



ST. JOHNS RIVER STATE COLLEGE

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SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: April 10, 2024

RE: April Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, April 17**, at the **St. Augustine Campus** in the Viking Center Multipurpose Room V-112.

1:00 pm – Budget Workshop (documentation will be sent later)

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, April 17, 2024,
2:00 p.m., **St. Augustine Campus**,
Viking Center Multipurpose Room V-112

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 March 27, 2024, Board Meeting and Workshop
 - 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 – March 2024
 - 2. Approval of Monthly Financial Report – March 2024
 - 3. Approval of Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant Fund 7

- V. New Business
 - A. Vice President for Legal Affairs & Public Safety / General Counsel – Dr. Gilbert Evans – Information Agenda Item
 - 1. Amendment to SJR State Board Rule #7.15 Academic Probation and Suspension Regulations Information

- B. Chief Operating Officer – Dr. Melanie Brown – Action and Information Agenda Items
1. Action to Approve Florida College System Notice of Intent for Bachelor of Science in Exceptional Student Education Action
 2. Action to Approve Florida College System Notice of Intent for Bachelor of Science in Biological Sciences Action
 3. Action to Approve Florida College System Notice of Intent for Bachelor of Science in Social and Human Services Action
 4. Action to Approve Florida College System Notice of Intent for Bachelor of Applied Science in Digital Art and Media Action
 5. Action to Approve Florida College System Notice of Intent for Bachelor of Applied Science in Performance Design and Production Action
 6. Annual Presidential Evaluation – Reminder due to AVP Chuck Romer by April 26, 2024 Information
- C. Vice President for Finance/CFO – VP Randy Peterson – Action and Information Agenda Items
1. Financial Item – Presented by Vice President Randy Peterson Information
 - a. Federal Audit Report, Fiscal Year Ended June 30, 2023
 2. Facilities Item – Presented by Director of Capital Assets and Risk Management Terry Thomas
 - a. Action to Approve Plans & Specifications for the Chiller and Cooling Tower Replacement Project, Orange Park Campus Action
 - b. Action to Approve Award of Bid for the Chiller Replacement Project, St. Augustine Campus Action
 - c. Award of BID-SJR-10-2023 to Facility Automation Solutions Information
- VI. President’s Report
- VII. Trustees’ Comments
- A. Discussion and Approval of the Results of the Board Self-Evaluation Action
 - B. Action to Set Date, Time, and Place of Board Meetings for 2024-2025 Action
- VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

March 27, 2024

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Jan Conrad, Vice-Chairperson (excused)
Mr. Jim Reid (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

Dr. Melanie Brown introduced Farris Robinson,
Publisher of the Clay Today newspaper, who presented
the 2024 Best of Clay Today Newspaper Nursing
College award to SJR State College. Dean of Nursing
Dr. Diane Pagano received the award.

Public Comment

There was no Old Business.

Old Business

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

Consent Agenda
Items

A.1 - Minutes of February 21, 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 February 2024;
Monthly Financial Report – February 2024; and Write-
Offs of Tangible Personal Property.

D.1-3 - Vice President for Academic & Student Affairs –
Dr. Ed Jordan: Curriculum Revisions effective Fall 2024
for Workforce Education – Accounting Technology A.S.
Degree (0093); New Continuing Workforce Education
course: CWL 0330 Behavior Threat Assessment and
Management for Practitioners; and 2024-2025
Academic Calendar.

E.1-2 - VP/Chief Institutional Research Officer – Dr.
Ros Humerick: Revisions to the Library Collection

Development Policy and Revisions to the Library
Access Policy.

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

Approved Consent
Agenda Items IV.A-E

Chairperson Komando called a public hearing for Amendment to SJR State Board Rule 6.03 (R8) Standards of Conduct. There being no comments, Chairperson Davis adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of Amendment to SJR Board Rule 6.03 (R8) Standards of Conduct.

Mr. Davis moved, seconded by Mr. Sapp, to approve Legal Affairs & Public Safety/General Counsel Item V.A.2, as submitted with the revision (a detailed listing is contained in the material submitted by the Office of Legal Affairs/General Counsel). Motion carried (Davis, Komando, Sapp - Yes).

Approved V.P. Legal
Affairs & Public
Safety/ General
Counsel Item V.A.2

Chairperson Komando called a public hearing for Amendment to SJR State Board Rule 6.33 (R2) Student Ombudsman. There being no comments, Chairperson Davis adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of Amendment to SJR State Board Rule 6.33 (R2) Student Ombudsman.

Mr. Davis moved, seconded by Mr. Sapp, to approve Legal Affairs & Public Safety/General Counsel Item V.A.4, as submitted with the revision (a detailed listing is contained in the material submitted by the Office of Legal Affairs/General Counsel). Motion carried (Davis, Komando, Sapp - Yes).

Approved V.P. Legal
Affairs & Public
Safety/ General
Counsel Item V.A.4

Chairperson Komando called a public hearing for Amendment to SJR State Board Rule 7.22 (R14) Limited Access Programs. There being no comments, Chairperson Davis adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of Amendment to SJR State Board Rule 7.22 (R14) Limited Access Programs.

Mr. Davis moved, seconded by Mr. Sapp, to approve Legal Affairs & Public Safety/General Counsel Item V.A.6, as submitted with the revision (a detailed listing

Approved V.P. Legal
Affairs & Public

is contained in the material submitted by the Office of Legal Affairs/General Counsel). Motion carried (Davis, Komando, Sapp - Yes).

Safety/ General
Counsel Item V.A.6

Dr. Melanie Brown reviewed for information only the Annual Presidential Evaluation. She noted that Chuck Romer will email the information to the Trustees tomorrow.

Chief Operating
Officer Item V.B.1

Dr. Brown presented information on Student Enrollment and Success Trends and Targeted Strategies for Improvement. She began by overviewing the Aspen Institute's success metrics and why the metrics matter, as SJR State was recognized as one of the Top 150. Dr. Humerick highlighted data on graduation and retention rates by degree type, fall-to-fall persistence trends, workforce graduate success rates, AA transfer success, and minority population and completions. Dr. Brown then overviewed the Student Success goals and strategies, emphasizing SJR State's most important Student Success strategy. She noted the work to improve teaching, to create clear pathways, and to promote equity. She overviewed the new strategies implemented for 2023-2024. Discussion followed.

Chief Operating
Officer Item V.B.2

Dr. Humerick introduced Anastacia Hohrath, who is now the new Director of Institutional Effectiveness.

Mr. Randy Peterson reviewed and requested approval of Transfers from Board Designated Operating Reservices to the Unexpended Plant Fund.

Mr. Davis moved, seconded by Mr. Sapp, 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, Sapp - Yes).

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

Mr. Randy Peterson recognized Terry Thomas, Director of Capital Assets and Risk Management, who reviewed and requested approval to Award of Bid for Library Restroom/ Window Wall System, ADA/Life Safety Project Palatka Campus.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President/CFO Item V.C.2.a., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Davis, Komando, Sapp - Yes).

Approved Vice
President/CFO Item
V.C.2.a.

