHP/sms

Enclosure



## ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES

Meeting, Wednesday, March 27, 2024,  
2:00 p.m., **Orange Park Campus**,  
Thrasher-Horne Center Suites C & D

### MISSION STATEMENT

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, associate and baccalaureate degrees, and 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.

*\*Note: At the discretion of the Chair or any other Board member, items may be taken out of order for action and/or discussion.*

I. Call to Order

II. Public Comment

III. Old Business

IV. Consent Agenda – Chairperson Rich Komando

Action

*The items on the consent agenda are routine business and are not expected to require discussion before action. Items will be enacted by one motion. Any Trustee can request a topic to be removed from the consent agenda and discussed further for separate action.*

A. Minutes

1. Approval of Minutes of February 21, 2024, Board Meeting

B. Chief Operating Officer – Dr. Melanie Brown

1. Approval of Personnel Matters

C. Vice President for Finance/CFO – VP Randy Peterson

1. Facilities Usage Report – February 2024

2. Approval of Monthly Financial Report – February 2024

3. Approval of Write-Offs of Tangible Personal Property

D. Vice President for Academic and Student Affairs – Dr. Edward Jordan

1. Approval of Curriculum Revisions effective Fall 2024 for Workforce Education – Accounting Technology A.S. Degree (0093)

2. Approval of New Continuing Workforce Education course: CWL 0330 Behavior Threat Assessment and Management for Practitioners

3. Approval of the 2024-2025 Academic Calendar

E. VP/Chief Institutional Research Officer – Dr. Ros Humerick

1. Approval of Revisions to the Library Collection Development Policy
2. Approval of Revisions to the Library Access Policy

V. New Business

A. Vice President for Legal Affairs & Public Safety / General Counsel – Dr. Gilbert Evans – Action Agenda Items

- |  |                |
|--|----------------|
| 1. Public Hearing for Amendment to SJR State Board Rule 6.03 (R8) Standards of Conduct     | Public Hearing |
| 2. Action to Approve Amendment to SJR State Board Rule 6.03 (R8) Standards of Conduct      | Action         |
| 3. Public Hearing for Amendment to SJR State Board Rule 6.33 (R2) Student Ombudsman        | Public Hearing |
| 4. Action to Approve Amendment to SJR State Board Rule 6.33 (R2) Student Ombudsman         | Action         |
| 5. Public Hearing for Amendment to SJR State Board Rule 7.22 (R14) Limited Access Programs | Public Hearing |
| 6. Action to Approve Amendment to SJR State Board Rule 7.22 (R14) Limited Access Programs  | Action         |

B. Chief Operating Officer – Dr. Melanie Brown – Information Agenda Items

- |  |             |
|--|-------------|
| 1. Annual Presidential Evaluation  | Information |
| 2. Discussion of Student Enrollment and Success Trends and Targeted Strategies for Improvement | Information |

C. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items

- |  |        |
|--|--------|
| 1. Financial Item – Presented by Vice President Randy Peterson   | Action |
| a. Action to Approve Transfers from Board Designated Operating Reservices to the Unexpended Plant Fund             |        |
| 2. Facilities Item – Presented by Director of Capital Assets and Risk Management Terry Thomas                      |        |
| a. Action to Approve Award of Bid for Library Restroom/ Window Wall System, ADA/Life Safety Project Palatka Campus | Action |

D. Vice President for Academic and Student Affairs – Dr. Edward Jordan - Action Agenda Items

- |   |                |
|---|----------------|
| 1. Public Hearing on Change to Admission Criteria for Nursing A.S. Degree                                   | Public Hearing |
| 2. Action to Approve Change to Admission Criteria for Nursing A.S. Degree                                   | Action         |
| 3. Public Hearing on Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree                      | Public Hearing |
| 4. Action to Approve Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree                      | Action         |
| 5. Public Hearing on Change to Admission Criteria for Health Information Technology A.S. Degree             | Public Hearing |
| 6. Action to Approve Change to Admission Criteria for Health Information Technology A.S. Degree             | Action         |
| 7. Public Hearing on Change to Admission Criteria for Radiologic Technology A.S. Degree                     | Public Hearing |
| 8. Action to Approve Change to Admission Criteria for Radiologic Technology A.S. Degree                     | Action         |
| 9. Public Hearing on Change to Admission Criteria for Respiratory Care A.S. Degree                          | Public Hearing |
| 10. Action to Approve Change to Admission Criteria for Respiratory Care A.S. Degree                         | Action         |
| 11. Public Hearing on Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree | Public Hearing |
| 12. Action to Approve Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree | Action         |

VI. President's Report

- |   |             |
|---|-------------|
| A. Student Housing Update   | Information |
| B. Legislative Report: PECO / Operational Support / State Health Insurance Plan | Information |
| C. Budget Workshops – April 17 and May 15 at 1:00 pm                            | Information |

VII. Trustees' Comments

VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

February 21, 2024

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Wendell Davis  
Mr. Jim Reid  
Mr. Jud Sapp

MEMBERS ABSENT:

Ms. Jan Conrad, Vice-Chairperson (excused)

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Jeremiah Blocker, Board Attorney

Chairperson Komando called the meeting to order at  
2:00 pm.

Meeting Call to Order

There were no public comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the  
Consent Agenda Items IV.A-D:

Consent Agenda  
Items

A.1 - Minutes of January 18, 2024, Board Meeting

B.1 - Chief Operating Officer – Dr. Melanie Brown:  
Personnel Matters

C.1-3 - Vice President for Finance – VP Randy  
Peterson: Facilities Usage Report for January 2024;  
Monthly Financial Report – January 2024; and Write-  
Offs of Tangible Personal Property.

D.1-9 - Vice President for Academic & Student Affairs –  
Dr. Ed Jordan: Approval of 2024-2025 Early College  
Articulation Agreements Between the District Board of  
Trustees of St. Johns River State College and the  
public school districts: District School Boards of Clay,  
Putnam, and St. Johns Counties. Curriculum revisions  
effective Spring 2024 for the Adult Education  
Department: New Courses - ABX/GED Integrated  
Education and Training (IET) Microsoft Office Specialist  
and ABX/GED Integrated Education and Training (IET)  
Paraprofessional; New Programs - Integrated  
Education and Training (IET) Microsoft Office Specialist  
and Integrated Education and Training (IET)  
Paraprofessional. Curriculum revisions effective Fall

2024 for the Arts and Sciences Department: New Courses – Mathematics MGF 1130 Mathematical Thinking and MGF 1131 Mathematics in Context; Revised Courses - Biological Sciences BSC 2085 Human Anatomy and Physiology I, BSC 2085 Honors Human Anatomy and Physiology I, EVR 1001C Introduction to Environmental Science and Laboratory; English ENC 1101 Composition I, ENC 1101 Honors Composition I; Humanities ARH 1000 Art Appreciation, HUM 2020 Introduction to Humanities, HUM 2020 Honors Introduction to Humanities, MUL 1010 Music Appreciation, PHI 2010 Introduction to Philosophy, THE 1000 Theater Appreciation; Mathematics - MAC 1105 College Algebra, MAC 2311 Analytic Geometry and Calculus I, MAC 2311 Honors Analytic Geometry and Calculus I, STA 2023 Elementary Statistics, STA 2023 Honors Elementary Statistics; Physical Sciences - AST 1002 Introduction to Astronomy, CHM 1020 Introduction to Chemistry, CHM 1045 General Chemistry I, CHM 1045 Honors General Chemistry I, ESC 1000 Earth and Space Science, PHY 1020 Introduction to Physics, PHY 1053 General Physics I, PHY 1053 Honors General Physics I, PHY 2048 Physics I with Calculus, PHY 2048 Honors Physics I with Calculus; Social Science - AMH 2010 United States History to 1877, AMH 2010 Honors United States History to 1877, AMH 2020 United States History since 1877, AMH 2020 Honors United States History since 1877, ANT 2000 General Anthropology, ECO 2013 Macroeconomics, ECO 2013 Honors Macroeconomics, POS 1041 United States Federal Government, POS 1041 Honors United States Federal Government, PSY 2012 General Psychology, PSY 2012 Honors General Psychology, SYG 1000 Introduction to Sociology, SYG 1000 Honors Introduction to Sociology; Courses to Delete – Humanities - LIT 2000 Introduction to Literature; Mathematics - MTB 1304 Using the Graphing Calculator; Social Science - INR 2002 International Relations, PSY 2014 General Psychology II, PSY 2602 The Evolution of Modern Psychology; Revised Programs - General Education, Associate in Arts. Curriculum revisions effective Fall 2024 for the Florida School of the Arts: Revised Courses - DAA 1104 Contemporary Dance I, DAA 1680 Dance Ensemble I, DAA 1681 Dance Ensemble II, DAA 2107 Contemporary Dance IV, DAA 2230 Men's Technique, DAA 2250 Partnering, DAA 2505 Jazz Dance II, DAA 2544 Musical Theater Dance Styles, DAA 2611 Dance Composition and Improvisation II, DAN 2600 Music for Dance; Courses to Delete - ART 1541C Watercolor II,

ART 2330C Figure Drawing, ART 2502C Figure Painting, DAA 2522 Tap Dance II, MVK 1871 Beginning Piano, MVK 2872 Intermediate Piano, PGY 1446C Experimental Photography; Revised Programs - AS - Visual Art, AS – Acting, AS - Dance Studies/Dance Performance, AS - Musical Theater, AS - Theater Technology, AS - Stage Management. Curriculum revisions effective Fall 2024 for the Teacher Education Department: Revised Course - EEC 4930 Senior Seminar. Curriculum revisions effective Fall 2024 for the Allied Health Department: Revised Programs - AS - Emergency Medical Services, AS - Health Information Technology, AS - Health Services Management, AS - Medical Office Administration, AS - Radiologic Technology, AS - Respiratory Care. Curriculum revisions effective Fall 2024 for Business, Industry, & Computer Information Systems: New Courses - Engineering Technology - EGN 1111 Engineering Graphics; Revised Courses – Business ACG 2021C Principles of Financial Accounting; Engineering Technology - EET 1084C Introduction to Electricity and Electronics, ETI 1060 Mathematical Applications in Engineering Technology, ETI 1110 Introduction to Quality Assurance, ETI 1843C Motors and Controls, ETM 1010C Mechanical Measurement and Instrumentation, ETI 1420C Manufacturing Processes and Materials, ETI 1622 Concepts of Lean and Six Sigma, ETS 1535C Automated Process Control; Computer Information Systems - CET 1600C Network Fundamentals, CET 2610C Routing Protocols and Concepts, CET 2615 LAN Switching and Wireless, COP 2830 Web Programming Languages, CTS 2358 Identity with Windows Server 2016; Courses to Delete - Computer Information Systems - CGS 4097 Emerging Topics in Computing, CNT 3421 Cloud Security, COP 4369 Software System Development, CTS 4379 Advanced Cloud Infrastructure, ISM 4300 Information System Operation Management; Revised Programs - AS - Business Administration, AS - Network Systems Technology, AS - Engineering Technology, CCC - Engineering Technology Support, CCC – Mechatronics, CCC - Network Infrastructure – CISCO. Curriculum revisions effective Fall 2024 for Criminal Justice: Revised Programs - AS - Criminal Justice Technology, AS - Criminal Justice Technology – Corrections Track, AS - Criminal Justice Technology – Law Enforcement Track. Curriculum revisions effective Fall 2024 for Nursing: Revised Programs - AS – Nursing, AS - Nursing (LPN Bridge).

Mr. Davis moved approval of Consent Agenda Items IV.A-D. Mr. Reid seconded the motion. Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Consent  
Agenda Items IV.A-D

Dr. Gilbert Evans reviewed for information only Amendment to SJR Board Rule 6.03 (R7) Standards of Conduct; Amendment to SJR Board Rule 6.33 (R1) Student Ombudsman; and Amendment to SJR Board Rule 7.22 (R13) Limited Access Programs.

V.P. Legal Affairs &  
Public Safety/ General  
Counsel Items V.A.1-  
3

Dr. Melanie Brown recognized Senior Management's Years of Service. VP Randy Peterson was recognized for 10 years of service and President Joe Pickens was recognized for 15 years of service.

Chief Operating  
Officer Item V.B.1

Dr. Brown reviewed and requested approval of the Palatka Campus Site Improvement Project: Clay Electric Right-of-Way Easement.

Mr. Davis moved, seconded by Mr. Reid, to approve Chief Operating Officer Item V.B.2, as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Chief  
Operating Officer Item  
V.B.2

Dr. Brown noted that Dr. Nate Southerland has accepted the position of Provost at Santa Fe College.

Mr. Randy Peterson recognized Terry Thomas, Director of Capital Assets and Risk Management, who reviewed and requested approval of Facilities Item 2023 Annual Property Inventory.

Mr. Davis moved, seconded by Mr. Reid, to approve Vice President/CFO Item V.C.1.a., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Vice  
President/CFO Item  
V.C.1.a.

Terry Thomas reviewed and requested approval of Facilities Item Plans & Specifications for the Site Improvements Project – Palatka Campus.

Mr. Davis moved, seconded by Mr. Reid, to approve Vice President/CFO Item V.C.1.b., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Vice  
President/CFO Item  
V.C.1.b.

President Pickens noted that he and his team had a meeting with the St. Johns River Water Management



District senior administration regarding this project. Chair Komando questioned whether the outcome was in writing. Discussion followed.

Terry Thomas reviewed and requested approval of Facilities Item Building V Re-Roof Project – Palatka Campus (accept project as complete and approve the final pay application).

Mr. Reid moved, seconded by Mr. Davis, to approve Vice President/CFO Item V.C.1.c., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Vice  
President/CFO Item  
V.C.1.c.

Terry Thomas reviewed and requested approval of Facilities Item Gymnasium Roof Restoration Project - Palatka Campus (accept project as complete and approve the final pay application).

Mr. Davis moved, seconded by Mr. Reid, to approve Vice President/CFO Item V.C.1.d., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Vice  
President/CFO Item  
V.C.1.d.

Dr. Ed Jordan reviewed and requested approval of General Education Courses for Academic Year 2024-2025.

Mr. Davis moved, seconded by Mr. Reid, to approve Vice President for Academic and Student Affairs Item V.D.1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic and Student Affairs). Motion carried (Davis, Komando, Reid, Sapp - Yes).

Approved Vice  
President for  
Academic and  
Student Affairs Item  
V.D.1

Dr. Jordan noted the following is for information only and will be brought to the March meeting for approval: Changes to Admissions Criteria for the following Workforce Education Programs: AS – Nursing, AS – Nursing (LPN Bridge), AS – Health Information Technology, AS – Radiologic Technology, and AS – Respiratory Care. Discussion followed on the success of the Nursing Programs at SJR State.

Vice President for  
Academic and  
Student Affairs Item  
V.D.2

Dr. Ros Humerick reviewed for information only Board Self-Evaluation Procedures.

VP & CIRO Item  
V.E.1

Dr. Melanie Brown introduced Maston Crapps, Regional Vice President of Land Operations, Dream

Presentation

Finders Homes, LLC, and Mike Gehring, Coldwell Banker Commercial. President Pickens stated that the Board will not make a decision today and that Mr. Crapps brings high credibility compared to other organizations who have been interested in purchasing this acreage.

Mr. Crapps gave a presentation from Dream Finders Homes, LLC to purchase 75+/- acres at the intersection of Four Mile Road and Kenton Morrison Road, St. Augustine. He gave a company overview; discussed the property entitlements and a preliminary wetland assessment; highlighted the building plan; and discussed the purchase offer, including timelines. Discussion followed.

President Pickens gave an update on the Student Housing Project.

President's Report  
Item VII.A.

President Pickens gave a Legislative Report on PECO and Operational funding. He had a productive meeting with the Governor's staff last week. He also met with Representatives Garrison and Payne.

President's Report  
Item VII.B

President Pickens noted that the softball and baseball conference seasons begin this weekend.

President Pickens informed the Trustees that the Florida School of the Arts play "Legally Blonde" will open on Friday. Flo-Arts first show of the fall season will be performed at the Thrasher-Horne Center.


Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 3:55 p.m.

Adjournment

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Melanie Rosen Brown, Ph.D.   
Chief Operating Officer

**DATE:** March 12, 2024

**RE:** **CONSENT** Agenda Item  
March 27, 2024, District Board of Trustees Meeting

---

The following Consent Agenda item is submitted for the Board of Trustees' consideration at the March 27, 2024, meeting:

**1. *Approval of Personnel Matters***

DISTRICT BOARD OF TRUSTEES				
PERSONNEL MATTERS				
BOARD MEETING: March 27, 2024				
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
John Paterson	FT - Administrator	Title Change	AD - Grade 128	03/01/24
J. Nate Southerland	FT - Administrator	Resignation	N/A	03/08/24
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Lexis Wegner	FT - Professional Support	Hire	PS - Grade 112	03/01/24
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Brendan Booth	FT - Career Service	Hire	CS - Grade 105	03/01/24
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Travonda Browning	PT-Career Service	Hire	\$15.69/hr	02/16 - 04/26/24
MISCELLANEOUS				
1. Request approval for the below to volunteer for FloArts beginning 02/29/2024:				
Charlie Mack				




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Joe Pickens, J.D.  
President

**FROM:** Randy Peterson   
Vice President/CFO

**DATE:** March 12, 2024

**RE:** Consent Agenda Items: March 27, 2024, District Board of Trustees Meeting

---

The following **Consent** items are submitted for the Board of Trustees' consideration at the March 27th, meeting:

**CONSENT AGENDA ITEMS:**

1. Facilities Usage Report – February 2024
2. Approval of Monthly Financial Report – February 2024
3. Approval of Write-offs of Tangible Personal Property



# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

**To:** Mr. Randy Peterson  
VP for Finance

**From:** Travas Sheridan *TS*  
Property and Risk Manager

**Date:** March 11, 2024

**Subject:** Report on Facilities Use for February 2024

#### For the month of February 2024:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
House of God Church	Palatka
Fellowship of Christian Athletes	Palatka
United Way of Northeast Florida (VITA)	Orange Park
United Way of St. Johns County (VITA)	Palatka
Riverside Wealth Advisors	St. Augustine
Putnam County Supervisor of Elections	Palatka



**ST. JOHNS RIVER**  
S T A T E C O L L E G E

## **Monthly Financial Report**

**February 2024**

ST. JOHNS RIVER STATE COLLEGE  
BALANCE SHEET  
As of February 29, 2024

			FUND TYPE					
			GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
	TOTAL							
<b>Assets</b>								
1	Cash	\$ 22,005,583	\$ (133,092)	\$ 601,717	\$ 7,285,629	\$ 242,574	\$ 2,282,254	\$ 11,726,501
2	Cash Equivalents	524	524	-	-	-	-	-
3	Certificates of Deposit	15,000,000	15,000,000	-	-	-	-	-
4	Accounts Receivable	1,597,835	1,429,141	46,614	24,255	23,289	-	74,536
5	Inventories	368,505	-	-	368,505	-	-	-
6	Due From Component Unit	-	-	-	-	-	-	-
7	Prepaid Assets	-	-	-	-	-	-	-
8	Other Assets	2,600	2,600	-	-	-	-	-
9	Due from State	5,872,854	-	-	-	-	-	5,872,854
10	<b>Total Assets</b>	<b>44,847,901</b>	<b>16,299,173</b>	<b>648,331</b>	<b>7,678,389</b>	<b>265,863</b>	<b>2,282,254</b>	<b>17,673,891</b>
11	<b>Deferred Outflow of Resources</b>	<b>7,828,883</b>	<b>7,828,883</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>								
12	Net Pension Liability	22,185,954	22,185,954	-	-	-	-	-
13	Compensated Absences Payable	2,122,031	2,122,031	-	-	-	-	-
14	Other Post Employment Benefit Payable	2,134,569	2,134,569	-	-	-	-	-
15	Deferred Revenue	28,311	-	-	28,311	-	-	-
16	Payables	2,326,123	7,972	11	35,146	740	2,282,254	-
17	Due to Other Funds	-	-	-	-	-	-	-
18	<b>Total Liabilities</b>	<b>28,796,988</b>	<b>26,450,526</b>	<b>11</b>	<b>63,457</b>	<b>740</b>	<b>2,282,254</b>	<b>-</b>
19	<b>Deferred Inflow of Resources</b>	<b>2,118,417</b>	<b>2,118,417</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
20	<b>Fund Balance</b>	<b>21,761,379</b>	<b>(4,440,887)</b>	<b>648,320</b>	<b>7,614,932</b>	<b>265,123</b>	<b>-</b>	<b>17,673,891</b>
21	<b>Amount Expected to be Financed in Future Years</b>	<b>20,732,088</b>	<b>20,732,088</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
22	<b>Adjusted Fund Balance</b>	<b>42,493,467</b>	<b>16,291,201</b>	<b>648,320</b>	<b>7,614,932</b>	<b>265,123</b>	<b>-</b>	<b>17,673,891</b>



ST. JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
UNRESTRICTED CURRENT FUND  
For the Month Ended February 29, 2024

CURRENT YEAR 2023-2024				FY % 66.7%	PRIOR YEAR 2022-2023
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Tuition and Fees	\$ 9,156,120	\$ 8,493,674	\$ 662,446	92.8%	\$ 7,574,011
2 State Support	36,875,027	22,342,021	14,533,006	60.6%	16,184,484
3 Local Support	1,624,979	1,215,463	409,516	74.8%	1,007,704
4 Other Sources	1,474,500	1,094,345	380,155	74.2%	326,931
5 Total Revenue	49,130,626	33,145,502	15,985,124	67.5%	25,093,130
Expenditures:					
6 Salaries	24,606,762	16,420,597	8,186,165	66.7%	15,251,835
7 Benefits	8,173,390	5,542,222	2,631,168	67.8%	4,615,470
8 Total Salaries & Benefits	32,780,152	21,962,819	10,817,333	67.0%	19,867,305
9 Materials and Supplies	2,320,506	1,571,991	748,515	67.7%	1,311,774
10 Contracted Non Instructional	1,757,201	1,012,132	745,069	57.6%	990,735
11 Utilities	1,255,191	733,991	521,200	58.5%	832,774
12 Repairs and Maintenance	1,415,083	889,853	525,230	62.9%	726,595
13 Professional Fees	266,013	114,244	151,769	42.9%	136,088
14 Insurance	1,095,200	619,398	475,802	56.6%	584,574
15 Technology Services	284,681	109,860	174,821	38.6%	114,307
16 Travel	352,890	149,002	203,887	42.2%	114,737
17 Advertising	128,241	80,422	47,819	62.7%	72,379
18 Other Services	783,702	513,279	270,423	65.5%	433,735
19 Other Current Charges	831,578	640,912	190,666	77.1%	584,415
20 Total Current Expenses	10,490,285	6,435,085	4,055,200	61.3%	5,902,114
21 Capital Outlay	2,120,839	928,030	1,192,809	43.8%	570,164
22 Transfers	-	-	-	0.0%	-
23 Total Expenditures	45,391,276	29,325,934	16,065,342	64.6%	26,339,583
24 Net Revenues and Expenditures	\$ 3,739,350	\$ 3,819,569			\$ (1,246,452)
25 Budgeted Ending Adjusted Fund Balance *	\$ 16,179,173				
* excludes Amount to be Financed in Future Years of \$20,700,277					

ST. JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
RESTRICTED CURRENT FUND  
For the Month Ended February 29, 2024

CURRENT YEAR 2023-2024					FY % 66.7%	PRIOR YEAR 2022-2023
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity	
Revenue:						
1	Federal Support	\$ 748,522	\$ 374,432	\$ 374,090	50.0%	\$ 1,254,103
2	Student Fees	634,590	597,654	36,936	94.2%	537,960
3	State Support	109,807	73,308	36,499	66.8%	76,832
4	Other Sources	-	-	-	0.0%	127
5	Total Revenue	1,492,919	1,045,394	447,525	70.0%	1,869,022
Expenditures:						
6	Salaries	610,094	394,122	215,973	64.6%	430,498
7	Benefits	195,352	116,027	79,325	59.4%	113,375
8	Total Salaries & Benefits	805,447	510,148	295,298	63.3%	543,873
9	Materials and Supplies	437,655	166,641	271,015	38.1%	110,824
10	Contracted Non Instructional	16,445	2,833	13,613	17.2%	-
11	Repairs and Maintenance	3,264	3,264	-	0.0%	-
12	Professional Fees	32,695	25,500	7,195	78.0%	22,820
13	Technology Services	18,470	18,470	0	100.0%	23,093
14	Travel	207,138	61,038	146,100	29.5%	43,777
15	Advertising	-	-	-	0.0%	-
16	Other Services	121,411	70,134	51,277	57.8%	74,997
17	Other Current Charges	11,444	10,365	1,079	90.6%	6,948
18	Total Current Expenses	848,522	358,244	490,278	42.2%	282,459
19	Capital Outlay	43,298	2,792	40,507	6.4%	898,836
20	Total Expenditures	1,697,267	871,184	826,083	51.3%	1,725,168
21	Net Revenues and Expenditures	\$ (204,348)	\$ 174,210			\$ 143,854




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

**To:** Mr. Randy Peterson  
VP for Finance

**From:** Travas Sheridan   
Property and Risk Manager


**Date:** March 11, 2024

**Subject:** Action on Write-Off of Tangible Personal Property

The write-off of tangible personal property must be approved by the Board of Trustees at the March 27, 2024, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

<u>Property #</u>	<u>Description</u>	<u>Reason for Write-Off</u>	<u>Acquisition Date</u>
30843	IBM System X3650 M3 Server	Item obsolete	4/15/2011
31233	IBM Storwize V3700 LFF Expansion Enclosure	Item obsolete	4/3/2013
31234	IBM Storwize V3700 LFF Expansion Enclosure	Item obsolete	4/3/2013
31235	IBM Storwize V3700 LEFF Dual Controller	Item obsolete	4/3/2013
31236	IBM Storwize V3700 LEFF Dual Controller	Item obsolete	4/3/2013

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

**DATE:** March 12, 2024

**RE:** Agenda Items: March 27, 2024, District Board of Trustees Meeting

---

The following items are submitted for the Board of Trustees' consideration at the March 27, 2024, meeting:

**Consent Agenda Items:**

1. Approval of curriculum revisions effective Fall 2024 for Workforce Education:
  - Accounting Technology A.S. Degree (0093)
2. Approval of new Continuing Workforce Education course:
  - CWL 0330 Behavior Threat Assessment and Management for Practitioners
3. Approval of the 2024-2025 Academic Calendar

# ACCOUNTING TECHNOLOGY (0093)

## ASSOCIATE IN SCIENCE DEGREE

This program provides a general background for students seeking employment as bookkeepers, accounting technicians, or in any financial field. The program will also enhance the knowledge and competencies of those presently or previously employed in this field.

The Accounting Technology A.S. Degree can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Organizational Management.

If you need additional information after seeing an advisor, please send an email to [BCCInfo@SJRstate.edu](mailto:BCCInfo@SJRstate.edu).

### GENERAL EDUCATION COURSES:

Communication .....	3
+ ENC 1101 – Composition I .....	
Humanities (choose one of the following) .....	3
ARH 1000 – Art Appreciation .....	
MUL 1010 – Music Appreciation .....	
THE 1000 – Theater Appreciation .....	
Mathematics (choose one of the following) .....	3
MGF 1130 – Mathematical Thinking .....	
+ STA 2023 – Elementary Statistics .....	
Natural Science (choose one of the following) .....	3
CHM 1020 – Introduction to Chemistry .....	
ESC 1000 – Earth and Space Science .....	
EVR 1001C – Intro. to Environ. Science .....	
+ PHY 1020 – Intro. to Physics .....	
* AST 1002 – Intro. to Astronomy .....	
* BSC 1005 – Intro. to Biology .....	
Social Science (choose one of the following) .....	3
AMH 2010 – U.S. History to 1877 .....	
AMH 2020 – U.S. History since 1877 .....	
POS 1041 – U.S. Federal Government .....	

### DEGREE SPECIFIC COURSES:

+ ACG 2021C	Principles of Financial Accounting .....	3
+ ACG 2071	Principles of Managerial Accounting .....	3
+ ACG 2450	Computer Accounting Applications .....	3
BUL 1241	Business Law I .....	3
CGS 1100	Microcomputer Applications Software .....	3
+ CGS 1515	Spreadsheet Concepts for Business .....	3
ECO 2013	Macroeconomics .....	3
ECO 2023	Microeconomics .....	3
FIN 1100	Personal Finance .....	3
GEB 1011	Introduction to Business .....	3
* GEB 2214	Business Communications .....	3
+ GEB 2930	Special Topics Capstone .....	3
MAN 2021	Principles of Management .....	3
MAR 2011	Principles of Marketing .....	3
+ TAX 2002	Small Business and Individual Taxes .....	3

### REQUIRED TOTAL CREDIT HOURS

60

+ Qualifying placement score or prerequisite course required. See course description for details.

\* Corequisite lab required. See course description for details.

## **St. Johns River State College**

### **Course Outline**

#### **I. Course Prefix, Number, and Title**

CWL 0330 Behavior Threat Assessment and Management for Practitioners

#### **II. Number of Credit Hours, Contact Hours, and/or Clock Hours**

40 Contact Hours

#### **III. Course Description**

The State of Florida developed a strategy to mitigate and prevent targeted violence. This strategy includes training in the Behavioral Threat Assessment and Management (BTAM) tool. This course is part of the training.

#### **IV. Prerequisites and/or Co-requisites**

There are no prerequisites for this course.

#### **V. General Education Course**

This course cannot be used to satisfy the general education requirements for the A.A. degree.

#### **VI. Program Mission Statement**

The Advanced and Specialized Program in the Department of Criminal Justice Training at St. Johns River State College is committed, through the delivery of quality effective training in an academically sound environment, to providing Criminal Justice agencies and the community with professional and disciplined law enforcement and correctional officers who will possess the essential knowledge and skills to effectively serve as public safety professionals.

#### **VII. Program Outcomes**

Students who complete courses in the Criminal Justice Advanced and Specialized will:

- 1) Be more effective in the performance of their duties in law enforcement and corrections;
- 2) Be better prepared for advancement within their respective agencies; and
- 3) Possess the skills and knowledge necessary to provide a higher level of service to members of the community.

#### **VIII. Course/Student Learning Outcomes**

Students who complete the Behavioral Threat Assessment and Management course will be able to:

1. Provide an overview of Behavioral Threat Assessment and Management.
2. Explain the psychology of targeted violence.

3. Explain the statewide strategy.
4. Assess and manage a case.
5. Identify and triage a threat.

**IX. Course Content**

Major topics from 1416 BTAM course guide to include:

- Targeted Violence and Behavioral Threat Assessment and Management.
- Threat Assessment Foundations.
- Threat Assessment Psychology.
- The Identification of Threatening Situations.
- Case Triage.
- Case Assessment.
- Threat Management.

**X. Special Course Requirements**

None.

**XI. Course Support Materials**

Criminal Justice Standards and Training Commission; 1416 Behavioral Threat Assessment and Management for Practitioners (BTAM) course guide and supplemental materials.

**XII. Criteria for Student Evaluation**

Classroom participation, scenario-handout discussion. Students must also receive a minimum score of 80% on the end of course written examination.

**XIII. Course Assessment Methods**

End of course written examination.

**XIV. Faculty Review/Revision**

Reviewer: Tim Adams

Date: February 2024

**XV. Administrator Review/Revision**

Reviewer: Nate Southerland

Date: February 2024

# ACADEMIC CALENDAR

## 2024 – 2025

### Draft

#### **2024**

August 15 - 16  
August 19  
August 22  
August 26  
September 2  
October 14  
October 16  
October 21  
November 11  
November 27, 28, 29  
December 9 - 13  
December 13  
December 16  
December 17  
December 19  
December 19  
December 20

#### **Fall Term**

New Full Time Faculty Reports  
Returning Faculty Reports  
Faculty Convocation  
Classes Begin (Full term and Minimester 1)  
Labor Day Holiday  
College Holiday  
Minimester 1 Ends  
Minimester 2 Begins  
Veterans' Day  
Thanksgiving Holiday and Break (November 26 classes end 10:00 P.M.)  
Final Exams Schedule  
Semester End (5:00 P.M.) (Full-term and Minimester 2)  
Grades Due (11:59 P.M.)  
Faculty SLO's Due (10:00 P.M.)  
Commencement (10:00 A.M.)  
Faculty End  
College closes 12:00 P.M.