Chairperson Komando called a public hearing for Change to Admission Criteria for Nursing A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Nursing A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.2, 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, Sapp - Yes).

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

Chairperson Komando called a public hearing for Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.4, 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, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item V.D.4

Chairperson Komando called a public hearing for Change to Admission Criteria for Health Information Technology A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Health Information Technology A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.6, 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, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item V.D.6

Chairperson Komando called a public hearing for Change to Admission Criteria for Radiologic Technology A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Radiologic Technology A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.8, 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, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item V.D.8

Chairperson Komando called a public hearing for Change to Admission Criteria for Respiratory Care A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Respiratory Care A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.10, 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, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item V.D.10

Chairperson Komando called a public hearing for Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree.

Dr. Ed Jordan reviewed and requested approval of Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic and Student Affairs Item V.D.12, 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, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item V.D.12

President Pickens gave an update on the Student Housing Project. The cost of labor and materials as well as the cost of financing has made the project more challenging financially. He and Mr. Sloan met with a consortium of bankers a few weeks ago. Mr. Sloan has given approval for his general contractor to proceed. The foundation will be laid very soon. The project has been reduced to three (3) floors and reengineering has been done to save construction costs. Mr. Sloan is committed to self-finance until the conventional financing is in place. He is pursuing other financing that would be less expensive than the current options.

President's Report Item VI.A.

President Pickens noted that this is not an action item; however, one of the topics discussed by the bankers was that conventionally they would allow an amortization period that was 50% of the term of the lease, so for us that would be fifteen (15) years. They did indicate a willingness to deviate from that. The lenders were willing to consider an amortization period of thirty (30) years if the Board were willing to extend the lease to forty (40) years. President Pickens reiterated that he was not asking for action at this time, that he wanted to make the Board aware this was discussed.

Next, President Pickens discussed the potential occupancy rates. There will be a groundbreaking once the foundation is poured. Chairman Komando requested that the lease amendment be placed on the agenda for the next Board of Trustees meeting. President Pickens stated that he would communicate this to the lead banker.

President Pickens gave a Legislative Report on PECO and operational support funding. SJR State received \$10M for the new and improved STEM building proposal for the renovation and expansion of the T Building (on the Palatka Campus), which would hold the majority of the new workforce programs, helping meet the statutory requirement for post-secondary needs in Clay and Putnam Counties.

President's Report
Item VI.B

President Pickens noted that the number one priority for the Council of Presidents was for the Florida College System (FCS) to be included in the state health insurance plan and this was approved. He overviewed the benefits. SJR State College pays employee premiums and subsidizes the cost of family plans. The State plan is the platinum plan, and employees will now be required to pay \$50 a month; the family plan goes down to \$180 a month. The State has historically absorbed annual cost increases. The FCS as a whole will be paying in what it did to the Consortium. The Legislature allocated \$85M on top of the amount the FCS will pay. January 2025 is the target date for the transition.

President's Report
Item VI.C

Because of the funding allocated to the health insurance, there is no new money in the program fund. SJR State did secure \$3M in recurring funds and \$3M in non-recurring funds.

President Pickens noted that there will be Budget Workshops on April 17 and May 15 at 1:00 pm.

Chairman Komando noted that Executive Sessions for Collective Bargaining will be held immediately following the Board Meetings in April and May.

Trustee comments were made.

Trustee Comments

Rich Komando remarked on an email he received this morning from Clay Moore regarding opening up the Collective Bargaining Agreement Article 20. The email was sent to each of the Trustees, and Mr. Komando said, "I think the comment that stood out to me was, in the email, it says that based on the most recent data from the Fall 2022-2023 provided by the Florida College System Fact Book, SJR State's faculty members remain one of the lowest paid faculty members in the Florida College System. SJR State's faculty members with a Doctorate rank 27th, and those with a Master's degree rank 26th, out of twenty-eight (28) Florida state colleges." Mr. Komando continued that he took the comment somewhat personally, because over the past couple of years as the Board has discussed through the bargaining process, the administration's support for the faculty and non-faculty. The Board has gone above and beyond trying to do everything possible, even exceeding what was asked for related to salaries and benefits. Statistics can be skewed and don't account for the work done with the health insurance program, even though that benefit can't be spent directly. Private insurance family premiums right now are \$2700 and the equivalent for a College employee is \$180. Those are real dollars in addition to the administration's effort to make the work environment positive. "So, to start off the negotiation with that kind of comment may not be the best negotiating tactic, at least not for me, but I do appreciate how the administration is really going to work to make sure that faculty and non-faculty members are well taken care of."

Chairperson Komando adjourned the meeting at 3:20 p.m.

Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD WORKSHOP ON COLLEGE DRIVE INITIATIVE

March 27, 2024

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Jan Conrad, Vice-Chairperson (excused due to health issues)
Mr. Jim Reid (excused due to illness)

OTHERS PRESENT:

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

The Board workshop on the College Drive Initiative was held at the Orange Park Campus in the Thrasher-Horne Center, Suites C & D. Chairperson Rich Komando called the workshop to order at 1:07 p.m. He introduced Clay County Manager Mr. Howard Wanamaker and Board of County Commissioner Mr. Mike Cella.

Mr. Wanamaker and Mr. Cella discussed the partnership with the College Drive Initiative, which engaged the Urban Land Institute (ULI) of North Florida to convene a Technical Assistance Panel (TAP) to study county-owned property between County Road 220 and Blanding Boulevard on College Drive.

Mr. Wanamaker and Mr. Cella overviewed the short-, medium-, and long-term recommendations and the Clay County BOCC objectives.

President Pickens noted the south entrance/exit of the College campus not aligning with the traffic light is a concern. Mr. Pickens acknowledged that the College would have some fiscal responsibility for the project and requested advance notice from the County for budgeting purposes. Discussion followed. Mr. Cella noted it is a number one priority with the County.


Mr. Wanamaker informed the Board that Clay County received a grant to build a 250-acre regional sports complex. The ribbon cutting is April 5, and the complex is booked months in advance. There are eight (8) multi-purpose fields. Future expansion will allow for development of multiple trails to accommodate different length race courses for competitive use.

President Pickens discussed the College expanding athletics to Clay County in partnership with the County. Discussion followed, specifically regarding cross-country running.

Chairperson Komando requested that marketing efforts continue as this is needed in the community.

The Workshop was adjourned at 1:45 p.m.

TO: Joe Pickens, J.D.
College President

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

DATE: April 9, 2024

RE: CONSENT Agenda Item
April 17, 2024, District Board of Trustees Meeting

The following Consent Agenda item is submitted for the Board of Trustees' consideration at the April 17, 2024, meeting:

1. *Approval of Personnel Matters*

**DISTRICT BOARD OF TRUSTEES
PERSONNEL MATTERS**

BOARD MEETING: April 17, 2024

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Gregg Gunderson	FT - Administrator	Contract Non-Renewal	N/A	03/31/24
Terry Thomas	FT - Administrator	Promotion	AD - Grade 128	04/01/24

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Michael Carty	FT - Faculty	Resignation	N/A	04/30/24
Kristen McLeod	FT - Faculty	Promotion	12 Month - Bachelors	04/01/24

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Niquilla McCaskill	FT - Professional Support	Resignation	N/A	04/05/24

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Macy Kwakenat	FT - Career Service	Hire	CS - Grade 110	04/01/24

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Mary McMinn	PT-Career Service	Hire	\$15.69/hr	04/01 - 04/26/24

MISCELLANEOUS

1. Drop Entry:

- Tammy Bennett - Effective 06/01/2024
- Sarah Kelley - Effective 4/1/24
- Christina Smith - Effective 4/1/24



ST. JOHNS RIVER STATE COLLEGE

Memorandum

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

FROM: Randy Peterson
Vice President/CFO

A handwritten signature in blue ink, appearing to be 'RP', is written over the name 'Randy Peterson'.

DATE: April 8, 2024

RE: Consent Agenda Items: April 17, 2024, District Board of Trustees Meeting

The following **Consent** items are submitted for the Board of Trustees' consideration at the April 17th, 2024, meeting:

CONSENT AGENDA ITEMS:


1. Facilities Usage Report – March 2024
2. Approval of Monthly Financial Report – March 2024
3. Budget Amendments:
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant Fund 7



ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Travas Sheridan 
Property and Risk Manager

Date: April 4, 2024

Subject: Report on Facilities Use for March 2024

For the month of March 2024:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
United Way of Northeast Florida (VITA)	Orange Park
United Way of St. Johns County (VITA)	Palatka
Putnam County Supervisor of Elections	Palatka
Blackhawk College Baseball	Palatka
City of Palatka Public Meeting	Palatka
Providence School of Jacksonville (baseball)	Palatka
Matanzas High School (baseball)	Palatka
Mission Trace Homeowners Association	St. Augustine
American Financial Education Organization	Orange Park



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

Monthly Financial Report

March 2024

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of March 31, 2024

	TOTAL	FUND TYPE					
		GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
Assets							
1 Cash	\$ 21,886,009	\$ 422,495	\$ 526,560	\$ 7,244,600	\$ (42,717)	\$ 2,486,407	\$ 11,248,664
2 Cash Equivalents	525	525	-	-	-	-	-
3 Certificates of Deposit	15,000,000	15,000,000	-	-	-	-	-
4 Accounts Receivable	2,649,082	2,363,625	84,094	22,202	43,562	-	135,599
5 Inventories	368,505	-	-	368,505	-	-	-
6 Due From Component Unit	-	-	-	-	-	-	-
7 Prepaid Assets	23,750	-	-	23,750	-	-	-
8 Other Assets	2,600	2,600	-	-	-	-	-
9 Due from State	5,872,854	-	-	-	-	-	5,872,854
10 Total Assets	45,803,325	17,789,245	610,654	7,659,057	845	2,486,407	17,257,117
11 Deferred Outflow of Resources	7,729,104	7,729,104	-	-	-	-	-
Liabilities							
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	1,653,783	1,653,783	-	-	-	-	-
15 Deferred Revenue	48,459	-	-	48,459	-	-	-
16 Payables	2,545,531	7,793	11	37,945	13,375	2,486,407	-
17 Due to Other Funds	-	-	-	-	-	-	-
18 Total Liabilities	28,555,758	25,969,561	11	86,404	13,375	2,486,407	-
19 Deferred Inflow of Resources	2,556,770	2,556,770	-	-	-	-	-
20 Fund Balance	22,419,901	(3,007,982)	610,643	7,572,653	(12,530)	-	17,257,117
21 Amount Expected to be Financed in Future Years	20,789,434	20,789,434	-	-	-	-	-
22 Adjusted Fund Balance	43,209,335	17,781,452	610,643	7,572,653	(12,530)	-	17,257,117

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month Ended March 31, 2024

	CURRENT YEAR 2023-2024			FY %	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	\$ 9,547,977	\$ (391,857)	104.3%	\$ 8,545,550
2 State Support	36,904,223	25,860,144	11,044,079	70.1%	18,842,539
3 Local Support	1,624,979	1,960,609	(335,630)	120.7%	1,620,624
4 Other Sources	1,474,500	1,249,361	225,139	84.7%	379,316
5 Total Revenue	49,159,822	38,618,091	10,541,731	78.6%	29,388,029
Expenditures:					
6 Salaries	24,606,763	18,594,053	6,012,710	75.6%	17,138,848
7 Benefits	8,173,390	6,274,519	1,898,871	76.8%	5,105,757
8 Total Salaries & Benefits	32,780,153	24,868,572	7,911,581	75.9%	22,244,605
9 Materials and Supplies	2,346,270	1,765,874	580,396	75.3%	1,432,203
10 Contracted Non Instructional	1,735,525	1,101,240	634,285	63.5%	1,128,925
11 Utilities	1,254,020	803,896	450,124	64.1%	919,598
12 Repairs and Maintenance	1,412,983	940,895	472,088	66.6%	771,992
13 Professional Fees	266,013	128,688	137,325	48.4%	139,197
14 Insurance	1,099,662	991,399	108,263	90.2%	865,203
15 Technology Services	284,681	148,414	136,267	52.1%	122,449
16 Travel	343,446	168,855	174,590	49.2%	133,897
17 Advertising	127,076	88,022	39,054	69.3%	78,549
18 Other Services	784,764	556,173	228,591	70.9%	505,020
19 Other Current Charges	827,116	719,651	107,465	87.0%	612,799
20 Total Current Expenses	10,481,555	7,413,108	3,068,448	70.7%	6,709,834
21 Capital Outlay	2,158,764	1,083,939	1,074,825	50.2%	660,607
22 Transfers	-	-	-	0.0%	-
23 Total Expenditures	45,420,472	33,365,619	12,054,854	73.5%	29,615,046
24 Net Revenues and Expenditures	\$ 3,739,350	\$ 5,252,472			\$ (227,017)
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 March 31, 2024

		<u>CURRENT YEAR 2023-2024</u>			FY % 75.0%	<u>PRIOR YEAR 2022-2023</u>
		Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:						
1	Federal Support	\$ 748,522	\$ 446,018	\$ 302,504	59.6%	\$ 1,258,346
2	Student Fees	634,590	661,908	(27,318)	104.3%	601,148
3	State Support	109,807	79,808	29,999	72.7%	76,832
4	Other Sources	-	-	-	0.0%	127
5	Total Revenue	<u>1,492,919</u>	<u>1,187,734</u>	<u>305,185</u>	79.6%	<u>1,936,453</u>
Expenditures:						
6	Salaries	610,095	444,825	165,270	72.9%	481,454
7	Benefits	195,352	130,952	64,400	67.0%	127,425
8	Total Salaries & Benefits	<u>805,447</u>	<u>575,777</u>	<u>229,670</u>	71.5%	<u>608,879</u>
9	Materials and Supplies	435,019	196,061	238,958	45.1%	126,860
10	Contracted Non Instructional	21,320	10,103	11,218	47.4%	-
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	206,893	91,000	115,893	44.0%	68,308
15	Advertising	-	-	-	0.0%	-
16	Other Services	121,557	79,917	41,640	65.7%	79,607
17	Other Current Charges	11,444	10,365	1,079	90.6%	7,287
18	Total Current Expenses	<u>850,662</u>	<u>434,679</u>	<u>415,982</u>	51.1%	<u>327,975</u>
19	Capital Outlay	41,158	40,745	413	99.0%	898,836
20	Total Expenditures	<u>1,697,267</u>	<u>1,051,201</u>	<u>646,066</u>	61.9%	<u>1,835,690</u>
21	Net Revenues and Expenditures	<u>\$ (204,348)</u>	<u>\$ 136,533</u>			<u>\$ 100,763</u>