#### **2025**

January 6  
January 8  
January 20  
February 7  
February 17  
February 26  
March 3  
March 17 - 21  
April 21- April 25  
April 25  
April 28  
April 29  
May 2  
May 2

#### **Spring Term**

Faculty, Staff, Advising/Counseling Reports  
Classes Begin (Full term and Minimester 1)  
Martin Luther King Holiday  
College Closed to Students: Faculty & Staff Professional Development  
Presidents' Day Holiday  
Minimester 1 Ends  
Minimester 2 Begins  
Spring Break  
Final Exams Schedule  
Semester End (5:00 P.M.) (Full term and Minimester 2)  
Grades Due (11:59 P.M.)  
Faculty SLO's Due (10:00 P.M.)  
Commencement (10:00 A.M.)  
Faculty End



**4-day Summer Workweek: May 5, 2025-July 25, 2025**

2025	Summer Term Full Term (POT 1)
May 7	Faculty Reports
May 7	Classes Begin
May 26	Memorial Day Holiday
July 7	Independence Day Holiday
August 5	Semester End (10:00 P.M.)
August 6	Grades Due (11:59 P.M.)
August 6	Faculty End

	Summer Term A (POT 2)
May 7	Faculty Reports
May 7	Classes Begin
May 26	Memorial Day Holiday
June 20	Semester End (10:00 P.M.)
June 21	Grades Due (11:59 P.M.)
June 21	Faculty End

	Summer Term B (POT 3)
June 23	Faculty Reports
June 23	Classes Begin
July 7	Independence Day Holiday (Observed)
August 5	Semester End (10:00 P.M.)
August 6	Grades Due (11:59 P.M.)
August 6	Faculty End



**PALATKA CAMPUS** 5001 ST. JOHNS AVENUE  
PALATKA, FL 32177-3807 | (386) 312-4200


**ST. AUGUSTINE CAMPUS** 2990 COLLEGE DRIVE  
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

**ORANGE PARK CAMPUS** 283 COLLEGE DRIVE  
ORANGE PARK, FL 32065-7639 | (904) 276-6800

**SJRstate.edu**

*EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE*

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Rosalind Humerick, Ph.D.   
VP/Chief Institutional Research Officer

**DATE:** March 12, 2024

**RE:** Consent Agenda Items  
March 27, 2024, District Board of Trustees Meeting


---

The following **Consent** items are submitted for the District Board of Trustees' consideration at the March 27, 2024, meeting:

**CONSENT AGENDA ITEMS:**

1. Approval of Revisions to the Library Collection Development Policy
2. Approval of Revisions to the Library Access Policy

TO: Dr. Rosalind Humerick, Vice President and Chief Institutional Research Officer

FROM: Dr. Christina Will, Assistant Vice President for Learning Culture & Resources 

DATE: March 6, 2024

SUBJECT: Updated Library Policies for Board Consideration

---

Enclosed are two library policies with proposed updates for the Board of Trustees' consideration at the March 27, 2024, meeting. Updates to both policies have been unanimously approved by library employees, the College's Learning Resources Committee, and the Institutional Planning Committee.

The Collection Development Policy outlines the considerations and procedures for acquiring library materials. Proposed updates to this policy include:

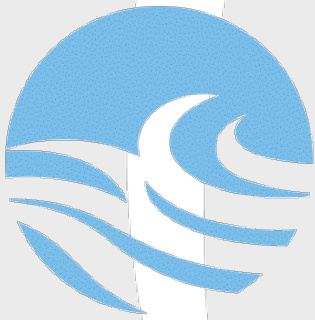
- Replacing references to the Dean of Learning Resources with the more general "Department administrator" throughout in keeping with College efforts to remove specific titles that are subject to change and, therefore, may unnecessarily make a policy inaccurate.
- Removal of details that are related to processes, not policy, that are subject to change and, therefore, may unnecessarily make a policy inaccurate. For example, the policy previously included location and contact information for local recycling centers.
- Removal of the Civil War Collection designation and related "Minimum Comprehensive" collection intensity level which was used solely for this collection. The Civil War Collection was curated by former SJR State President, Dr. Robert L. McLendon, Jr. Upon Dr. McLendon's retirement, the collection ceased being developed.
- Addition of Sonography as an Allied Health program with an additional accreditor.

The Access Policy establishes user groups, access requirements, and related privileges for the College's library services and resources. Proposed updates to this policy include:

- Replacing references to the Dean of Learning Resources with the more general "Department administrator" throughout in keeping with College efforts to remove specific titles that are subject to change and, therefore, may unnecessarily make a policy inaccurate.
- Removal of details that are related to processes, not policy, that are subject to change and, therefore, may unnecessarily make a policy inaccurate. For example, the system name, "ALEPH," has been replaced with "library management system" or "LMS" throughout.
- Removal of references to the Civil War Collection and addition of the Nursing and Allied Health Collection.
- Replacement of "patron" with "user" throughout.
- Removal of references throughout to department manuals that are no longer in use.

- Addition of the Institutional Planning Committee to the Access Policy review process.
- Updating user groups to reflect current practices, specifically:
  - Removal of “SJR State Adjunct Faculty and Part-time Staff” as a user group; in practice they are included in the “SJR State Employees” user group.
  - Addition of “Off-Site Media Center Employees” as a user group. Defined as library staff at locations where SJR State courses are provided off-site whose status can be verified by an SJR State librarian, this group requires access to online resources to fully support student enrolled in dual-enrollment or collegiate high school courses.

# Collection Development Policy



**ST. JOHNS  
RIVER**  
STATE COLLEGE

---

**LIBRARY**

Submitted for Board consideration  
3/27/2024

## Contents

LIBRARY SERVICES DESCRIPTION AND MISSION.....	2
OBJECTIVE OF THE COLLECTION DEVELOPMENT POLICY.....	3
DEDICATION TO INTELLECTUAL FREEDOM .....	3
SJR State Libraries' Procedure for Challenged Materials .....	4
SELECTION OF LIBRARY MATERIAL .....	4
Levels of Collection Intensity.....	5
Basic Information Level .....	5
Basic Study or Instructional Support Level .....	5
Intermediate Study or Instructional Support Level.....	5
Guiding Principles of Selection .....	5
Considerations for All Subject Areas .....	7
Format Considerations .....	7
Genre-specific Considerations .....	8
Special Considerations for Collections Supporting Programs with Additional Accrediting or Reporting Agencies .....	10
Programs: B.S. in Early Childhood Education and EPI.....	10
Programs: A.S. in Allied Health including Emergency Medical Services, Health Information Technology, Radiologic Technology, Sonography, and Respiratory Care ....	11
Programs: A.S. in Nursing, B.S. in Nursing, LPN Bridge Program .....	13
Programs: A.S. in Theater Technology, Performing Arts, Studio Arts, or Graphic Design & New Media from Florida School of the Arts.....	18
ACQUISITIONS .....	19
Purchases.....	19
Approved Vendors.....	19
Gifts and Donations .....	20
COLLECTION GROWTH AND MAINTENANCE .....	21
Cataloging.....	21
Processing and Systems of Organization .....	22
Collection Evaluation .....	23
Weeding and Withdrawal of Resources.....	23
Annual Inventory .....	24
APPENDICES.....	25
Appendix A: Request for Reconsideration of Library Material .....	26

## **LIBRARY SERVICES DESCRIPTION AND MISSION**

Library Services at St. Johns River State College includes Circulation, Resource Sharing, Research, Subscription, Instruction, Technical, and Acquisition services. There are three campus libraries - the B.C. Pearce Learning Resources Center on the Palatka Campus, the Clifford B. Stearns Learning Resources Center on the Orange Park Campus, and the St. Augustine Campus Library. The SJR State campus libraries are equal opportunity/equal access institutions operating under a single mission and department policies. Herein, the campus libraries are referred to collectively as the SJR State Library or the Library.

As a department operating within the College, Library Services are subject to review by the College and program accrediting agencies. If accrediting agencies require additional collection development considerations, it is noted in this policy by program area.

The mission of the Library, which is approved by the Board of Trustees and is reviewed annually by library staff, includes “providing quality services, instruction, and resources which support the mission of St. Johns River State College and meet the informational, educational, cultural, and lifelong learning needs of the College community.” Collection development is an important part of accomplishing the Library’s mission and includes:

- Building a relevant, comprehensive collection of resources of the highest degree of excellence;
- Promoting and reflecting the diversity of our community through collections;
- Making the collections of the SJR State Library accessible to all patrons through effective cataloging and innovative use of technology;
- Establishing collaborative partnerships with other area libraries via reciprocal agreements, resource sharing, and providing access to the collections of other institutions through online catalogs, consortia agreements, and special programs;
- Participating in and contributing to the statewide reciprocal borrowing agreement and online resource sharing of Florida's State College System and State University System;
- Maintaining close contact with the faculty and administration of SJR State to keep abreast of the present and future needs of the College’s academic programs and to seek their assistance when developing policy statements, new collections, and long-range plans;
- Developing and maintaining an understanding of user needs through curricula review, faculty input, user surveys, and unsolicited suggestions and to respond to those needs accordingly;

- Ensuring that the facilities of the SJR State Library have adequate space to house physical collections and technological resources while providing academic and working environments that meet the needs of students, faculty, and staff;
- Systematically evaluating the Library's collections and related services, facilities, and technology to improve access to resources;
- Protecting intellectual freedom.

## OBJECTIVE OF THE COLLECTION DEVELOPMENT POLICY

The planned development of a library collection requires the application of a stated collection development policy which reflects the mission of its library. A complete collection development policy addresses issues of selection, acquisition, accessibility, scope, and evaluation while allowing room for change and innovation. This document sets forth the principles which guide the acquisition, development, assessment, and maintenance of the print, non-print, and digital collections of the SJR State Library.

The Library aims to build, in all appropriate fields and levels of study, a collection of the highest degree of excellence that funding allows. The Library is charged with the primary responsibility of serving the informational, educational, cultural, and lifelong learning needs of its students and faculty. The purpose of this collection development policy is to guide the building of the collection with those resources which will best serve our users, now and in the future. Materials that are beyond the scope of the Library's collection development efforts will be obtained for students, faculty, and staff via inter-library loan or by providing instruction about accessing digital material via the local public library.

The Department administrator is responsible for ensuring that appropriate procedures are devised and implemented to effectively build library collections in accordance with this policy. In order to fully implement the Collection Development Policy, the Department administrator delegates responsibility for portions of this policy to other professional staff members as designated throughout this document. This policy is reviewed annually by library faculty and staff to ensure it addresses current needs and new developments in material, formats, and College programs. If changes are proposed, the revised policy is sent to the College's Learning Resources Committee for further review and comment and, lastly, to the Board of Trustees for approval.

## DEDICATION TO INTELLECTUAL FREEDOM

The personal views of library staff responsible for selecting library material will not influence the selections made nor will the Library bow to outside pressures regarding the appropriateness of material. Library materials are selected by professionals based on a variety of criteria. Library materials are provided for information and insight. Inclusion in the collection does not indicate endorsement of the material's point of view or message by the Library nor the College. Every effort is made to represent various points of view and reflect the diversity of the College community and society in general. The Library is dedicated to upholding the principles set forth in the American Library Association's [\*Library Bill of Rights\*](#), [\*Freedom to Read Statement\*](#), [\*Freedom to View Statement\*](#), and [\*Intellectual Freedom Principles for Academic Libraries\*](#).



## **SJR State Libraries' Procedure for Challenged Materials**

Occasionally, objections are made to a selection despite the care taken to select valuable materials for student and faculty use. A patron challenging library materials will be asked to file a complaint in writing to the Academic Affairs Committee using the Request for Reconsideration of Library Materials form (Appendix A), sending a copy to the Department administrator.

The Department administrator will confer with the Chief Operating Officer. They will review the challenge and arrange a meeting with the patron; the Department administrator will not be in attendance at that meeting. The values and faults of the challenged materials must be weighed very carefully. The Academic Affairs Committee will make a recommendation to the academic leadership team based on examination of the entire work. That recommendation will also be conveyed to the complainant.

Any party concerned that is not in agreement with the recommendation of the Committee should state this in writing to the President of the College. The President will then consider the matter. The President will present the matter to the Board of Trustees for their consideration during the next Board meeting where a final determination will be made.

## **SELECTION OF LIBRARY MATERIAL**

The Department administrator has the ultimate responsibility for the development and maintenance of all library collections. As such, it is the Department administrator's responsibility to ensure that a balanced, timely, and well-represented collection is selected for the three libraries which reflects the Library's mission and the College Mission Statement.

While the Department administrator is ultimately responsible for the collection, they rely on the expertise and knowledge of local needs provided by the librarians at each campus and authorizes the librarians and designated liaison librarians to select items for their assigned constituents.

The librarians assigned to the selection process are responsible for actively seeking, soliciting, and encouraging the assistance and guidance of the teaching faculty and program administrators to participate in the selection process. It is recognized that only through a collaborative effort among the librarians, teaching faculty, and program administrators can a comprehensive and viable print, non-print, and digital collection be developed to support the instructional goals and objectives of the College.

In addition to recommendations from the teaching faculty and program administrators, the Library welcomes recommendations for the purchase of resources from College employees, students, and all library users. Users are encouraged to email the Department administrator with item recommendations. Recommendations are also accepted at each campus library. Requests are reviewed by the librarians and are forwarded to Acquisitions for final approval by the Department administrator if the item meets selection guidelines.

## **LEVELS OF COLLECTION INTENSITY**

The amount of support the Library provides each program varies by need. Some programs require highly specialized materials while other programs can be adequately supported by general materials and media.

Recognizing that St. Johns River State College is primarily a 2-year, lower division college whose primary mission is providing undergraduate level instruction, remedial education, and certificate programs with the additional offering of baccalaureate programs, the Library focuses selection at the basic information level, the basic study or instructional support level, and the intermediate study or instructional support level. The levels are defined in this section and have been modified from the original definitions provided by the Library of Congress to fit the college environment.

### **Basic Information Level**

A selective collection of material that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes a limited collection of monographs and reference works. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, handbooks, and a few major or representative general periodicals. The collection is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information will be withdrawn. Classic or standard retrospective materials will be retained. This level supports the needs of general library users through the first 2 years of college instruction.

### **Basic Study or Instructional Support Level**

A collection of material that provides resources adequate for imparting and maintaining knowledge about primary topics of a subject area. The collection includes the most important primary and secondary literature and a selection of basic representative journals. This level supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.

### **Intermediate Study or Instructional Support Level**

A collection of material that provides resources adequate for imparting and maintaining knowledge about the primary topics of a subject area and beyond. The collection includes a broad range of works in appropriate formats, classic retrospective materials, all key journals on primary topics, and selected journals and seminal works on secondary topics. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.

## **GUIDING PRINCIPLES OF SELECTION**

The Library's goal is to develop a collection of seminal works in each program of study. Priority for purchase is given to materials which meet the specific curriculum needs of courses and programs currently offered. Such needs include, but are not limited to, items required for class assignments, items which provide collateral reading, materials referred to

in textbooks, items which supplement individual study, and items that contribute to lifelong learning.

After primary needs have been met, consideration may be given to other desirable materials which will further balance the collection or will meet the vocational, professional, and cultural interests of the student body and faculty.

While the Library has a certain responsibility to meet the research needs of the faculty, the primary responsibility of the Library is to support the curriculum at the undergraduate level. Material required for the personal research of individual faculty members generally will not be considered for purchase. In most instances, such specialized research needs can best be served through the use of the Library's inter-library loan service.

The personal views and interests of the selector are not a factor when determining an item's value to the collection. When selecting items for addition to the collection, the following points will be considered:

- Relevance and significance of the material;
- Sufficiency of scope and treatment for the intended audience;
- Accuracy and effective presentation of the information;
- Timeliness or permanence of the material;
- Relation to works in existing collection;
- Reviews by experts in the field or other respected authorities;
- Social significance;
- Reputation of author;
- Reputation of publisher. Self-published books will not be purchased unless the title is the only book available on the topic and the author is a recognized expert in the field;
- Price;
- Format;
- System compatibility including ease of authentication;
- Accessibility, compatibility with screen readers, and general ease of use.

## Considerations for All Subject Areas

### Format Considerations

**Audio** - Only musical or vocal works available on CD will be purchased and only upon request of a faculty member. No vinyl recordings or individual digital music files will be purchased. Audiobooks will not be acquired. Patrons with visual impairments may access audiobooks through the Florida Division of Blind Services' Bureau of Braille and Talking Books Library. All patrons may access audiobooks through the public library.

**Bindings** - When a book is available in both hardcover and paperback editions, it will usually be acquired in hardcover. The paperback edition will be selected if specifically requested, if the item is of minimal monetary value and limited use, if the cost of hardback edition is significantly greater than the cost of the paperback edition, or if a hardcover edition is no longer available. Spiral bound and loose-leaf editions will only be purchased when it is the sole binding option available.

**Digital resources** - The Library will select and purchase digital resources that can be authenticated through Open Athens. Content for which only IP authentication is possible may be purchased if the need is campus-based. Additionally, the accessibility of each digital resource by users with visual or hearing impairments will be considered before purchase. Streaming audiobooks, fictional eBooks, , genealogy databases, and streaming popular music services are the purview of the public library. SJR State's librarians will assist patrons in accessing such digital resources through the local public library.

**Language** - Material written or presented in English will be the preferred selection unless the material provides English subtitles/dubbing or an English translation within the same volume. Instructional foreign language materials and foreign language literature (untranslated) will only be acquired in print for those languages the College offers as part of the curriculum.