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

Budget Amendments

Fiscal Year 2023-2024

St. Johns River State College Budget Amendment Request

Fiscal Year 2023-24
Month March

Reason for Amendment

Fund Balance not Above 5% _____
 Amendment Number: 3 Transfer from Fund 1 _____
 Other (SBOE approval not required) x _____

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

Fund Name: General Fund Fund Number: 1

Category	Original Budget	Increase	Decrease	Amended Budget
Begin Fund Balance	12,439,823			12,439,823
Revenues	49,086,896	72,926		49,159,822
Total Available	61,526,719			61,599,645
Personnel	32,780,153			32,780,153
Expenses	10,516,449		34,894	10,481,555
Equipment	2,047,255	111,509		2,158,764
End Fund Balance	16,182,862			16,179,173
Total Accountable	61,526,719			61,599,645

Justification: Increase revenue budget for ASN and PN programs and Adult Education Performance Based funds. Categorical reclassification for Pipeline fund, and category changes as requested by departments for general operations.

Certified:  Date: 4-8-24
 Vice President for Finance

St. Johns River State College
Budget Amendment Activity
Fund 2: Restricted Funds

Fiscal Year 2023-24
 Month March

Amendment Number: 3

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

Fund Name: Restricted Fund

Category	Current Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 474,110			\$ 474,110
Revenues				
Student Fees	634,590			634,590
Federal Support	731,790	16,732		748,522
State Support	109,807			109,807
Other Sources	-			-
Total Revenue Budget	1,476,187	16,732	-	1,492,919
Expenditures:				
Salaries and Benefits	807,306	16,733	18,592	805,447
Current Expenses	840,845	16,535	6,718	850,662
Capital Outlay	9,883	31,275		41,158
Total Expenditure Budget	1,658,034	64,543	25,310	1,697,267
Increase(Decrease) in Fund Balance	(181,847)	(47,811)	(25,310)	(204,348)
Estimated Ending Fund Balance	\$ 292,263			\$ 269,762

Justification: Adjust revenue budgets and expenditure budgets due to transfer from SEOG to Federal Work Study program. Category changes allowed by grantor.

Certified:



Vice President for Finance

Date: 4-3-24

ST. JOHNS RIVER STATE COLLEGE
2023-24 RESTRICTED FUNDS
BUDGET ADMENDMENTS AS OF MARCH 31, 2023

	<u>2023-24 CURRENT BUDGET</u>	<u>BUDGET AMENDMENTS</u>	<u>CURRENT ADJUSTED BUDGET</u>	
<u>Revenue Budget</u>				
Carl Perkins	325,760		325,760	
Adult Education Family Literacy	328,435		328,435	
Federal Work Study Program	77,595	16,732	94,327	748,522
Criminal Justice Trust Fund	102,240		102,240	
Florida Job Growth Grant-Fin Tech	-		-	
Open Door Grant	1,067		1,067	
Wellness Program	6,500		6,500	109,807
Student Activities	625,000		625,000	
Criminal Justice Selection Center	9,590		9,590	634,590
Total Revenue	1,476,187	16,732	1,492,919	

	<u>2023-24 CURRENT BUDGET</u>	<u>PERSONNEL EXPENSES</u>	<u>CURRENT EXPENSES</u>	<u>CAPITAL OUTLAY</u>	<u>CURRENT ADJUSTED BUDGET</u>
<u>Expenditure Budget</u>					
Carl Perkins	325,760	(17,052)	(6,718)	23,770	325,760
Adult Education Family Literacy	328,435	(1,540)	1,540		328,435
Federal Work Study Program	77,595	16,732			94,327
Criminal Justice Trust Fund	105,612				105,612
Criminal Justice Selection Center	15,650				15,650
Open Door Grant-State	1,067				1,067
Wellness Program	24,998				24,998
Student Activities	778,917		14,996	7,505	801,418
Total Expenditures	1,658,034	(1,860)	9,818	31,275	1,697,267

St. Johns River State College
Budget Amendment Request
Fund 3: Auxiliary Fund

Fiscal Year 2023-2024
Month March

Amendment Number: 3

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

Fund Name: Auxiliary Fund Fund Number 3

Category	Current Budget	Increase	Decrease	Amended Budget
Est. Begin Fund Balance	\$ 7,781,431			7,781,431
Revenues	4,724,250			4,724,250
Total Available	12,505,681			12,505,681
Personnel	826,976			826,976
Current Expenses	3,868,140	120,850		3,988,990
Equipment/Leases	737,124	978	1,495	736,607
Total Expenditures	5,432,240			5,552,573
Total Budgeted Reserves	\$ 7,073,441			\$ 6,953,108

Justification: Increase expenditures budget to purchase new books for resale. Increase capital expenditures to purchase freezer. Category changes as requested by departments for general operations.

Certified: _____


Vice President for Finance

FUND 3: AUXILIARY FUND BUDGET DETAILS
3/31/2024

	31100 Bookstore	31130 Food/Vending	31140 TH Cultural Art	31150 TH Rentals	TOTAL
1 Begin Fund Balance	5,174,558	175,643	1,718,831	712,399	7,781,431
2 Budgeted Revenue-Beginning	1,545,500	17,000	2,924,500	237,250	4,724,250
3 Total Budgeted Revenue	1,545,500	17,000	2,924,500	237,250	4,724,250
4 Budgeted Expenses					
5 Personnel	346,583	-	339,390	141,003	826,976
6 Total Personnel	346,583	-	339,390	141,003	826,976
7 Operating	1,364,278	10,000	2,447,389	46,473	3,868,140
8 Purcahse Books	110,000				110,000
9 Shirft 4	9,000				9,000
10 PAC Café Freezer Malfunction		355			355
11 Signs Associated with Phase 1- Paint & Carpet			1,495		1,495
12 Total Operating	1,483,278	10,355	2,448,884	46,473	3,988,990
13 Equipment	6,150	-	8,254	-	14,404
14 Purchase Order Carryforward			475,155	247,565	722,720
15 SAC Café Freezer		978			978
16 Signs Associated with Phase 1 Paint & Carpet			(1,495)		(1,495)
17 Total Equipment	6,150	978	481,914	247,565	736,607
18 Total Budgeted Expenses	1,836,011	11,333	3,270,188	435,041	5,552,573
19 Increase(Decrease) in Fund Balance	(290,511)	5,667	(345,688)	(197,791)	(828,323)
20 Estimated Ending Fund Balance	4,884,047	181,310	1,373,143	514,608	6,953,108

**St. Johns River State College
Budget Amendment Request
Fund 7: Capital Outlay/Plant Fund**

Fiscal Year 2023-24
Month April

Amendment Number: 3

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

Fund Name: Plant Fund Number: 7

Category	Approved Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 18,367,869			\$ 18,367,869
Revenues	\$ 16,240,605			\$ 16,240,605
Expenditures:				
Capital Improvement Fee	\$ 2,736,307			\$ 2,736,307
Sale of Assets	38,422			38,422
Local Transfers	6,780,725			6,780,725
Capital Outlay & Debt Service (CO&DS)	468,300			468,300
Renovation/Remodel (PECO)	273,019			273,019
State Deferred Maintenance	<u>5,943,832</u>			<u>5,943,832</u>
Total Expenditure Budget	\$ 16,240,605	\$ -	-	\$ 16,240,605
Estimated Ending Fund Balance	<u>\$ 18,367,869</u>			<u>\$ 18,367,869</u>

Justification: Adjust carry forward budgets and contingency funds as needed for scope of work changes.

Certified: _____


Vice President for Finance

Date: 4-8-24

**ST. JOHNS RIVER STATE COLLEGE
2023-24 CAPITAL OUTLAY BUDGET
BUDGET AMENDMENT THREE**

	2023-24 APPROVED BUDGET	BUDGET AMENDMENT THREE	2023-24 AMENDED BUDGET
<u>REVENUE BUDGET</u>			
Capital Improvement Fee	\$ 2,736,307	\$ -	\$ 2,736,307
21/22 Rem/Ren/Add Instructional & Support-Orange Park Campus	273,019		273,019
Capital Outlay & Debt Service (CO&DS)	468,301		468,301
State Deferred Maintenance	5,943,832		5,943,832
Other Income	38,422		38,422
College Funds	6,780,724	-	6,780,724
2023-24 Capital Outlay Revenue Budget	\$ 16,240,605	\$ -	\$ 16,240,605
<u>EXPENDITURE BUDGET</u>			
<u>Capital Improvement Fee</u>			
FloArts Equipment Purchases	\$ 23,302	\$ -	\$ 23,302
PAC Building A (Admin.) Renovation (Academic Areas)	275,000	(275,000)	-
Student Safety Improvements	177,725		177,725
SAC Building V (Viking Center) Furnishings & Equipment	23,780		23,780
Classroom Eq-Learning Resources	20,097		20,097
Academic Departmental Capital Equipment Needs	55,898		55,898
Technology Refresh 2022-23	478,620		478,620
Technology Refresh 2023-24	250,000		250,000
C/W Carpet Replacement	20,090		20,090
PAC FloArts Black Box Renovation	22,697	37,303	60,000
Student Related Capital Purchases - Expenses	53,272		53,272
Cisco Phone Upgrade	64,000		64,000
Remodel/Addition to FloArts Building	-	275,000	275,000
Unallocated Funding	1,243,634	(37,303)	1,206,331
	\$ 2,708,115	\$ -	\$ 2,708,115
<u>Capital Improvement Fee - PSAV</u>			
Unallocated Funding	\$ 28,192	\$ -	\$ 28,192
	\$ 28,192	\$ -	\$ 28,192
<u>Sales of Assets</u>			
Miscellaneous Projects	\$ 11,497	\$ -	\$ 11,497
Sale of Assets Expenses	4,575		4,575
Unallocated Funding	22,350	-	22,350
	\$ 38,422	\$ -	\$ 38,422
<u>Local-Transfer</u>			
PAC Building A (Admin.) Renovation	\$ 955,439	\$ (953,189)	2,250
Tree Campus	5,000		5,000
SAC Building V (Viking Center) Addition/Renovation	37,265		37,265
Security Updates	122,952		122,952
Facilities Planning	1,953		1,953
PAC Covered Walkway	1,872		1,872
PAC Softball Batting Cage	3,520		3,520
Remodel/Addition to FloArts Building	-	953,189	953,189
Unallocated Funding	1,742	-	1,742
	\$ 1,129,743	\$ -	\$ 1,129,743
<u>Local-Workforce</u>			
OPC Construction (Building L Ren/Add)	\$ 10,486	\$ -	\$ 10,486
	\$ 10,486	\$ -	\$ 10,486

**ST. JOHNS RIVER STATE COLLEGE
2023-24 CAPITAL OUTLAY BUDGET
BUDGET AMENDMENT THREE**

Local-Deferred Maintenance

C/W Sidewalk Repairs	\$ 4,573	\$ -	\$ 4,573
PAC Covered Walkway	6,083		6,083
C/W Roof Repairs/Diagnostic Scans	337		337
C/W Miscellaneous Maintenance Projects	1,365,893		1,365,893
PAC Miscellaneous Deferred Maintenance (Beautification)	1,832,480		1,832,480
C/W Elevator Upgrades	112,360		112,360
PAC Site Improvements Project	2,000,000		2,000,000
	\$ 5,321,725	\$ -	\$ 5,321,725

Local-Capital Projects

SAC Chiller/Cooling Tower Replacement	\$ 9,730	\$ (1,033)	\$ 8,697
PAC Sewer Lift Station Replacement	150,000		150,000
PAC Sewer Line & Manhole Replacement Phase 1	122,080		122,080
Unallocated Funding	36,961	1,033	37,994
	\$ 318,771	\$ -	\$ 318,771

Capital Outlay & Debt Service

Furniture Replacement	\$ 5,010	\$ -	\$ 5,010
C/W Roof Repair	183	(183)	-
Infrastructure & Site Improvements	234,958		234,958
PAC Storm Water Master Plan	50,000		50,000
Civil Rights Assessment - ADA Compliance	15,353		15,353
Unallocated Funding	162,796	183	162,979
	\$ 468,300	\$ -	\$ 468,300

21/22 OPC Ren/Rem (PECO)

Unallocated Funding	\$ 273,019	\$ -	\$ 273,019
	\$ 273,019	\$ -	\$ 273,019

State Deferred Maintenance

PAC Building V Roof Replacement	\$ 346,637	\$ -	\$ 346,637
PAC Library Restroom/Window Wall System, ADA/Life Safety	1,697,195		1,697,195
SAC Chiller Replacement	1,400,000		1,400,000
OPC Chiller and Cooling Tower Replacement	1,300,000		1,300,000
PAC Sewer Piping Repair/Replacement	1,200,000		1,200,000
	\$ 5,943,832	\$ -	\$ 5,943,832

2023-24 Capital Outlay Expenditure Budget

	\$ 16,240,604	\$ -	\$ 16,240,604
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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

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

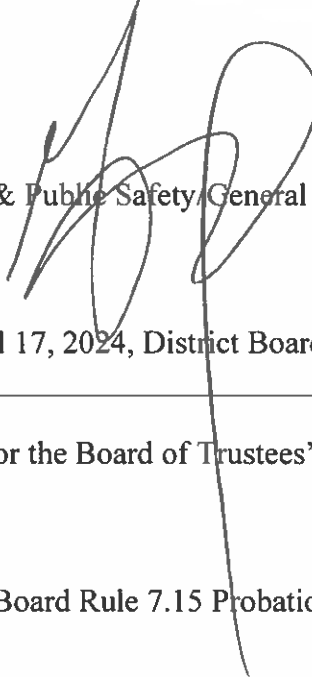
MEMORANDUM

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: April 9, 2024

SUBJECT: Informational Agenda Item: April 17, 2024, District Board of Trustees Meeting