**Multiple copies** - Multiple copies will be purchased as circumstances warrant or faculty request.

**Replacement copies** - Replacement copies will be ordered when an item is damaged or lost and a librarian or the Department administrator feels the item merits replacement due to subject coverage and use.

**Video** - Feature films, documentaries, series, episodes, clips, and filmed performances will be purchased on DVD in the format that is compatible with College equipment and/or licensed via a streaming service that provides copyright compliant access for unlimited, concurrent users on and off campus via any digital device. VHS and BluRay will not be purchased. Films rated G through NC-17 will be acquired. Every effort will be made to acquire closed-captioned films. Public performance rights will not be acquired at additional cost unless requested by a faculty member and authorized by the Vice President for Academic Affairs or designee.

## Genre-specific Considerations

**Anthologies** – Anthologies may be purchased if the title is uniquely thematic, relevant to the curriculum, and fully indexed. Anthologies used as course textbooks will not be purchased.

**Computer software or programming manuals** – The Library will only purchase instructional titles about specific software and programming languages that are included in SJR State's curriculum unless requested by a faculty member.

**Dissertations** – The Library will not acquire dissertations as part of its regular collection development process. Dissertations written by SJR State faculty members currently employed at the College will be purchased in print in soft cover format if requested by a faculty member. Dissertations must be available for purchase through [ProQuest](#). Dissertations are submitted to ProQuest for inclusion in their dissertation database by the degree-granting institution, not by SJR State. If a faculty member's dissertation is not available in ProQuest, they must arrange for submission to ProQuest with the university. ProQuest does not currently allow faculty to submit their own dissertation to ProQuest for inclusion in their database. ProQuest. Faculty should also check the degree-granting institution's library catalog for free, online access to their dissertation; a librarian can provide assistance.

**Fiction** - The Library recognizes the importance of contemporary fiction as a means of providing insight into the human condition. For this reason, contemporary novels selected by librarians or faculty members will be purchased either in hardcover or paperback format. Each library determines the amount of shelf space that can be dedicated to contemporary fiction. Classic works of literary fiction are available at each library with the Palatka campus library housing works of note that cannot be accommodated at a campus library due to space restrictions. Classic works of literary fiction are replaced or acquired as needed.

**Images** – Collections of images that are copyright compliant for academic use may be acquired through a digital service or database to support the instructional needs of students and faculty. Prints, posters, slides, or other physical formats of images will not be acquired by the Library for student or faculty use. Such material may be acquired for educational or informational displays produced by the Library for the College community.

**Magazines & Journals** – Periodical subscriptions are reviewed annually. Ideally, the Library will submit periodical subscriptions to the vendor in October and begin receiving the title in January. Faculty are encouraged to make requests within this timeframe. Periodical subscriptions will be added to the collection or renewed for another year after taking into consideration:

- Curricular needs;
- Inclusion in databases to which the Library already subscribes. Considerations include:
  - Indexing;
  - Full-text availability;
  - Publisher's embargo;
  - Archives.

- Interest of students and faculty;
- Cost;
- Accessibility.

Back issues of periodicals will be saved for various amounts of time depending on the title and space considerations. The databases are intended to be the primary source of older periodical articles.

Subscriptions to the digital equivalent of a print periodical will be made by the Library if a title meets the following conditions:

1. The digital edition permits unlimited, concurrent users;
2. The digital subscription does not include an embargo period;
3. There is no additional platform fee charged by the title's publisher;
4. Authentication is compatible with Open Athens;
5. The platform meets accessibility requirements particularly for visually impaired users;
6. The price for the digital subscription is equal to or less than the cost of three print subscriptions of that title.

**Models** – Anatomical models may be acquired but only through vendors or manufacturers of scientific material to ensure the accuracy of depictions. Models acquired by the Library are for the use of students in all disciplines and remain in the library building.

**Music** – Musical items requested by Florida Schools of the Arts, humanities, or social science faculty will be purchased on CD only. Sheet music may be acquired if requested by Florida School of the Arts faculty. Popular music or music of personal interest to faculty, staff, or students will not be purchased; such titles are usually available at the public library. Librarians will assist patrons in accessing such resources through inter-library loan or a public library's streaming service.

**Newspapers** - The Library will subscribe to representative local, regional, and national newspapers in print or digital formats, whichever is more cost-effective given demand. Back issues or archives of newspapers may be subscribed to via online databases based on need, cost, and availability.

**Reference materials** - Reference materials have traditionally been a non-circulating collection of general and specialized sources which provide quick access to factual information on the entire range of human knowledge. This area of the collection will not be heavily developed in print since most reference materials, including encyclopedias and dictionaries, are available digitally through the Library's database subscriptions. Reference materials which are not available online or for which the price of a digital equivalent does not justify the added accessibility of the format will be updated annually in print and may be added to the circulating collection. Current editions of the MLA, APA, and Chicago style citation manuals will be acquired in print. The adoption of digital equivalents will be explored annually. The librarians may request titles for a desktop ready-reference collection as needed.

**Textbooks** – A textbook will be purchased when it supplies the only source of information on a particular topic. Current editions of textbooks (including anthologies) used in courses at the College will not be purchased for the collection; instructors are encouraged to keep current textbooks and/or solutions manuals on reserve in the Library for student use.

## **Special Considerations for Collections Supporting Programs with Additional Accrediting or Reporting Agencies**

### **Programs: B.S. in Early Childhood Education and EPI**

The B.S. in Early Childhood Education and EPI programs are reviewed by the Florida Department of Education.

Selection of resources - The Early Childhood Education liaison librarian uses several selection resources to assist in acquiring appropriate materials including:

Current course textbooks – Cited titles and titles provided as recommended reading will be purchased.

Early childhood education journals and library journals - Reviews provided in relevant journals by subject specialists are consulted. For children's books, sources of titles include *School Library Journal* starred reviews, annual "best of" lists from *The New York Times*, *Kirkus Reviews*, *Publisher's Weekly*, *Booklist*, and National Public Radio, as well as annual national and state book awards.

Faculty recommendations - Recommendations or requests made by subject specialists including teaching faculty and program administrators.

Chronological span: 20th century and 21st century, primarily. For earlier materials about the history of education, acquisitions will be selective.

Geographical range: Primarily from the United States with some selective cross-cultural acquisitions.

Types of material included: Books, journals, digital resources, and audio-visual material will be purchased for the practitioner and classified in the general collection. Juvenile fiction and nonfiction books with the intended audiences of grades PreK – 3 or ages infant – 9 years old will be purchased and classified in the Children's Books Collection.

Collection management: A clear, green call number label will be used to physically designate items that belong in the Children's Books Collection.

## **Programs: A.S. in Allied Health including Emergency Medical Services, Health Information Technology, Radiologic Technology, Sonography, and Respiratory Care**

Allied Health programs are assessed by various accrediting agencies including the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, the Joint Review Committee on Education in Radiologic Technology, the Commission on Accreditation for Respiratory Care, The Joint Review Committee on Education in Diagnostic Medical Sonography, and the Commission on Accreditation for Health Informatics and Information Management. A librarian will work with Allied Health program faculty and administrators to select items for purchase and to identify titles for weeding.

Selection of resources - The Allied Health liaison librarian uses several selection resources to assist the selector in acquiring appropriate materials:

Doody's Core Titles in the Health Sciences – An online resource subscribed to by the Library that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

Professional journals - Reviews provided in journals by subject specialists.

Peer library collections - Comparison of purchases at peer libraries in the area with similar Allied Health programs.

Recommendations/requests – Recommendations or requests made by subject specialists including Allied Health faculty and program administrators.

Language: Only English language material is collected. Translations are seldom selected.

Chronology span: 21st century. The emphasis is on current practice and policies.

Imprint date: The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

Geographical range: The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.

Types of material included: Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure, and specialized education/training are collected. Out-of-print material will seldom be pursued.

Types of material excluded: Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.



Multiple copies: Multiple copies will rarely be purchased for a campus library. However, each campus library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

Collection management: A clear, pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. A “Historical” label will be placed on those undergraduate titles of historical and biographical nature that are more than 5 years old.

Preservation: Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

De-selection (Weeding): When a publication is 5 years old, the material will be pulled for deselection and will be sent for review to program faculty and administrators. Weeded items will be disposed of as specified in the Weeding section of this policy. Journal subscriptions will be reviewed annually.

## **Programs: A.S. in Nursing, B.S. in Nursing, LPN Bridge Program**

These programs are assessed and accredited by the Accreditation Commission for Education in Nursing (ACEN). A liaison librarian will work with Nursing program faculty and administrators to select items for purchase and to identify titles for weeding.

Selection of resources - The Nursing liaison librarian uses several selection resources to assist in acquiring appropriate materials:

Doody's Core Titles in the Health Sciences – An online resource subscribed to by the department of Library Services that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

Nursing journals - Reviews provided in nursing journals by subject specialists.

Peer library collections - Comparison of purchases at peer libraries in the area with similar Nursing programs.

Recommendations/requests – Recommendations or requests made by subject specialists including Nursing faculty and program administrators.

Levels of Collection Intensity – The levels of collection intensity were determined by Nursing program administrators and are defined as:

- 0) Out-of-Scope, not collected.
- 1) Minimal information level - Only a few items have been purchased beyond very basic works.
- 2) Basic information level - Highly selective collection that introduces and defines the subject and indicates the varieties of information available elsewhere.
- 3) Study or instructional support level - Collection supports undergraduate or graduate-level coursework and sustained independent study.
- 4) Research level - Collection contains materials necessary for dissertations and independent research.
- 5) Comprehensive level - Collection is exhaustive.

SUBJECT	LEVEL OF COLLECTION INTENSITY AT SJR STATE
Nursing Administration	2
AIDS/HIV Nursing	1
Alternative/Complementary/Holistic Nursing	3
Cancer Nursing	3
Cardiovascular Nursing	2
Case Management	2
Communication in Nursing	2
Community Health Nursing	2
Critical Care Nursing	2
Nursing/Laboratory Diagnosis	1
Nursing Dictionaries and Encyclopedias	1
Nursing Education	4
Emergency/Trauma Nursing	1
Nursing Ethics	2
Family Nursing	3

Fundamentals of Nursing	1
Geriatric Nursing	3
Health Promotion	2
Home Health Nursing	1
Infusion Therapy Nursing	1
Legal Aspects of Nursing	1
Long-Term Care	2
Maternal/Child Nursing	2
Medical/Surgical Nursing	2
Neurologic Nursing	1
Nurse Anesthesia	3
Nurse Practitioner/Advanced Practice	3
Nursing Profession	2
Nursing Informatics	1
Nursing Theory	4
Nursing Research	4
Obstetrics and Gynecology Nursing	2

Orthopedic Nursing	1
Patient Education	1
Pediatric Nursing	2
Perioperative Nursing	3
Nursing Pharmacology	1
Practical Nursing	2
Psychiatric Nursing	3
Rehabilitation Nursing	2
Terminal and Palliative Care	3
Trans cultural Nursing	4
Transplantation Nursing	1
Urologic Nursing	1

Language: Only English language material is collected. Translations are seldom selected.

Chronology span: 21st century. The emphasis is on current practice and policies. The journal literature reflects the cumulative body of nursing knowledge.

Imprint date: The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

Geographical range: The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.

Types of material included: Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure and specialized education/training are collected. Out-of-print material will seldom be pursued.

Types of material excluded: Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.

Multiple copies: Multiple copies will rarely be purchased for a campus library however each campus library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

Collection management: A clear, pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. A “Historical” label will be placed on those undergraduate titles of historical or biographical nature.

Preservation: Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

De-selection (Weeding): Nursing literature does not have a long shelf life. Materials will be pulled for deselection when the publication is 5 years old. Weeded items will be disposed of as specified in the Weeding section of this policy. Journal subscriptions will be reviewed annually.

## **Programs: A.S. in Theater Technology, Performing Arts, Studio Arts, or Graphic Design & New Media from Florida School of the Arts**

Florida School of the Arts is accredited by NASAD.

Selection of resources - The Florida School of the Arts liaison librarian uses several selection resources to assist in acquiring appropriate materials:

Current course textbooks – Cited titles and titles provided as recommended reading will be purchased.

Journals purchased to support FloArts programs and library journals - Reviews provided in relevant journals by subject specialists.

Faculty recommendations - Recommendations or requests made by subject specialists including teaching faculty and program administrators.

Language: Unless the item is subtitled, musical, or primarily visual in nature, only English language materials will be acquired.

Chronological span: 19th century, 20th century, and 21st century primarily. For earlier materials about the history of theater, costuming, acting, and dance, acquisitions will be selective.

Geographical range: Primarily from the United States with some selective cross-cultural acquisitions.

Types of material included: Books, journals, digital resources, and audio-visual material.

## ACQUISITIONS

### Purchases

At the beginning of each fiscal year (in July), the funds in 67002 (Periodicals), 67003 (Books), and a portion of 67005 (E-resources) are divided among the three campus libraries as determined by the Department administrator. The Department administrator and the librarians are responsible for encumbering Library funds earmarked for their campus library for books, media, periodicals, and digital resources. Liaison librarians are responsible for encumbering Library funds earmarked for their subject area. Funds for shared digital resources are encumbered by the Department administrator after consulting with library faculty. All funds in 67002, 67003, and 67005 should be encumbered by the first week of May. After that date, the Department administrator is responsible for encumbering the remaining funds and may select any campus library to house the material. Purchase requests cease in June upon official notification from the Business Office.

The Department administrator, library faculty, and the Learning Resources Office Specialist have access to approved vendors' platforms and place requests for books and DVDs directly on those sites. The requests are then processed by the Learning Resources Office Specialist who submits the order to the vendor, creates requisitions in Banner, obtains the Department administrator's approval for each, submits purchase orders, reconciles invoices, and monitors all acquisition processes through material receipt and final payment. The Learning Resources Office Specialist is responsible for executing and adhering to acquisitions procedures and policies which are in keeping with practices developed by the SJR State Business Office and Purchasing Department and as codified in the *SJR State Operating Guidelines and Procedure Manual*.

Preference for orders of books and physical audio-visual materials is given to vendors who can fill at least 85% of a given order within a 90-day period. Orders for items not received within the 90-day period will be cancelled so the purchase order can be resolved. The item(s) will then be ordered from other sources or re-ordered at a later date with a new purchase order.

When feasible, orders for periodicals (print or digital) will be placed through a subscription agency. Individual titles will be ordered directly from the publisher if that is the only means of acquiring the title. The Library Technical Assistant for Technical Services, manages subscription orders and resolves claims directly through the agency or individual publishers for all campus libraries. The Learning Resources Office Specialist processes periodical orders and arranges for payment.

The Learning Resources Office Specialist is responsible for placing orders with vendors directly for all remaining resources as approved by the Department administrator.

### Approved Vendors

The Library uses vendors who are approved by the College and exploits the services of vendors already on-file and listed in Banner first. If a resource or service is not available



from a vendor on-file, the Department administrator may pursue a new vendor. Recommendations from library and teaching faculty are encouraged but the Department administrator and the Learning Resources Office Specialist will coordinate the addition of a new vendor and serve as the point of contact for the approval process. A new vendor must complete the College's Vendor Business Profile form and provide a W-9 to the College's Purchasing Department before the Library can engage in business with the vendor. Inability or unwillingness to provide required information and documentation will remove the vendor from consideration even if they are the sole provider of a service or resource.

It is the official policy of the Library not to accept unsolicited sales calls from vendors. Vendors may send printed information or an e-mail introducing their product to library staff but no sales or "product pitching" will be conducted over the phone.

Vendors who visit the library in-person must have an appointment. Vendors who come to the library without an appointment may leave printed information about their product for staff to review as their schedules permit.

The Department administrator will initiate contact with vendors for information about resources of interests to the Library and may designate a librarian to do so on their behalf.

## Gifts and Donations

The Library welcomes monetary gifts made to the SJR State Foundation to improve its collections, programs, and services. However, no commitment to accept monetary gifts will be made by anyone other than authorized Foundation personnel. All inquiries about making monetary gifts to the Library must be directed to that office.

Each campus library accepts donations of physical items Monday through Friday during operating hours. Library staff may assist with unloading a vehicle of donations and will provide carts as needed. Donors should notify the Library before bringing in a large donation; if the Library isn't notified in advance, the donor may have to wait up to an hour for assistance unloading items. An itemized list of donated material may be prepared for the donor upon request but no monetary value will be assigned. Any appraisal of donated materials needed for tax purposes is the responsibility of the donor.

The use of material, once donated, is left to the discretion of the Library and will not be reported to the donor. The Library will not accept any item if, as a condition of donating the item, the donor insists upon its inclusion in the collection, any sort of special display or prominence of the item, a report of its subsequent use, etc.

A librarian and/or Department administrator will determine if donated books or DVDs should be added to the collection. Each item will be examined and several factors will influence the decision to add it to the collection including:

- If the item meets the selection criteria established in the *Collection Development Policy*;
- The condition of the item;

- Space requirements.

The Department administrator has the final prerogative to determine if a donated item should be added to the collection.

If a donated item is determined to be a useful addition to the collection, the item will be barcoded, cataloged, and processed with College stamps and labels. The library staff will determine the classification, housing, circulation policy, and shelf-life of all donated items.

Magazines, journals, newspapers, ephemera, slides, maps, posters, VHS, and microfilm will not be added to the Library's collection. Donated textbooks will not be added to the Library's collection unless an instructor requests their inclusion. If displeased with this arrangement, donors are encouraged to donate such material to the public library, a local historical society, or a charitable organization. Library staff may offer a donor contact information for alternative donation sites if asked.

Items that are not added to the Library's collection will be made available for students, faculty, staff, and any library patron to take and keep free of charge. Items that are not taken home by a library patron after 6 months of being made available will be brought to a local recycling center.

## COLLECTION GROWTH AND MAINTENANCE

### Cataloging

When an item is said to be "added to the collection," this means the item is cataloged and a record of that item is made accessible to all users of the Library's catalog at the local and state level. SJR State Library records may also be loaded into the OCLC database and be made accessible to users anywhere with internet access via WorldCat, a publicly accessible catalog of materials held by libraries of all types that are located worldwide.

Designated librarians and staff at each campus library are responsible for cataloging books and multimedia for their respective location if not provided by the material vendor. Catalogers will adopt the latest and most appropriate standards and guidelines set forth by RDA, AACR2, MARC21, DCMI, and state consortia for cataloging items. Catalogers will attach SJR State's holdings to records found in the union bibliographic database maintained by the Florida state agency responsible for storing and making accessible the records in the shared, state catalog. If a record is not available in the state's bibliographic database, catalogers will import records from OCLC, the Library of Congress, or other compatible catalogs or record services which provide records for import into the state's bibliographic database and then attach SJR State's holdings. Original cataloging will be done for those items which do not have an importable record in an available bibliographic database using a record from WorldCat as a guiding point if possible. That original record will become part of the state's bibliographic database with holdings ascribed to SJR State.

## Processing and Systems of Organization

All material in the Library's collection, regardless of acquisition method, is barcoded for inventory and circulation purposes. All material acquired with Library funds are stamped or marked with the College name and address of the library that houses the material. Physical circulating items are also affixed with spine labels printed with call numbers.

The physical collections are organized using the Library of Congress Classification System. Items may also be assigned a collection designation unique to the SJR State Library which is indicated on the item's record in the catalog. The collection designation determines the organization/location and accessibility of said collection in the library. Each campus library maintains an open-stack system which provides independent, user-driven access to all items except for reserves (which is customary).

Each collection designation has unique circulation policies associated with it dictating loan periods and patron privileges. The Access Policy defines these parameters for patrons of the SJR State Library.

Collection Designation	Physical Markers, Organization/Location, and Accessibility
Audio-Visual	Items in this collection are physical media. DVDs are shelved together in the open stacks. Documentaries are denoted with yellow spine label covers.
Children's Books	Books in this collection have green spine label covers and are shelved together in the open stacks.
Circulation	All items in this collection are shelved in the open stacks.
eResources	Items in this collection are digital resources with access limited to authorized users.
Library Reserves	Items in this collection may have a Reserves sticker in addition to a barcode and label. Library Reserves are kept in a staff-only area to ensure the security and limited circulation of the material.
Nursing & Allied Health	Items in this collection have pink spine label covers and are shelved together in the open stacks.
Popular Fiction	Books in this collection may have POP FIC on the spine labels and are located in the open stacks.
Reserves	Items in this collection may have a Reserves sticker in addition to a barcode and label. Reserves are kept in a staff-

	only area to ensure the security and limited circulation of the material.
Shared eResources	Digital resources in this collection were acquired by FALSC for use by all FCS students and faculty. Access is limited to authorized users.

## Collection Evaluation

In order to determine whether the materials comprising the Library's collection are of sufficient quality and scope to meet the needs of students and faculty, it is necessary to annually evaluate the current holdings.

Several assessment and evaluation methods will be employed including:

- Determining adequacy of coverage in each curricular subject area using the current College textbooks' recommended reading selections and citations as guides;
- Examining usage statistics of the Library's collection in a particular subject area;
- Reviewing inter-library loans requests to identify gaps in the collection;
- Comparing library holdings against reputable subject guides, bibliographies, and reputable collections in other libraries;
- Consulting with faculty to identify gaps in a subject area;
- Calculating the age of the collection as a whole, by campus, and in each call number range;
- Reviewing results of SJR State's annual Spring Student and Graduate surveys indicating sufficiency of/satisfaction with library resources.

The results of these efforts will be used to construct acquisitions lists for the next fiscal year, set long-term collection development goals, and ensure the collection is inclusive and representative of current practices, pedagogies, developments, and issues in all disciplines.

## Weeding and Withdrawal of Resources

Weeding refers to the process of removing materials from the collection. The collection is evaluated annually for currency, relevance, and condition by library faculty and staff. As individual items in the collection are cycled through the evaluation process, those meeting certain criteria including age, accuracy, and condition will be singled out for closer examination as candidates for weeding and subsequent withdrawal from the collection.

Candidates for weeding are materials which are physically damaged, factually obsolete, or superseded by later editions. Additionally, duplicate copies may be weeded if space is an issue. Consideration will also be given to the demands of certain programs, such as Nursing, Allied Health, and other medical fields, that require materials with a publication date older than five (5) calendar years be weeded from the collection.

Librarians from each campus library maintain a Withdrawal List, including both purchases and gifts. The list is submitted to the Department administrator for approval to permanently withdraw/delete the items from the collection as needed. After the Department administrator approves items for withdrawal, designated staff delete the SJR State holdings from the state's bibliographic database. Location stamps are covered by a red WITHDRAWN stamp. The items are then included in the annual campus Depletions List. The annual campus Depletions Lists may be submitted to the Board of Trustees for their information upon completion of the fiscal year.

Items withdrawn from the collection are disposed of in accordance with Florida Statutes 274.06 and 1006.41 in the manner described in this policy. Items withdrawn from the Children's Book, Circulating, and Popular Fiction collections are made available as donations to students, faculty, staff, and community patrons. Withdrawn items are displayed in each campus library with signs that indicate patrons are free to take any item. If an item is not adopted by a patron after 6 months, the item will be brought to a local recycling center by a library staff member using a College vehicle. Materials weeded from the Nursing & Allied Health collection will be offered to faculty in those disciplines. Any unclaimed weeded material from these collections will be recycled at a local facility.

## Annual Inventory

Annual inventory is performed at each campus library, ideally during the intersession between the end of spring term and the beginning of the summer term to keep disruption to patrons at a minimum. Inventory is performed by scanning the barcode of each item in the physical collection, uploading the data sets to FLVC, and running reports for each batch of data. The generated inventory reports confirm if materials are on the shelf, are checked out, or are missing.

As part of this annual process, a College-wide recall of material loaned to faculty and staff is made. Due to the extended loan periods granted to faculty and staff, they are asked to bring library items they have on loan back to the library during the time period inventory is being conducted so each item's status can be confirmed or lost items can be reported.

Once all items in the physical collection have been scanned and had inventory reports run, a summary inventory report is submitted to the Department administrator specifying the number and titles of missing items, if any. Items that are not found are marked with the status of "missing" in the catalog. If the same item is still missing in the next inventory, the item will be deleted from the bibliographic database so it no longer appears in the catalog. Titles deleted due to loss are included in the annual campus Depletions List.

## APPENDICES

## APPENDIX A: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL



PATRON: Click here to enter text.

ADDRESS: Click here to enter text.

### PREFERRED CONTACT METHOD

EMAIL ADDRESS: Click here to enter text.

PHONE: Click here to enter text.

IN SUBMITTING THIS REQUEST, DO YOU REPRESENT (select one):

Yourself

An organization (name) Click here to enter text.

A group (name) Click here to enter text.

MATERIAL TYPE (select one):

Book

Periodical

DVD

Other (specify) Click here to enter text.

TITLE: Click here to enter text.

AUTHOR: Click here to enter text.

DATE OF PUBLICATION: Click here to enter text.

PUBLISHER: Click here to enter text.

CAMPUS LIBRARY WHERE MATERIAL IS LOCATED: Click here to enter text.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

To what in this material do you object? Please be specific and cite pages. Click here to enter text.

Did you read the entire work? Click here to enter text.

If you did not read the entire work, what parts did you read? Click here to enter text.

How were you made aware of this work? Click here to enter text.

Are you aware of the opinions of critics or subject specialists regarding the value of this material? Click here to enter text.

What would you like the library to do about this work? Click here to enter text.

What resources would you recommend to provide information on this topic? Click here to enter text.

Signature of patron

Date

---

---

Signature of library staff member accepting form

Date

---

---

Date received by Department Administrator:

---

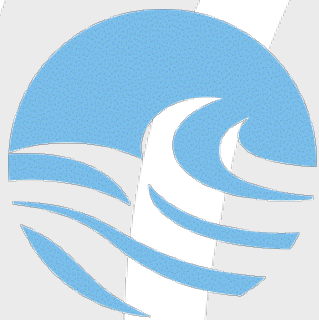


This policy was created prior to 1995 and has been continuously updated.

Approved by the Board of Trustees 3/11/2020

Last revised 2/13/2024; approved by Library faculty 2/15/2024; approved by the SJR State Learning Resources Committee 3/1/2024; approved by the Institutional Planning Committee 3/5/2024.

# Access Policy



**ST. JOHNS  
RIVER**  
STATE COLLEGE

---

**LIBRARY**

## Contents

LIBRARY SERVICES ACCESS POLICY.....	3
USER GROUPS AND ELIGIBILITY REQUIREMENTS.....	4
USER GROUPS WITH AUTOGENERATED LIBRARY ACCOUNTS .....	4
SJR State Students .....	5
SJR State Faculty .....	5
SJR State Employees .....	5
USER GROUPS REQUIRING AN ACCESS APPLICATION, STATUS VERIFICATION, AND MANUAL ACCOUNT CREATION .....	5
FCS or SUS Students .....	6
Retired SJR State Faculty or Staff.....	6
SJR State District Board of Trustees Members.....	6
Off-Site Media Center Employees .....	6
Community Patrons .....	6
User PRIVACY.....	7
LIBRARY SERVICES .....	7
CIRCULATION SERVICES.....	7
Identification Required for Library Transactions .....	7
Privileges and Responsibilities .....	7
RESOURCE SHARING SERVICES .....	11
Reciprocal Borrowing.....	11
Inter-Library Loan .....	11
SUBSCRIPTION SERVICES .....	12
Privileges .....	12
Authentication Requirements for Digital Resources .....	13
RESEARCH SERVICES .....	13
INSTRUCTIONAL SERVICES .....	14
EDUCATIONAL TECHNOLOGY SUPPORT AND REFERRAL SERVICES .....	14
ACQUISITION SERVICES .....	15

APPENDICES.....	16
Appendix A: Application for SJR State Library Access .....	17
Appendix B: Circulation Proxy Agreement .....	18
Appendix C: Claims Returned Report .....	19
Appendix D: Suggestion for Purchase Form.....	20
Appendix E: Table of Privileges .....	21

## LIBRARY SERVICES ACCESS POLICY

This policy defines and ensures the equal application of privileges, responsibilities, and levels of access to the services and resources of the three campus locations of the St. Johns River State College Library. The SJR State Library is an [equal opportunity/equal access institution](#).

The SJR State Library is organized into seven service areas:

- Circulation Services for various material types held in the Circulating, Children's Book, Popular Fiction, Nursing and Allied Health, Reserves, and Audio-Visual collections of the SJR State Library
- Subscription Services for print and digital subscriptions secured by the SJR State Library and/or the State of Florida for access by designated user groups
- Resource Sharing Services
- Research Services
- Instructional Services
- Educational Technology Support and Referral Services
- Acquisition Services

The SJR State Library provides services to seven user groups. User groups and their associated eligibility requirements are defined herein. Library privileges vary by user group; privileges may differ due to state legislative mandates, contractual agreements with vendors or cooperatives, or College policy. Library privileges are organized by and defined by service areas. Library policies detailed in this document apply equally to all user groups.

The Access Policy is reviewed by library faculty and staff annually. Any proposed change in policy is submitted to the College's Learning Resources Committee. Members are appointed to the Learning Resources Committee by the Executive Management Team. If the Learning Resources Committee approves a policy change, the policy is then submitted to the Institutional Planning Committee and the Board of Trustees for approval before implementation.

## **USER GROUPS AND ELIGIBILITY REQUIREMENTS**

The SJR State Library provides services to seven user groups. Library privileges are defined and monitored via a user account in the Library's management system (LMS). A current Library account is required for all users who wish to access resources in the library or online.

Access to services is granted based upon an individual's user group designation and resulting account settings in the LMS. Library accounts may be automatically generated from College records that are loaded several times each semester into the LMS or a Library account may require manual creation in the LMS.

After a Library account has been created, users may be required to provide proof of identity including a photo ID and/or successful online identity authentication before receiving services or resources from the Library. The Library does not issue library cards; each user has a unique alphanumeric username associated with their Library account. The Library only generates and provides such usernames for Board of Trustees Members, retired faculty & employees, and Community User accounts.

### **USER GROUPS WITH AUTOGENERATED LIBRARY ACCOUNTS**

Current SJR State students, faculty, and employees as defined below are automatically generated Library accounts for the current semester. These users do not need to apply for Library access. For these user groups, College records are loaded into the LMS and Library accounts are then generated by the system based on an individual's classification.

College records are loaded into the LMS several times each semester throughout the College's registration and drop/add window. A separate tape load may be required before off-campus Dual Enrollment, Collegiate High School, or Adult Education students appear in the LMS. As a result of the tape load schedule, there may be turn-around time between a student's registration or new employee's hiring, for instance, and the automatic generation of an active Library account.

The username and password for autogenerated accounts are the same as those issued to the individual for access to the College network and portal. Library accounts for these user groups expire at the end of each semester.

### **SJR State Students**

Defined as students enrolled at SJR State during the current semester. Includes Dual Enrollment students, Collegiate High School students, and Adult Education students whose status can be verified in Banner and were provided network access by the College's IT Department. Registrants in Continuing Education classes are not included in this classification.

### **SJR State Faculty**

Defined as full-time or adjunct faculty currently employed by the College or off-site dual enrollment or collegiate high school instructors whose status is recorded in Banner by Human Resources and were provided network access by the College's IT Department.

### **SJR State Employees**

Defined as full-time and part-time employees currently employed at the College whose status is recorded in Banner by Human Resources and were provided network access by the College's IT Department.

## **USER GROUPS REQUIRING AN ACCESS APPLICATION, STATUS VERIFICATION, AND MANUAL ACCOUNT CREATION**

Students from other Florida state colleges and universities, retired SJR State employees, and members of SJR State's service district as defined below may apply for access to Library services and resources. Applications may be submitted online or the form in Appendix A may be submitted in person at a Circulation Desk. The username and password conventions and length of account access vary for each of these user groups.

### **FCS or SUS Students**

Defined as currently registered students from one of Florida's state colleges or universities whose record is available in the LMS for import from their home institution.

### **Retired SJR State Faculty or Staff**

Defined as former full-time faculty or full-time career or professional service employees who retired from the Florida College System at SJR State whose status can be verified by Human Resources.

### **SJR State District Board of Trustees Members**

Defined as a current member of the District Board of Trustees as published on the College's web site.

### **Off-Site Media Center Employees**

Defined as library staff at locations where SJR State courses are provided off-site whose status can be verified by an SJR State librarian.

### **Community Patrons**

Defined as eligible, verified residents of Clay, Putnam, or St. Johns County or those currently registered in a Continuing Education course through SJR State who can produce a registration receipt. Residents 18 years of age or older may apply for limited SJR State Library services. Applicants must present a valid Florida driver's license or Florida photo ID with a signature as well as a "Declaration of Domicile" or a utility invoice with home address that is within the College's service area. Applicants must be in good standing at all SJR State Campus Libraries. If an applicant has a delinquent SJR State Library account, the community user's application will be denied. Users under the age of eighteen are welcome to visit the Library but must be constantly accompanied and supervised by an adult. Community user access is granted for three years and may be reapplied for at the end of that time.