The following Informational item is submitted for the Board of Trustees' approval at the April 17, 2024, meeting:

1. Information Only – Amendment to SJR Board Rule 7.15 Probation and Suspension Regulations

SJR 7.15 (R1) Academic Probation and Suspension Regulations

(Moved from 6.13, Name Change, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 5/15/24

Specific Authorities: FS 1004.68(1), FS 1001.64(8)(b), FS 1001.64(8)

A student will be placed on academic probation under the following circumstances:

- 1) The student is on academic probation or suspension at another institution upon transfer to St. Johns River State College;
- 2) The student is readmitted following a period of academic suspension from St. Johns River State College;
- 3) The student has a cumulative grade point average less than 2.0 once seven (7) College credit hours have been attempted. Upon attempting seven (7) College credit hours and thereafter a student must maintain a 2.0 cumulative G.P.A. or the student will be placed on probation.

After being on academic probation, the student must earn a minimum grade-point average of 2.0 for all hours attempted each term. To be removed from academic probation, a student must achieve an overall 2.0 grade-point average. A student on probation should not register for more than fourteen (14) credit hours, and may not officially represent the College.

A student on academic probation who fails to earn a satisfactory cumulative grade-point average as specified above, or who fails to earn a minimum term grade-point average of 2.0 will be placed on academic suspension and may not enroll the following term. Following a term of academic suspension, a student may enroll again on academic probation. ~~Should another suspension occur,~~ For a third or subsequent suspension, the student will be academically dismissed for a period of three academic semesters years. A student may petition for readmission during the dismissal by following the academic petitions process.

SJR 7.15 (R1) Academic Probation and Suspension Regulations

(Moved from 6.13, Name Change, Technical and Grammatical Changes, Specific Authorities Updated 6/01/05)

Approved 1/18/06; Amended 5/15/24

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TO: Joe Pickens, J.D.
College President

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

DATE: April 17, 2024

RE: **ACTION** and **INFORMATIONAL** Agenda Items
April 17, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the April 17, 2024, meeting:

1. **Approval:** Florida College System Notice of Intent for Bachelor of Science in Exceptional Student Education
2. **Approval:** Florida College System Notice of Intent for Bachelor of Science in Biological Sciences
3. **Approval:** Florida College System Notice of Intent for Bachelor of Science in Social and Human Services
4. **Approval:** Florida College System Notice of Intent for Bachelor of Applied Science in Digital Art and Media
5. **Approval:** Florida College System Notice of Intent for Bachelor of Applied Science in Performance Design and Production
6. **Information:** Reminder: Annual Presidential Evaluation due to AVP Chuck Romer by April 26, 2024

NOTICE OF INTENT

Form No. BAAC-01

Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed Notice of Intent form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need
- Planning process

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

Institution Name:	St. Johns River State College
Institution President:	Joe Pickens, J.D.

PROGRAM SUMMARY

1.1	Program name.	Bachelor of Science in Exceptional Student Education (K12) with ESOL and Reading Endorsements
1.2	Degree type.	<input checked="" type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	13.1001
1.5	Anticipated program implementation date.	August 2025
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program: Click or tap here to enter text.
1.7	Is the degree program a STEM focus area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	N/A

PROGRAM DESCRIPTION

*2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.*

St. Johns River State College's proposed Bachelor of Science in Exceptional Student Education (BS-ESE) program with endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12) will train and educate teachers to assist and empower children with disabilities who need specially designed instruction and related services to meet the increasing demand for locally ESE-credentialed educators. With a focus on a high-quality education, flexibility, and experiential learning, this degree provides an opportunity for all students, specifically non-traditional students, to pursue their bachelor's degree in an educational setting best suited for their needs.

The workforce demand for teachers certified in the field of ESE is currently not being met, and this gap is projected to continue to grow both within our local region and statewide. Annually, the Florida Department of Education publishes a list of the "High Demand Teacher Needs," and for the 2024-2025 academic year, the subject area "ESE" which includes Exceptional Student Education is ranked first of all subjects in terms of need. ESE also ranks first in terms of the number of projected vacancies for 2024-25, and in 2022-23, ESE ranked first in total number of courses taught by teachers not certified in the appropriate field. In SJR State's tri-county service district of Clay, Putnam, and St. Johns Counties, the annual unmet need of ESE baccalaureate graduates is 73, and this unmet need increases to 141 throughout Workforce Region 8.

The BS-ESE degree will require a total of 120 semester credits and be a 2+2 program articulating from the Associate in Arts (AA) degree. All applicants will be required to have an earned associates degree prior to admission to include a total of 36 credits of general education coursework and 24 baccalaureate prerequisite and elective credits. The required prerequisite coursework will align with Florida's Common Prerequisite Manual, and a passing score on two of the four sections of the General Knowledge Test (GK) on the Florida Teacher Certification Exam (FTCE) will also be completed before being admitted into the program.

After admission, students will be required to complete a total of 60 upper division credits in Classroom Management, Instructional Strategies, Reading, English for Speakers of Other Languages (ESOL), and Exceptional Student Education (ESE). The curriculum will ensure that candidates and completers are prepared to instruct kindergarten through grade 12 (K-12) students to meet high standards for academic achievement. The program faculty will instruct and assess each candidate's progress and mastery of the Uniform Core Curricula (UCC) in coursework and field experiences, as defined in Rule 6A 5.066(1) to include: 1) instruction/assessment in Florida Educator Accomplished Practices; 2) curricula and instruction using state-adopted content standards; 3) scientifically-researched and evidence-based reading instruction; 4)

content literacy and mathematical practices; 5) appropriate instruction strategies for English language learners, students with disabilities, differentiation, and classroom management; 6) early identification of students in crisis or experiencing a mental health challenge and referral methods; and 7) strategies to support the use of technology in education and distance learning. Multiple field experience placements will be required, culminating in a semester-long teaching experience. Obtaining a passing score on the professional education and subject area sections of the FTCE will be required prior to graduation.

All upper- and lower-division courses and course content will comply with Florida Statutes and Florida State Board of Education Rules.

As part of the initial exploration of potential baccalaureate degree expansion, SJR State surveyed interested community members and current, future, and former SJR State students to determine their career and educational interests. In addition to focusing on local, regional, and state employment data and trends, SJR State has also engaged with its Teacher Education Advisory Board members to ensure that the proposed curriculum is in alignment with and will meet the needs of Clay, Putnam, and St. Johns Counties. St. Johns River State College's baccalaureate in Exceptional Student Education is being proposed in response to this feedback and the documented gap between the projected number of open positions and the number of baccalaureate graduates being produced within our service district and region.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

Graduates of St. Johns River State College's Bachelor of Science in Exceptional Student Education will be prepared for a wide range of in-demand careers in the field of special education that currently have significant unmet need. This degree will prepare graduates specifically for employment as K12 special education teachers. Average annual earnings range from over \$49,000 for Special Education Preschool Teachers to just under \$69, 000 for Special Education Preschool Teachers (see Table 3.1.2).

It is important to note that although this proposed baccalaureate degree is being designed for the residents and employers of the College's tri-county service district, Clay, Putnam, and St. Johns Counties serve as "bedroom communities" for the greater Jacksonville area of Workforce Region 8, and residents of these counties generally anticipate pursuing job opportunities outside of their home county. Furthermore, school districts in the greater Jacksonville area count on the residents of Clay, Putnam, and St. Johns Counties to fill teaching vacancies within their schools. For these reasons, the scope of analysis within this proposal has been broadened beyond SJR State's tri-county service district to include all of Workforce Region 8.

While the Florida Department of Economic Opportunity (DEO) reports a healthy workforce outlook in Florida, it does not disaggregate data for teachers by field. However, data from Lightcast (formerly EMSI) indicates a projected growth of nearly 6.2% and 73 annual job openings in SJR State's three-county district (see Table 3.1.2), and an additional 75 annual job openings are projected in Baker, Bradford, and Duval counties for a total of 158 annual job openings within the six-county Workforce Region 8 (see Table 3.1.2b). Furthermore, according to the Florida Department of Education, in 2021-22 statewide there were 1,321 vacancies for Special Education teachers which represented 16.73% of vacancies that year. It should also be noted that over 46% of the current Region 8 Special Education teacher workforce are eligible for retirement in the next five years.

Within SJR State's service district of Clay, Putnam, and St. Johns Counties, there is currently no supplier of graduates in this field as there are no public universities and only one private university (Flagler College) that does not offer a baccalaureate degree with concentration in this area. Increasing the scope of analysis to all of northeast Florida reveals that the colleges and universities in all of Region 8 (University of North Florida, Florida State College at Jacksonville, Jacksonville University, Edward Waters University, Flagler College, and St. Johns

River State College) are only producing an average of 17 baccalaureate graduates per year in related CIP codes (see Tables 3.1.3 and 3.13b).

As tables 3.1.2, 3.12b, 3.1.3, 3.13b, and 3.1.4 illustrate, the supply of graduates of programs in the field of Special Education is not meeting the demand of the local workforce, resulting in an unmet need of 73 graduates per year in SJR State's District and 141 graduates per year throughout Region 8 according to the Lightcast and IPEDS data.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object," and then "Open." To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

[CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION](#)

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
						Total	0			

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Lightcast)

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object," and then "Open." To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Special Education Teachers, Preschool	25-2051	Clay, Putnam, St. Johns	27	29	7.41	18	\$23.71	\$ 49,315	B	B
Special Education Teachers, Kindergarten and	25-2052	Clay, Putnam, St. Johns	154	172	11.69	106	\$30.01	\$ 62,414	B	B
Special Education Teachers, Middle	25-2057	Clay, Putnam, St. Johns	73	75	2.74	46	\$29.65	\$ 61,665	B	B
Special Education Teachers, Secondary	25-2058	Clay, Putnam, St. Johns	555	606	9.19	363	\$33.02	\$ 68,678	B	B
Special Education Teachers, All Other	25-2059	Clay, Putnam, St. Johns	76	83	9.21	50	\$27.35	\$ 56,892	B	B
								\$ -		
								\$ -		
								\$ -		
					Total	73	\$ 28.75	\$ 59,793		

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Lightcast)

3.1.2b The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Special Education Teachers, Preschool	25-2051	Region 8	54	60	11.11	37	\$22.93	\$ 47,700	B	B
Special Education Teachers, Kindergarten and Elementary School	25-2052	Region 8	342	377	10.23	229	\$30.44	\$ 63,316	B	B
Special Education Teachers, Middle School	25-2057	Region 8	117	127	8.55	79	\$29.40	\$ 61,142	B	B
Special Education Teachers, Secondary School	25-2058	Region 8	1312	1379	5.11	794	\$33.46	\$ 69,591	B	B
Special Education Teachers, All Other	25-2059	Region 8	191	207	8.38	124	\$27.04	\$ 56,236	B	B
								\$ -		
								\$ -		
								\$ -		
					Total	158	\$ 28.65	\$ 59,597		

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to “Worksheet Object”, and then “Open”. To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021-22	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
The SJR State service district (Clay, Putnam, and St. Johns) does not have an institution that awards degrees in Exceptional/Special Education.	13.1001	0	0	0	0	0	0
	Total	0	0	0	0	0	0

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

	Demand	Supply		Range of Estimated Unmet Need	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total				0	0
Other Totals	158	24	17	134	141

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Northeast Florida is presently ranked as one of the top five job markets in the nation, generating 5,300 new jobs with almost 4.1 billion dollars in private investment capital (2021 JAXUSA Biennial Report). Specific to this proposed degree, given that Florida's public school system is the 4th largest school system in the United States with more than 4,000 public schools enrolling almost 3 million students each year, the existing critical shortage of qualified teachers in Florida, and public school enrollment in Florida projected to increase by nearly 5% over the next ten years, the job outlook for public school teachers is predicted to continue to increase.

Furthermore, Section 1012.07, Florida Statutes, requires the State Board of Education to annually identify critical teacher shortages areas based on the recommendation of the Commissioner of Education. Annually, the Florida Department of Education publishes this in the document "High Demand Teacher Needs," and for the 2024-2025 academic year, the subject area "ESE" which includes Exceptional Student Education is ranked first of all subjects in terms of need. ESE also ranks first in terms of the number of projected vacancies for 2024-25, and in 2022-23, ESE ranked first in total number of courses taught by teachers not certified in the appropriate field.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

Not applicable as no occupations requiring below or above the level of a baccalaureate degree are included in this analysis.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

The career paths and potential employment opportunities for graduates of St. Johns River State College's proposed Exceptional Student Education baccalaureate degree will encompass a myriad of professions within education and related fields.

In accordance with Florida Statute and Florida Department of Education State Board Rule, St. Johns River State College's Bachelors degrees are all 2 + 2 degrees, so students in this proposed baccalaureate program must first earn their Associate in Arts (AA) degree. Students will be able to begin their academic program as early as high school by enrolling in general education and teacher education courses that lead towards the AA degree through dual enrollment.

Simultaneous to pursuing their associates degree, students will be able to begin their career path in entry-level occupations in the field that requires a high school diploma or some postsecondary credit or an associate degree such as a paraprofessional or substitute teacher. Course offerings at both the Associates and Baccalaureate level will be designed to accommodate traditional as well as nontraditional students and will be scheduled in the evenings and online, enabling students to hold entry-level positions in the field while simultaneously pursuing their baccalaureate degree.

With their earned baccalaureate degree, graduates will be prepared to competitively enter the workforce in a variety of positions and career paths including ESE teacher, ESE Coordinator, and intervention specialist, and their degree coupled with experience working in the field will also support their promotion into positions with greater scope and leadership.