## USER PRIVACY

All library users' registration records and circulation transactions of Library material are protected as confidential information by Florida Statute 257.261. Furthermore, the SJR State Library supports the America Library Association's [Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](#). Information about an individual's circulation transactions of Library material and library use will only be released as required by law. However, a user's privacy is not guaranteed if items from the Reserves Collection are overdue or lost and the item was the property of a faculty member or department.

## LIBRARY SERVICES

### CIRCULATION SERVICES

Circulation Services are provided to all Library users.

#### Identification Required for Library Transactions

The SJR State Library does not provide users with a library card. To checkout library material, all users must present a current SJR State ID or a government issued photo ID that includes a signature.

Identification cards used to validate a user's ID are not transferable. Disabled users may request a proxy for Circulation Services by signing the proxy agreement (Appendix B) that is available at each campus Library's Circulation Desk. Faculty members may designate a proxy by sending an email to the campus Circulation Manager that designates a person whom the faculty member authorizes to checkout or return material on their behalf. Any user that designates a proxy is held personally responsible for the materials charged to their account; the proxy will not be held accountable by the Library.

#### Privileges and Responsibilities

Items held in the circulating book collections of each SJR State campus library are available for loan to all users. These collections vary by campus but include books in the Circulating Collection, the Children's Book Collection, the Nursing and Allied Health Collection, and the Popular Fiction Collection. Intra-library loan services are provided for all users. Access to

material held in the Reserves and Audio-Visual collections is limited to designated user groups. The Reserves Collection includes DVDs, models, and instructors' resources including books.

### Access, Loan Periods, and Checkout Limits by Material Type or Collection

Loan periods and checkout limits vary by material type and user group as indicated in Table 1. All users must return material by the due date indicated at the time of loan.

1. All users must return material by the due date indicated at the time of loan.

**Table. 1 Circulation Services Privileges**

User Group	Books	DVDs	Equipment	Reserves
SJR State Students	Unlimited 21 day loan	3 titles 7 day loan	Varies In-library use	Varies In-library use
SJR State Faculty <i>Current or Retired</i>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan
SJR State Employees <i>Current or Retired</i>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan
SJR State Adjunct & Part-time Staff	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan
FCS or SUS Students	Unlimited 21 day loan	n/a	Varies In-library use	Varies In-library use
Community Patrons	3 books 21 day loan	n/a	Varies In-library use	n/a
SJR State Trustees	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan

### Renewal Requests

Overdue items cannot be renewed. Material may be renewed by a user before the item is due unless a hold request has been placed on the material by another user. Most users can view due dates and renew material online through the catalog's My Account tool. Users without online account access must call the Library to confirm a due date or request a renewal.

### Overdue/Lost Circulating Material

The Library does not charge late fees. Once an item that has been checked out from a circulating collection is 6 weeks overdue, the item is considered lost by the Library. A user may also report an item lost. When an item is declared lost by the Library or the user:

- A. The user is charged the replacement cost of each lost item in their account;

- i. The replacement cost is the price paid by the College for the item or, if unknown, the full list price on Amazon;
- B. A hold is placed on the user's Library account preventing further Library use;
- C. For Students, a hold is placed on their SJR State transcripts.

These holds and financial obligations remain on a user's record until each obligation is settled. When an item is billed to a student's account, it is treated as a financial obligation to the College. As such, billed items may negatively affect a student's financial aid balance. Unpaid financial obligations may be referred to collections as stated in the College Catalog/Student Handbook and collection agency fees will be added to the amount owed.

To settle an obligation resulting from an overdue/lost item, a user may select from the following 3 options:

1. **Return** each item undamaged. When all items are returned undamaged, billed costs will be zeroed out and any holds will be lifted.
2. **Replace** the item with an exact copy. The item must be new and undamaged; the replacement copy may be refused based upon condition or edition at the discretion of the Circulation Manager, a librarian, or the Department administrator. For books, the edition must be the same or newer and, ideally, the binding should be the same type as the item that was borrowed (it is understood that a hardcover book often becomes available solely in paperback after its initial printing). If the item is returned or replaced within two weeks, "holds" will be lifted, billed costs will be zeroed out, and borrowing privileges will be restored.
3. **Pay** the amount billed by the College for each item. Once all items are paid for, holds will be lifted, payment will be reflected on the user's College record, and borrowing privileges will be restored. If items are returned up to two academic terms after payment, the replacement costs will be refunded. Materials that are returned damaged will not be accepted for a refund.

### **Overdue/Lost/Stolen Reserve Material**

Most materials in the Reserves Collection are items owned by faculty or departments, not the Library. No fines are charged for materials from the Reserves Collection for slightly overdue materials. However, once a Reserves item is 7 days overdue, a user reports a

Reserves item lost, or a Reserves item leaves the building without authorization and is, therefore, considered stolen:

- A. The owner of the item is notified;
- B. If the item was owned by the Library or another College department, the user is charged the replacement cost of each item in question. If the item was owned by a faculty member, the faculty member may choose to have the user provide a replacement for the item. If the faculty member chooses to have the user billed the replacement cost of the item, the faculty member does not receive those funds; the replacement cost is collected by the College and goes into the General Fund;
  - i. The replacement cost is the price paid by the College for the item or, if unknown, the full list price on Amazon.
- C. A hold is placed on the user's Library account preventing further Library use;
- D. For Students, a hold is placed on their SJR State transcripts.

These holds and financial obligations remain on a user's record until each obligation is settled. When an item is billed to a student's account, it is treated as a financial obligation to the College. As such, billed items may negatively affect a student's financial aid balance. Unpaid financial obligations may be referred to collections as stated in the College Catalog/Student Handbook and collection agency fees will be added to the amount owed.

### **Claims Returned Items**

If a user claims that they have returned material to the Library which has been declared overdue by the system, a Claims Returned Report may be filed by the user at the Circulation Desk (Appendix C). Upon submission of this report, the Library will instigate a full search for the missing material. The campus library that owns the item will search its collection first. If the item is not found, each campus library will be asked to search their collections for the item. This entire search process will occur within one (1) month of the report's submission. While the search is taking place, the user will retain full borrowing privileges. The user's Library record will be noted that the overdue block should be overridden until the search for the item is complete and no holds will be placed student transcripts. If the material is found, the user will be notified and the user's Library record will be changed to reflect the return of the item(s). If the item is still missing after a complete search, the item will be treated as lost by the user and the user will be billed accordingly.

## RESOURCE SHARING SERVICES

Resource Sharing Services are limited to current SJR State students, current or retired SJR State faculty and staff, current SJR State Board of Trustees members, and, excepting OCLC, other FCS or SUS students. The SJR State Library offers two types of Resource Sharing Services: reciprocal borrowing and inter-library loan.

### Reciprocal Borrowing

The [Library Borrowing Privileges Agreement](#) undertaken by Florida's public colleges and universities entitles any current FCS or SUS student, staff, or faculty member to walk in to any FCS or SUS library and check out materials directly from said library. The user is then responsible for returning the item directly to the lending library; the SJR State Library cannot return an item on a user's behalf. Each library has the right to limit access to parts of their collections. The user must abide by the lending library's policies and is responsible for any fees or fines charged by the lending library.

### Inter-Library Loan

Inter-Library Loan (ILL) Services provide authorized users the opportunity to borrow material from other libraries across the state and the nation. There are two methods used to request items from other libraries: UBorrow and OCLC. Both services are free for authorized users but the user may incur costs if borrowed items are returned late, are lost, or are returned damaged.

#### UBorrow

The [Statewide Union Catalog](#) contains the holdings of all FCS and SUS libraries. UBorrow allows authorized users to place ILL requests themselves via the [Statewide Union Catalog](#). Users may request and check-out an unlimited number of items via UBorrow. A librarian can assist authorized users with UBorrow.

#### OCLC

If an item is not available through UBorrow, authorized users may ask a librarian to request the item for them from another source. OCLC provides access to the holdings of public libraries and academic libraries nationwide. Users may request up to nine (9) items via OCLC and may checkout up to six (6) items borrowed via OCLC at one time. Students from other

FCS or SUS institutions must place OCLC requests through their home institution, not SJR State.

### ILL Policies and Responsibilities

Regardless of the system through which an ILL item was obtained, users are held to the same policies regarding loans, renewals, and fees or fines. Loan periods and renewal requests are determined by the lending library. Renewal requests must be made before an item is due and may be denied at the lending library's discretion. Lending libraries may charge fees and fines for overdue, damaged, or lost material. SJR State is billed for all fees and fines incurred by a user, however the user is responsible for paying those costs. SJR State bills ILL users the cost of any fees and fines charged by the lending library. When an item is billed to a student's account, it is treated as a financial obligation to the College. As such, billed items may negatively affect a student's financial aid balance. Unpaid financial obligations may be referred to collections as stated in the College Catalog/Student Handbook and collection agency fees will be added to the amount owed.

## SUBSCRIPTION SERVICES

Subscription Services include a variety of digital resources including databases, eBooks, periodicals, streaming media services, and paywall-enabled sites.

### Privileges

Access to the digital resources provided through the Library's Subscription Services is restricted to specified user groups due to licensing agreements. Subscription Services privileges are summarized in Table 2 below.

**Table. 2 Subscription Services Privileges**

User Group	Digital Resources	Digital Periodicals	
SJR State Students	Authorized users	Authorized users	
SJR State Faculty <i>Current or Retired</i>	Authorized users	Authorized users	
SJR State Employees <i>Current or Retired</i>	Authorized users	Authorized users	
SJR State Adjunct & Part-time Staff	Authorized users	Authorized users	
FCS or SUS Students	Not authorized	Not authorized	

Community Patrons	Not authorized	Not authorized	
SJR State Trustees	Authorized users	Authorized users	

Users who are not authorized to access the Library's digital resources are able to access the [Florida Electronic Library](#) (FEL) and its associated subscription content from any computer located within the state of Florida. SJR State librarians can provide users information about accessing the FEL.

### Authentication Requirements for Digital Resources

Access to the Library's digital resources is limited to currently enrolled SJR State students, current and retired SJR State faculty, current and retired SJR State employees, library staff at off-site locations offering SJR State courses, and current Trustees only. Authentication is required to access the Library's digital resources and is granted to authorized users with current records in the LMS or Open Athens. For most users, access is granted through single sign-on using their existing College credentials.

## RESEARCH SERVICES

All users are eligible to receive Research Services. For any user in the library, the Library faculty will:

- Provide answers to specific, factual questions
- Assist in using the library's catalog and digital resources
- Assist in formulating a search strategy
- Assist in constructing a research topic and thesis statement
- Help find credible sources
- Assist in citing sources using the appropriate format as designated by the course instructor (i.e., APA, MLA, or Chicago Style)
- Help request items from other campuses & institutions via intra-campus or inter-library loan
- Provide technology assistance for school-related assignments

Library faculty are also available to provide assistance via chat through the Library's web site.

## INSTRUCTIONAL SERVICES

Booking Instructional Services is limited to current:

- SJR State Faculty
- SJR State Adjunct Faculty
- SJR State Employees
- Off-site SJR State dual-enrollment instructors
- Off-site SJR State Collegiate High School instructors

The scope of these services is outlined on the library services page on the employee-only web site.

## EDUCATIONAL TECHNOLOGY SUPPORT AND REFERRAL SERVICES

Computing and printing privileges are limited to users with College network access. A computer with catalog access is available at each campus library.

SJR State's Wi-Fi is limited to users with College network access; the Library cannot grant users guest access to the College Wi-Fi. Per College policy, guest access requires advanced notice and is only granted by the College's IT Department for visiting groups authorized by the College to use the facility.

Library faculty and staff provide Educational Technology Support and Referral Services to all library users for technological resources that are provided or supported by SJR State. Library faculty can provide:

- Assistance using the Library's digital resources;
- Assistance using equipment purchased by the Library;
- Basic assistance using Microsoft Office products;
- Assistance to students accessing courses in Canvas;
- Assistance to students logging into and navigating the College portal;
- Assistance to instructors incorporating Library resources into Canvas;
- Assistance to instructors locating Open Educational Resources.

Questions that are outside of the scope of the Library will be referred to the appropriate College department.



## ACQUISITION SERVICES

All users are welcome to suggest items for the Library to purchase and add to its collection for the benefit of all Library users. Requests must meet the standards set forth in the Library's Collection Development Policy and will be honored or declined at the behest of the Department administrator. Books and DVDs are purchased throughout the year. Subscriptions may take up to one year to become active. Purchase requests may be submitted via email or by submitting the form in Appendix D to the Circulation Desk.

## APPENDICES

## Appendix A: Application for SJR State Library Access

---

## SJR State Library User Application

Apply to be an SJR State Library User if you are:

- A retired SJR State employee
  - Status must be confirmed by HR before access will be issued.
- A resident of Clay, Putnam, or St. Johns county
  - Applicants must present proof of residency before access will be issued.  
Proof of residency includes a current driver's license or a recent utility bill.

All fields are required.

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you an SJR State Retiree? \_\_\_\_\_Yes \_\_\_\_\_ No

By submitting this application, you agree to adhere to the St. Johns River State College Access Policy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

---

## Appendix B: Circulation Proxy Agreement

I, \_\_\_\_\_, hereby permit,

User's name, printed

\_\_\_\_\_, to check-out items

Proxy's name, printed

from the St. Johns River State College Library on my behalf for the current term. I understand that I am responsible for any item checked out on my behalf by my proxy and will be held to the Circulation Services Policy as stated for my borrower type, including the billing of lost, damaged, or overdue material.

I further understand that this agreement is limited to the check-out of SJR State Library items only. My proxy may not log-in to any College computer using my username and password nor access the College portal using my username and password as stated in SJR State policy.

User's signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C: Claims Returned Report

Today's Date:

### User Information

Name:

Address:

Phone: (     )

### Material Information

Call #:

Barcode:

Title:

Original Due Date:

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### STAFF USE ONLY

NOTES:

Date of inventory: \_\_\_\_\_ Staff Initials:

Result of inventory:

\_\_\_\_\_ Material was found and user was notified.

\_\_\_\_\_ Material was not found and user was billed.

Date of bill: \_\_\_\_\_

## Appendix D: Suggestion for Purchase Form

All users are welcome to suggest items for the Library to purchase and add to its collection for the benefit of all Library users. Suggested items must meet the standards set forth in the Library's Collection Development Policy and the suggestion will be honored or declined at the behest of the Dean of Learning Resources.

Title:

ISBN number:

Link to item on Amazon.com or another vendor's site:

I am suggesting this item for:

- ☐ The Palatka Campus Library's collection
- ☐ The Orange Park Campus Library's collection
- ☐ The St. Augustine Campus Library's collection
- ☐ The all campus collections

Your email:

Your name:

Are you a current SJR State Library account holder?    Yes            No

If you are not a current SJR State Library account holder, please specify your relationship with the Library:

## Appendix E: Table of Privileges

User Group	Books	DVDs	Equipment	Reserves	Digital Resources	Resource Sharing Services	Computing, Printing, WiFi
<b>SJR State Students</b>	Unlimited 21 day loan	3 titles 7 day loan	Varies In-library use	Varies In-library use	Authorized users	Authorized users	Authorized users
<b>SJR State Faculty <i>Current or Retired</i></b>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan	Authorized users	Authorized users	Authorized users
<b>SJR State Employees <i>Current or Retired</i></b>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan	Authorized users	Authorized users	Authorized users
<b>SJR State Adjunct &amp; Part-time Staff</b>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan	Authorized users	Authorized users	Authorized users
<b>FCS or SUS Students</b>	Unlimited 21 day loan	n/a	Varies In-library use	Varies In-library use	Not authorized	Authorized users	Not authorized
<b>Community Patrons</b>	3 books 21 day loan	n/a	Varies In-library use	n/a	Not authorized	Not authorized	Not authorized
<b>SJR State Trustees</b>	Unlimited Semester loan	3 titles 7 day loan	Unlimited Hourly loan	Unlimited Hourly loan	Authorized users	Authorized users	Authorized users



Date created: 1995 as the Circulation Policy

Approved by the Board of Trustees: 3/11/2020

Latest update: 2/13/2024; approved by department employees 2/15/2024; approved by the SJR State Learning Resources Committee 3/1/2024; approved by the Institutional Planning Committee 3/5/2024



# ST. JOHNS RIVER STATE COLLEGE

GILBERT L. EVANS, JR., J.D., Ph.D.  
VICE PRESIDENT FOR LEGAL AFFAIRS/GENERAL COUNSEL  
5001 ST. JOHNS AVENUE, PALATKA, FL 32177

**PALATKA CAMPUS** 5001 ST. JOHNS AVENUE  
PALATKA, FL 32177-3807 | (386) 312-4200

**ST. AUGUSTINE CAMPUS** 2990 COLLEGE DRIVE  
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400


**ORANGE PARK CAMPUS** 283 COLLEGE DRIVE  
ORANGE PARK, FL 32065-7639 | (904) 276-6800

[SJRstate.edu](http://SJRstate.edu)

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## MEMORANDUM

**TO:** Joe H. Pickens, J.D.  
President

**FROM:** Gilbert L. Evans, Jr., J.D., Ph.D.   
Vice President for Legal Affairs & Public Safety/General Counsel

**DATE:** March 12, 2024

**SUBJECT:** Action Agenda Items: March 27, 2024, District Board of Trustees Meeting

---

The following Action items are submitted for the Board of Trustees' approval at the March 27, 2024, meeting:

1. Public Hearing to Approve Amendment to SJR Board Rule 6.03 (R8) Standards of Conduct
2. Action to Approve Amendment to SJR Board Rule 6.03 (R8) Standards of Conduct
3. Public Hearing to Approve Amendment to SJR Board Rule 6.33 (R2) Student Ombudsman
4. Action to Approve Amendment to SJR Board Rule 6.33 (R2) Student Ombudsman
5. Public Hearing to Approve Amendment to SJR Board Rule 7.22 (R14) Limited Access Programs
6. Action to Approve Amendment to SJR Board Rule 7.22 (R14) Limited Access Programs

**With Amendments**

**SJR 6.03 ~~(R7)~~ (R8) 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; Amended 3/XX/24

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)

Formatted: Font: (Default) + Body (Calibri), 12 pt

Formatted: Font color: Red, Strikethrough

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) Use of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff, or other forms of tobacco, and electronic devices is prohibited. As a tobacco-free campus, the tobacco-free policy applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.
- ~~2) 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) Bringing pets or other animals, including emotional support animals, onto campus, including sidewalks, campus buildings, classrooms, grounds, or sporting events or practices is prohibited. Service animals (dog or miniature horse), that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, specifically and directly related to the individual's

Formatted: Highlight

Formatted: Highlight

disability are exempt from this prohibition. Service animals 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 at all times. If a service animal is disruptive, out of control, is not housebroken, or poses a threat, the College may request its removal.

- ~~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.~~

Formatted: Strikethrough

9) Student failure to honor financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) will result in a student not being allowed to re-enroll until financial obligations are met. 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.

Formatted: Highlight

Formatted: Font: 12 pt, Highlight

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Highlight

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)10) Students must wear 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 Office of the Vice President for Student Affairs.

Formatted: Font color: Accent 1, Strikethrough

Formatted: Font color: Accent 1

12)11) All students must carry identification and/or proof of registration.

13)12) Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.

14)13) 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.

Formatted: Indent: Left: 0.4", Hanging: 0.3", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

15)14) 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)15) 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)16) 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)17) 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)~~18) 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)~~19) Hazing as defined in the Catalog/Student Handbook is prohibited.

Formatted: Indent: Left: 0.4", Hanging: 0.3",  
Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... +  
Start at: 9 + Alignment: Left + Aligned at: 0.4" +  
Indent at: 0.65"



21)20) 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.

21) The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on college premises or 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.

22) Entering a restroom or changing facility designated for the opposite sex except as otherwise provided in section 553.865, Florida Statutes. Students who enter a restroom or changing facility designated for the opposite biological sex and refuse to depart when asked by any College official, faculty member, security, or law enforcement personnel will be subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.

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.

#### Section VI-8

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

Formatted: Font: 12 pt, Highlight

Formatted: Right: 0", Space After: 8 pt, Don't add space between paragraphs of the same style, Line spacing: Multiple 1.08 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65", Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: Not at 0.7" + 0.7"

Formatted: Highlight

Formatted: Font: 12 pt, Highlight

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 9 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

As Amended

### **SJR 6.03 (R8) 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; **Amended 3/XX/24**

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) Use of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff, or other forms of tobacco, and electronic devices is prohibited. As a tobacco-free campus, 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) Bringing pets or other animals, including emotional support animals, onto campus, including sidewalks, campus buildings, classrooms, grounds, or sporting events or practices is prohibited. Service animals (dog or miniature horse), that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, specifically and directly related to the individual's disability are exempt from this prohibition. Service animals 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 at all times. If a service animal is disruptive, out of control, is not housebroken, or poses a threat, the College may request its removal.

- 9) Student failure to honor financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) will result in a student not being allowed to re-enroll until financial obligations are met. 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.
- 10) Students must wear attire 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 Office of the Vice President for Student Affairs.
- 11) All students must carry identification and/or proof of registration.
- 12) Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) 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.
- 18) 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.

- 19) Hazing as defined in the Catalog/Student Handbook is prohibited.
- 20) 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.
- 21) The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on college premises or 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.
- 22) Entering a restroom or changing facility designated for the opposite sex except as otherwise provided in section 553.865, Florida Statutes is prohibited. Students who enter a restroom or changing facility designated for the opposite biological sex and refuse to depart when asked by any College official, faculty member, security, or law enforcement personnel will be subject to disciplinary sanctions as outlined in Article IV of the Catalog/Student Handbook.
- 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.

## With Amendments

### **SJR 6.33 (R1) Student Ombudsman**

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/20/16; 3/27/24

Specific Authority: FS 1006.51

The District Board of Trustees appoints the Vice President of Academic and Student Affairs/~~Assistant General Counsel~~ or his/her designee as the Student Ombudsman on the Palatka, Orange Park, and St. Augustine Campuses. The Student Ombudsman~~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.

As Amended

**SJR 6.33 (R2) Student Ombudsman**

(New Rule Promulgated 6/01/05)

Approved 1/18/06; Amended 01/20/16; 3/27/24

Specific Authority: FS 1006.51

The District Board of Trustees appoints the Vice President of Academic and Student Affairs or his/her designee as the Student Ombudsman on the Palatka, Orange Park, and St. Augustine Campuses. The Student Ombudsman 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 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 7.22 ~~(R13)~~ (R14) 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; 09/20/23; 3/27/24

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) Diagnostic Medical Sonography Technology

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.

As Amended

**SJR 7.22 (R14) 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; 3/27/24


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) Diagnostic Medical Sonography Technology

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.

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Melanie Rosen Brown, Ph.D.   
Chief Operating Officer

**DATE:** March 12, 2024

**RE:** **INFORMATIONAL** Agenda Items  
March 27, 2024, District Board of Trustees Meeting

---

The following items are submitted for the Board of Trustees' consideration at the March 27, 2024, meeting:

1. **Information:** Annual Presidential Evaluation
2. **Information:** Discussion of Student Enrollment and Success Trends and Targeted Strategies for Improvement





**ST. JOHNS RIVER**  
**S T A T E C O L L E G E**

## Memorandum

**Date:** March 27, 2024

**To:** District Board of Trustees

**CC:** Joe H. Pickens, President

**From:** Chuck Romer, AVP for Human Resources

**RE:** Presidential Evaluation

---

Trustees will receive an email from the AVP for Human Resources containing the Procedure for Evaluation of the President and the 2023 Presidential Evaluation Form. Each trustee that served on the Board during 2023 should use this form to complete their evaluation of President Pickens. To assist you in completing the evaluation, AVP Romer will attach the following documents as well:

- Section D – Accountability Goals for President’s Evaluation document
- The Florida College System Annual Equity Report Results from the Florida Department of Education, 2022-2023

Please return the completed evaluation to the HR office or [charlesromer@sjrstate.edu](mailto:charlesromer@sjrstate.edu) by **Friday, April 26, 2024**.

Once all evaluations are received, they will be forwarded along with a summary to the Board Chair who will discuss the evaluations with President Pickens. A summary of the evaluations will also be provided to Board members at the May Board of Trustees meeting and sent to the Chancellor, Division of Florida Colleges, for review. This summary of the evaluations is also required as part of the College’s Annual Equity Update, which is submitted to the Florida Department of Education.

If you need additional information or have questions, please do not hesitate to call me at (386) 312-4074. Thank you for your cooperation.




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Joe H. Pickens, J.D. President

**FROM:** Randy Peterson  
Vice President/CFO 

**DATE:** March 12, 2024

**RE:** Action Agenda Item: March 27, 2024, District Board of Trustees Meeting

---

The following item is submitted for the Board of Trustees' consideration at the March 27, 2024, meeting:

#### **ACTION AGENDA ITEMS:**

- 1. FINANCIAL ITEM (Presented by Vice President Randy Peterson):**
  - a. Action to Approve Transfers from Board Designated Operating Reserves to the Unexpended Plant Fund
- 2. FACILITIES ITEM (Presented by Director of Capital Assets and Risk Management Terry Thomas)**
  - a. Action to Approve Award of Bid for Library Restroom/Window Wall System, ADA/Life Safety Project Palatka Campus



## Memorandum

**TO:** Joe H. Pickens, J.D.  
President

**FROM:** Randy Peterson  
Vice President, Chief Financial Officer 

**DATE:** March 12, 2024

**SUBJECT:** Transfers from Board Designated Operating Reserves to the Unexpended Plant Fund

Pursuant to SBE Rule 6A-14.0716, College Board of Trustees are authorized to amend budgets and transfer funds from the Current Unrestricted Fund (Operating Fund). Transfers from the Operating Fund to the Unexpended Plant Fund require review by the Chancellor.

College Administration is requesting Board approval to process two transfers from designated reserves that were approved by the Board at the September 2023 Board meeting.

1. Palatka Campus Infrastructure: \$500,000
2. Deferred Maintenance and related capital needs: \$500,000

A recap of Board Designated Reserves prior to these two transfers are as follows:

Designated Fund Category:	OPERATING FUND-BOARD DESIGNATED RESERVES		
	(In thousands)		
	Carryforward from 22-23	Used in 23-24	Balance for Spending Plan
Catastrophic Deductible Contingency (60 days expenditure reserv	\$ 3,669		\$ 3,669
Utilities Contingencies	\$ 150		\$ 150
Marketing/Student Success Campaign	\$ 61	(4)	\$ 57
Nonrecurring Comp Adjustments:FT-Non Bargaining	\$ 600	(566)	\$ 34
Nonrecurring Comp Adjustments:PT	\$ 40	(38)	\$ 2
Palatka Campus Infrastructure	\$ 500		\$ 500
EMT Contingency	\$ 100	(13)	\$ 87
Deferred Maintenance/Capital Needs	\$ 500		\$ 500
Flo Arts Deferred Maintenance & Renovation	\$ 3,253		\$ 3,253
Workforce Programs	\$ 570	(5)	\$ 565
<b>Total Board Designations</b>	<b>\$ 9,444</b>	<b>\$ (626)</b>	<b>\$ 8,818</b>

## BUDGET AMENDMENT REQUEST

**COLLEGE:** St. Johns River State College

**FISCAL YEAR: 2023-24**

Be it resolved that the District Board of Trustees, St. Johns River State College, in a meeting assembled pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(3)(b), Florida Administrative Code, hereby requests the State Board of Education to approve amendments to the college budget for the fiscal year as follows:

**REASONS FOR BUDGET AMENDMENT:** Place an "X" by the applicable reason for amendment.

<b>X (1) JUSTIFICATION: Budget transfer from General Fund 1 to Plant Fund 7</b>		
<b>Fund</b>	<b>Amount</b>	<b>Explanation</b>
<b>7-Unexpended Plant Fund</b>	<b>\$500,000</b>	<b>To supplement deferred maintenance (unfunded from PECO)</b>
	<b>\$500,000</b>	<b>To accomplish minor renovations on the Palatka Campus due to aging infrastructure to include roadway/parking needs</b>

(2) CHANGE IN FUND BALANCE: Notification necessary only if New Fund Balance is less than 5%  
New Fund Balance \_\_\_\_\_ %

**CERTIFIED AS  
APPROVED BY  
BOARD:**

**BOARD APPROVAL DATE:** \_\_\_\_\_

President (as Secretary of the Board)

## DEPARTMENT OF EDUCATION

**CERTIFIED AS  
APPROVED BY  
DEPARTMENT  
OF EDUCATION:**

**CHANCELLOR, THE FLORIDA COLLEGE SYSTEM**

DATE: \_\_\_\_\_




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

**To:** Mr. Randy Peterson  
Vice President for Finance/CFO

**From:** Terry Thomas   
Director of Capital Assets and Risk Management

**Date:** March 12, 2024

**Subject:** Action Item: Award of Bid for Library Restroom/Window Wall System, ADA/Life Safety Project – Palatka Campus

This is an action item for the Board of Trustees at their meeting on March 27, 2024. Bids were opened on March 11, 2024, for the Library Restroom/Window Wall System, ADA/Life Safety Project.

The scope of this project includes a variety of upgrades to the library building on the Palatka campus. The primary upgrades are to include the replacement of the entire second floor storefront infill system as well as the renovation and upgrade of the two multi-stall restrooms on the second floor. The restroom upgrade is to meet ADA requirements. Any remaining funds are to be dedicated to exterior paint and signage.

This bid included the Base Bid and six (6) bid alternates including

1. Exterior Sunshades: North Elevation
2. Exterior Sunshades: East Elevation
3. Exterior Sunshades: South Elevation
4. Exterior Sunshades: North Elevation
5. Exterior Signage and Graphics
6. Exterior Painting (first floor-deep navy blue)

We received three bids from prequalified contractors. The low bid was submitted by Foresight Construction. I would like to recommend this low bid in the amount of \$1,694.800 including Alternates #1, #5, and #6 for approval.

Please let me know if I may answer any questions regarding this recommendation.

Attachment (1)



## St. Johns River State College

**BID-SJR-12-2023**

**Library Restroom/Window Wall System, ADA/Life Safety Project, Orange Park Campus**

### NOTICE OF INTENT TO AWARD BID

**SJR State anticipates awarding the bid to responsive bidder meeting specifications,  
Foresight Construction on March 27, 2024**


Contractor	Base Bid	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	Total Bid
ABBA Construction	\$ 1,804,861	\$195,655	\$195,655	\$195,655	\$195,655	\$7,655	\$13,256	\$2,608,392
Foresight Construction	\$1,460,000	\$174,000	\$174,000	\$174,000	\$174,000	\$43,000	\$17,800	\$2,216,800
Scorpio	\$1,484,007	\$265,245	\$265,245	\$265,245	\$265,245	\$30,745	\$23,885	\$2,599,617

This bid included the Base Bid and six (6) bid alternates:

1. Exterior Sunshades: North Elevation
2. Exterior Sunshades: East Elevation
3. Exterior Sunshades: South Elevation
4. Exterior Sunshades: North Elevation
5. Exterior Signage and Graphics
6. Exterior Painting (first floor-deep navy blue)

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

**DATE:** March 12, 2024

**RE:** Agenda Items: March 27, 2024, District Board of Trustees Meeting

---

The following items are submitted for the Board of Trustees' consideration at the March 27, 2024, meeting:

**Action Agenda Items:**

1. Public Hearing on change to admission criteria for Nursing A.S. Degree
2. Action to approve change to admission criteria for Nursing A.S. Degree
3. Public Hearing on change to admission criteria for Nursing – LPN Bridge A.S. Degree
4. Action to approve change to admission criteria for Nursing – LPN Bridge A.S. Degree
5. Public Hearing on change to admission criteria for Health Information Technology A.S. Degree
6. Action to approve change to admission criteria for Health Information Technology A.S. Degree
7. Public Hearing on change to admission criteria Radiologic Technology A.S. Degree
8. Action to approve change to admission criteria for Radiologic Technology A.S. Degree
9. Public Hearing on change to admission criteria Respiratory Care A.S. Degree
10. Action to approve change to admission criteria for Respiratory Care A.S. Degree
11. Public Hearing on establishment of admission criteria for Diagnostic Medical Sonography Technology A.S. Degree

**12. Action to approve admission criteria for Diagnostic Medical Sonography Technology A.S. Degree**



## **MEMORANDUM**

**TO:** Dr. Edward Jordan  
Vice President for Academic & Student Affairs  
**FROM:** Dr. Nate Southerland  
Assistant Vice President, Workforce Education  
**DATE:** February 8, 2024  
**SUBJECT:** Revision to Limited Admission Program Criteria

---

### **Background**

Several of the limited admission programs at SJR State utilize core general education courses as prerequisites for admission. With the change to the Florida general education core, we propose adjusting the admission requirements for the following programs to match the new general education core:

- AS: Nursing (including LPN Bridge program)
- AS: Diagnostic Medical Sonography Technology (new program)
- AS: Health Information Technology
- AS: Radiologic Technology
- AS: Respiratory Care

### **Proposed Changes**

The proposed changes are found in the following pages. Content to be deleted is marked with a red strikethrough, while content being added is highlighted in yellow. Please note that most of the required courses remain the same but are displayed in a different format to make them consistent with the catalog pages for each program throughout the College.

### **Recommended Action:**

It is recommended that the SJR State Board of Trustees adopt a motion approving the proposed changes to the program admission criteria for the limited-admission programs listed above.

## AS – NURSING (including LPN Bridge program)

### ADMISSION REQUIREMENTS

The ASN program is a limited access program.

To apply for admission to the nursing program a student must have completed all of the following:

1. Application process to SJR State.
2. Application to the nursing program; ~~students from the college service district of Clay, Putnam, and St. Johns County will be ranked first in the selection process.~~
3. Successful completion of all ~~nine nursing prerequisite~~ **General Education and Nursing Related** courses with a GPA of 3.0 or above by the end of the application period or complete the A2 HESI Assessment Exam\*.

~~AMH 2020~~ ————— ~~United States History Since 1877~~

**OR**

~~POS 1041~~ ————— ~~United States Federal Government~~

~~BSC 2085 & 2085L~~ ————— ~~Human Anatomy and Physiology I and Lab~~

~~BSC 2086 & 2086L~~ ————— ~~Human Anatomy and Physiology II and Lab~~

~~DEP 2004~~ ————— ~~Human Growth and Development~~

~~ENC 1101~~ ————— ~~Composition I~~

~~HUM 2020~~ ————— ~~Introduction to Humanities~~

~~MCB 2010 & 2010L~~ ————— ~~Microbiology and Lab~~

~~PSY 2012~~ ————— ~~General Psychology~~

~~MAC 1105~~ ————— ~~College Algebra~~

### GENERAL EDUCATION COURSES:

*Communication* ..... 3

+ ENC 1101 – Composition I

*Humanities (choose one of the following)* ..... 3

ARH 1000 – Art Appreciation

+ HUM 2020 – Intro. to Humanities

MUL 1010 – Music Appreciation

PHI 2010 – Intro. to Philosophy

THE 1000 – Theater Appreciation

*Mathematics (choose one of the following)* ..... 3

**MGF 1130 – Mathematical Thinking**

+ MAC 1105 – College Algebra

+ STA 2023 – Elementary Statistics

+ MAC 2311 – Analytic Geometry & Calc. I

*Natural Science* ..... 4

BSC 2085 – Human Anatomy and  
Physiology I

BSC 2085L – Lab for Human Anat. and  
Phys. I

*Social Science (choose one of the following)*..... 3

**AMH 2010 – U.S. History to 1877**

POS 1041 – U.S. Federal Government

AMH 2020 – U.S. History since 1877

### NURSING RELATED COURSES:

+	BSC	2086	Human Anatomy and Physiology II	3
	BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
	DEP	2004	Human Growth & Development	3

+	MCB	2010	Microbiology .....	3
+	MCB	2010L	Laboratory for Microbiology .....	1
	PSY	2012	General Psychology .....	3

\*Complete the A2 HESI Assessment Exam by the end of the application period with an English Language composite score (comprised of Reading Comprehension, Grammar, Vocabulary, and General Knowledge) of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.

### **STUDENT SELECTION PROCESS**

To be considered for admission, the student must be cleared by Admissions/Records indicating that all external college transcripts have been received and that the student has a cleared admission file.

~~Students from the college service district of Clay, Putnam, and St. Johns county will be ranked first in the selection process.~~ Students will be ranked based on the number of *successfully* completed courses taken at SJR State, in addition to their GPA and HESI scores.

### **POST ADMISSION REQUIREMENTS**

Following acceptance into the program, ASN students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additionally, second-year students are required and financially responsible to submit an annual drug rescreen as a clinical requirement. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend nursing student orientation online prior to the first day of class.
3. Prior to the first day of class, students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program - good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance of \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)
6. Initiate and maintain an annual subscription to required third party clinical compliance sites as a clinical requirement. The initial payment is included with course fees during registration. The annual renewal is the financial responsibility of the student and is submitted individually.

## **AS – HEALTH INFORMATION TECHNOLOGY**

### **ADMISSION REQUIREMENTS**

The Health Information Technology program is a limited access program.

To apply for admission to the Health Information Technology program, a student must have completed all of the following:

1. Application to SJR State;
2. Application to the Health Information Technology program;
3. Achieved satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC1101;
4. Achieved satisfactory scores on college placement tests scoring equivalent to placement in MAC 1147 or completion of **MGF 1130**, MAC 1105, STA 2023, or MAC 2311.

~~\*Refer to A.A. degree general education requirements.~~

### **ADMISSION REQUIREMENTS (POST DEGREE WITH LICENSURE/CERTIFICATION)**

To apply for admission to the Health Information Technology (post degree) a student must have completed all of the following:

1. Application to SJR State;
2. Application to the Health Information Technology (post degree);
3. Provide an official transcript with an earned degree and one of the following licensure/certifications: CCS, CCA, CCS-P, RHIT, RHIA;
4. New applicants will be considered after all current Health Information Technology seats are filled.

**Applicants are considered on a space available basis. Priority will be given based on the date admission requirements have been completed.**

### **POST ADMISSION REQUIREMENTS**

Following acceptance into the Health Information Technology program, students must complete/attend the following:

1. All students are required to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying that the student is free of communicable diseases; exam must include TB screening; however, Hepatitis B vaccination and Flu shot are optional.
3. All students are required to sign a confidentiality statement which is kept on file in the Health Information Technology department.
4. Attend a Health Information Technology student orientation on the specified date.

## AS – RADIOLOGIC TECHNOLOGY

### ADMISSION REQUIREMENTS

The Radiologic Technology program begins in August of each year.

To apply for admission to the Radiologic Technology program, a student must have completed all of the following prior to the program application deadline in May of each year:

1. Application process to SJR State;
2. Achieve satisfactory scores on college placement tests or have completed required college preparatory courses;
3. Application to SJR State Radiologic Technology program;
4. Successful completion (C minimum) of the following prerequisite **General Education and Radiologic Technology Related** courses prior to the program application deadline in May of each year:

BSC	2085	Human Anatomy and Physiology I.....	3
BSC	2085L	Laboratory for Human Anatomy and Physiology I.....	1
+ BSC	2086	Human Anatomy and Physiology II.....	3
BSC	2086L	Laboratory for Human Anatomy and Physiology II.....	1
CGS	1100	Microcomputer Applications Software.....	3
ENC	1101	Composition I.....	3
HSC	1531	Medical Terminology.....	3
		General Education Core Humanities.....	3
		General Education Core Mathematics.....	1
Choose one of the following Social Science Courses:			
AMH	2020	United States History Since 1877.....	3
OR			
POS	1041	United States Federal Government.....	1

### GENERAL EDUCATION COURSES:

Communication.....	3
+ ENC 1101 – Composition I	
Humanities (choose one of the following).....	3
ARH 1000 – Art Appreciation	+ HUM 2020 – Intro. to Humanities
MUL 1010 – Music Appreciation	PHI 2010 – Intro. to Philosophy
THE 1000 – Theater Appreciation	
Mathematics (choose one of the following).....	3
<b>MGF 1130 – Mathematical Thinking</b>	+ MAC 1105 – College Algebra
+ STA 2023 – Elementary Statistics	+ MAC 2311 – Analytic Geometry & Calc. I
Natural Science.....	4
BSC 2085 – Human Anatomy and Physiology I	BSC 2085L – Lab for Human Anat. and Phys. I
Social Science (choose one of the following).....	3
<b>AMH 2010 – U.S. History to 1877</b>	POS 1041 – U.S. Federal Government
AMH 2020 – U.S. History since 1877	

### RADIOLOGIC TECHNOLOGY RELATED COURSES:

+ BSC	2086	Human Anatomy and Physiology II.....	3
BSC	2086L	Laboratory for Human Anatomy and Physiology II.....	1
CGS	1100	Microcomputer Applications Software.....	3
HSC	1531	Medical Terminology.....	3

+ Qualifying placement score or prerequisite course required. See course description for details.

## **STUDENT SELECTION**

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 176)**

1. **104 POSSIBLE POINTS** – Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula:  
(Letter grade value X credit hours = points assigned)  
Calculation example: student achieves a letter grade (B) in BSC 2805 (3 credits) = 9 points and a letter grade (A) in BSC 2085L (1 credit) = 4 points for a total of 13 points  
A=4 points                      B=3 points                      C=2 points
2. **15 POINTS AWARDED** – Points awarded for proof of residence in Clay, Putnam, or St. Johns counties, Florida. Residency is not a requirement.
3. **20 POINTS AWARDED** – Current licensure as a State of Florida basic X-ray machine operator.
4. **15 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
5. **16 POSSIBLE POINTS AWARDED** – 2 points will be awarded for each prerequisite course taken at St. Johns River State College (excluding lab courses).
6. **6 POSSIBLE POINTS AWARDED** – 6 points will be awarded for an "A", 4 points for a "B", 2 points for a "C" in HSC 1004 Professions of Caring (not required but recommended).

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the earliest date and time the application was received from the applicants with the tied score.

## **FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:**

1. Successfully complete a Basic Life Support Health Care Provider (BLS) course accredited by the American Heart Association valid through expected graduation date. A course will be given at the St. Augustine campus during Summer term.
2. Have a physical examination verifying acceptable health status for the program. Requirements for the physical are included on the form provided to each student admitted into the radiologic technology program.
3. Attend the radiologic technology program and clinical site orientations and clinical shadowing requirements on the specified dates. These are scheduled during the summer term.
4. All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and receive drug screen results. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen results. Additional random and scheduled drug screening may be required at any time during the program.

Note: An individual who has been involved in a criminal proceeding or who has been charged with, or convicted of, a crime should file a pre-application with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. Go to [arrt.org](http://arrt.org) for more information.

## AS – RESPIRATORY CARE

### ADMISSION REQUIREMENTS

The Respiratory Care program is a limited access program.

To apply for admission to the Respiratory Care program, a student must have completed all of the following:

1. Application process to SJR State;
2. Application to respiratory care program by the advertised deadline;
3. Achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Schedule and attend an interview with the respiratory care faculty;
5. Complete the following prerequisite **General Education and Respiratory Care Related Courses** prior to the program application deadline:

BSC	2085	Human Anatomy and Physiology I	3
BSC	2085L	Laboratory for Human Anatomy and Physiology I	1
+ BSC	2086	Human Anatomy and Physiology II	3
BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
CGS	1100	Microcomputer Applications Software	3
ENC	1101	Composition I	3
MCB	2010	Microbiology	3
MCB	2010L	Laboratory for Microbiology	1
==	==	General Education Core Humanities	3
==	==	General Education Core Mathematics	1
Choose one of the following Social Science Courses:			
AMH	2020	United States History Since 1877	3
POS	1041	United States Federal Government	1

### GENERAL EDUCATION COURSES:

Communication	3
+ ENC 1101 – Composition I	
Humanities (choose one of the following)	3
ARH 1000 – Art Appreciation	+ HUM 2020 – Intro. to Humanities
MUL 1010 – Music Appreciation	PHI 2010 – Intro. to Philosophy
THE 1000 – Theater Appreciation	
Mathematics (choose one of the following)	3
MGF 1130 – Mathematical Thinking	+ MAC 1105 – College Algebra
+ STA 2023 – Elementary Statistics	+ MAC 2311 – Analytic Geometry & Calc. I
Natural Science	4
BSC 2085 – Human Anatomy and Physiology I	BSC 2085L – Lab for Human Anat. and Phys. I
Social Science (choose one of the following)	3
AMH 2010 – U.S. History to 1877	POS 1041 – U.S. Federal Government
AMH 2020 – U.S. History since 1877	

### RESPIRATORY CARE RELATED COURSES:

+ BSC	2086	Human Anatomy and Physiology II	3
+ BSC	2086L	Laboratory for Human Anatomy and Physiology II	1
CGS	1100	Microcomputer Applications Software	3
+ MCB	2010	Microbiology	3
+ MCB	2010L	Laboratory for Microbiology	1

+ Qualifying placement score or prerequisite course required. See course description for details.



**STUDENT SELECTION**

Student selection is objective and based on the following point system (**MAXIMUM POSSIBLE POINTS 160**):

1. **108 POSSIBLE POINTS AWARDED** - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula: (Letter grade value X credits = points assigned) Calculation example: student achieves a letter grade (B) in ENC 1101  

$$X (3 \text{ credits}) = 9 \text{ points} \qquad A=4 \text{ points} \qquad B=3 \text{ points} \qquad C=2 \text{ points}$$
2. **15 POINTS AWARDED** - Residence in Clay, Putnam, or St. Johns counties, Florida
3. **15 POSSIBLE POINTS AWARDED** - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
4. **16 POSSIBLE POINTS AWARDED** - 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.
5. **6 POSSIBLE POINTS AWARDED** - Completion of HSC 1004 with a grade of "C" or better. Points will be awarded according to the following scale: A=6, B=4, C=2

**POST ADMISSION REQUIREMENTS:**

Following acceptance into the Respiratory Care program students must complete/attend the following. Failure to comply with these requirements may result in administrative withdrawal from the respiratory care program.

1. All students are asked to sign a consent and waiver form for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying acceptable health status and completing all of the requirements for the respiratory care program. The medical requirements for the physical exam are documented on the form provided to each student after admission to the respiratory care program.
3. Attend respiratory care orientation on the specified date.
4. Schedule and attend an interview with program faculty and/or director.

## AS – DIAGNOSTIC MEDICAL SONOGRAPHY (new program)

### **ADMISSION REQUIREMENTS**

The Diagnostic Medical Sonography program is a limited-access program that begins in August of each year.

To apply for admission to the Diagnostic Medical Sonography program, a student must have completed all of the following prior to the program application deadline:

1. Application process to SJR State.
2. Application to SJR State Diagnostic Medical Sonography program by the advertised deadline. Applicants may apply April 1 – June 30 each year for fall enrollment.
3. Achieved satisfactory scores on college placement tests or have completed required college preparatory courses.
4. Successful completion (C minimum) of the following General Education and Diagnostic Medical Sonography Related courses prior to the program application deadline.

### **GENERAL EDUCATION COURSES:**

<i>Communication</i> .....	3
+ ENC 1101 – Composition I	
<i>Humanities (choose one of the following)</i> .....	3
ARH 1000 – Art Appreciation	+ HUM 2020 – Intro. to Humanities
MUL 1010 – Music Appreciation	PHI 2010 – Intro. to Philosophy
THE 1000 – Theater Appreciation	
<i>Mathematics (choose one of the following)</i> .....	3
MGF 1130 – Mathematical Thinking	+ MAC 1105 – College Algebra
+ STA 2023 – Elementary Statistics	+ MAC 2311 – Analytic Geometry & Calc. I
<i>Natural Science</i> .....	3
+ PHY 1020 – Intro. to Physics	
<i>Social Science (choose one of the following)</i> .....	3
AMH 2010 – U.S. History to 1877	POS 1041 – U.S. Federal Government
AMH 2020 – U.S. History since 1877	

### **DIAGNOSTIC MEDICAL SONOGRAPHY RELATED COURSES:**

BSC	2085	Human Anatomy and Physiology I .....	3
BSC	2085L	Laboratory for Human Anatomy and Physiology I .....	1
+ BSC	2086	Human Anatomy and Physiology II .....	3
BSC	2086L	Laboratory for Human Anatomy and Physiology II .....	1
HSC	1531	Medical Terminology .....	3

+ Qualifying placement score or prerequisite course required. See course description for details.

### **STUDENT SELECTION**

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 150)**

1. **104 POSSIBLE POINTS AWARDED** – Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following formula: (A = 4 points, B = 3 points, C = 2 points; Letter grade value X credits = points assigned). Calculation example: student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points.
2. **15 POINTS AWARDED** – Residence in Clay, Putnam, or St. Johns counties, Florida

3. **15 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has an A.A/A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
4. **16 POSSIBLE POINTS AWARDED** – 2 points will be awarded for each prerequisite course in general education (Maximum 10 points) and other required prerequisite courses (Maximum 6 points). Note: Lab courses are not included in this point total.
5. **6 POSSIBLE POINTS AWARDED** – Completion of HSC 1004 with a grade of “C” or better. Points will be awarded according to the following scale: A=6, B=4, C=2.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the earliest date and time the application was received from the applicants with the tied score.

**FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:**

1. Have a physical examination verifying acceptable health status for the program. Requirements for the physical are included on the form provided to each student admitted into the Diagnostic Medical Sonography program.
2. All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and receive drug screen results. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen results. Additional random and scheduled drug screening may be required at any time during the program.
3. Attend the Diagnostic Medical Sonography program orientation on the specified date.

# Legislative Session Update



## ➤ *SJR State appropriated:*

- \$3M Operating Support recurring
- \$3M Operating Support non-recurring
- \$10M for new STEM Building

## ➤ State Health Insurance Plan