In addition to preparing students for employment, this baccalaureate degree will prepare students who wish to pursue graduate study for transfer into Masters programs such as administration and/or other graduate studies such as guidance counselor. The creation of a seamless pathway into graduate studies via articulation to neighboring universities has already begun.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees, and any other areas.

Date	Activity
11/3/2023	In response to discussion with and amongst faculty, community stakeholders, and students, on November 3, 2023, a group of faculty and academic leadership met to develop several workgroups to explore the expansion of SJR State baccalaureate degree programs. Items to be discussed by the workgroups include the top occupations in SJR State's service district and Region 8, the average number of available jobs, the typical entry-level education required, and the unmet graduate need.
Nov 2023	SJR State surveyed its current students regarding their interest in pursuing a baccalaureate degree in Exceptional Student Education at SJR State. Survey results indicated that 6% (n=147) were interested in this teaching degree.
11/13/2023	After examining the data and determining it reflected a local need for baccalaureate graduates in the field of Exceptional Student Education, SJR State faculty and leadership submitted to College Administration an email of intent to begin the process of exploring curriculum and program development.
11/15/2023	During the President's Cabinet Meeting, SJR State's President, Vice Presidents, and senior leadership team discussed the data, next steps, and timeline of the faculty workgroup's baccalaureate degree development efforts. During this meeting, the President's Cabinet indicated support for the potential program.
11/21/2023	Dr. Brown shared with the College's IPC the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the IPC voted to approve the continued development of the Bachelors in Exceptional Student Education with a targeted implementation of Fall 2025.
12/6/2023	Dr. Brown shared with the SJR State Board of Trustees the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the Board of Trustees voted to approve the continued development of the Bachelors in Exceptional Student Education with a targeted implementation of Fall 2025.
12/16/2023	During the Teacher Education faculty department meeting, the faculty discussed the data and program and curriculum research that had been completed by the workgroup and voted to approve the continued development of the Bachelors in Exceptional Student Education with a targeted implementation of Fall 2025.
Jan 2024	Faculty began developing the curriculum, pathways to degree, course descriptions, and course outlines for the proposed Baccalaureate degree in Exceptional Student Education.

1/22/2024	During the Academic Affairs Curriculum meeting, the faculty workgroup's baccalaureate degree development efforts and the data supporting the degree development were discussed. At this time, the Academic Affairs Curriculum Committee voted to approve the continued development of the Bachelors in Exceptional Student Education with a targeted implementation of Fall 2025.
3/15/2024	The Teacher Education faculty voted to approve the submission of the NOI and continued development of the Bachelor of Science in Exceptional Student Education with a targeted implementation date of Fall 2025.
3/28/2024	The members of the President's Cabinet reviewed the NOI and indicated support of its submission to IPC and continued development of the BAS in Exceptional Student Education with a targeted implementation of Fall 2025.
4/2/2024	SJR State IPC approved the NOI and continued development of the BS in Exceptional Student Education with a targeted implementation of Fall 2025.
4/17/2024	SJR State Board of Trustees to consider approval of the NOI for the Bachelors in Exceptional Student Education with a targeted implementation of Fall 2025.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Date	Activity
9/20/2018	At SJR State's annual Teacher Education Advisory Board, Advisory Board members from the Clay, Putnam, and St. Johns County School Districts discussed the need for SJR State to develop additional bachelor's degrees leading to certification in critical needs areas including ESE, science, and mathematics. SJR State leadership vowed to research and pursue this as budgets and other considerations allow.
10/1/2019	Advisory Board members, at the annual SJR State Teacher Education Advisory Board meeting, discussed the need for specific programs in exceptional student education behavior management as well as critical teacher shortage areas such as math and science. Board members inquired on a plan to add a bachelor's degree in Exceptional Student Education as well as certification science and math. SJR State leadership indicated that research for the need of the critical areas has begun.
10/14/2020	At SJR State's annual Teacher Education Advisory Board meeting, held virtually due to COVID, an advisory board member discussed the need for teachers to have specialized training in Exceptional Student Education. Board members agreed and discussed the continued need of critical shortage areas such as math and science. SJR State leadership indicated that research has begun and is ongoing on determining what bachelor's degrees are needed in the tri county area the college serves. SJR State leadership indicated that budget considerations were being reviewed in response to the advisory board's feedback of these critical areas.
10/21/2021	Advisory board members present at the annual advisory board indicated the ongoing need for critical shortage areas of special education teachers, math and science. SJR State leadership indicated the college will be exploring these areas as possible future programs.
10/20/2022	SJR State's Teacher Education Advisory Board members stressed the need for teachers who are certified in critical shortage areas such as math, science, and Exceptional Student Education. SJR State leadership indicated they are aware and is actively exploring these critical areas.
10/16/2023	Advisory board members inquired on the status of adding additional programs in critical shortage areas such as Exceptional Student Education, science and math. SJR State leadership is actively exploring with considerations being made to the budget.
2/6/2024	SJR State's Teacher Education Advisory Board voted to approve the development of a Bachelor of Science in Exceptional Student Education.

3/14/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Putnam County School District about the proposed BS in Exceptional Student Education. Kristin Carroll (PCSD Administrator of Certification, Recruitment, Novice Teacher Program, Instructional Experience, Intern Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Kristin Carroll and Executive Director of Human Resources Tonya Whitehurst.
3/26/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the St. Johns County School District about the proposed BS in Exceptional Student Education. Parker Raimann (SJCSJ Director of Instruction Personnel) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Parker Raiman and Associate Superintendent of Human Resources Wayne King.
3/27/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Clay County School District about the proposed BS in Exceptional Student Education. Samantha Wright (CCSD Supervisor of Certified Teacher Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to Ms. Wright providing additional information.

4.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

Date	Activity
3/12/2024	SJR State submitted a posting in Florida’s Academic Program Pre-Proposal Recognition System (APPRiSe) to notify all post-secondary institutions statewide that the College is considering developing a baccalaureate degree in exceptional student education and provide advance opportunity for discussion and collaboration. The comment period is scheduled to close April 26, 2024.
3/25/2024	SJR State’s President Pickens spoke with Florida State College at Jacksonville President Dr. Avendano about SJR State’s proposed bachelors degree in Exceptional Student Education. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
3/25/2024	SJR State’s President Pickens spoke with Daytona State College President Dr. LaBosso about SJR State’s proposed bachelors degree in Exceptional Student Education. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
4/5/2024	SJR State’s President Pickens spoke with Flagler College President Delaney about SJR State’s proposed bachelors degree in Exceptional Student Education. President Delaney shared that Flagler College did not object to the proposal.
4/5/2024	<p>Dr. John Kantner, Senior Associate Provost for Faculty and Research at the University of North Florida, entered the following comment in Florida’s Academic Program Pre-Proposal Recognition System (APPRiSe):</p> <p><i>“We would like to express our concerns regarding the potential impact of this proposed program on the enrollments of existing programs, particularly at the University of North Florida. We have a well-established ESE program with endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12). We have recently invested significant resources in redesigning our programs to ensure accessibility and flexibility for all students. Our program has been carefully redesigned to meet the needs of a diverse student population, including non-traditional students, by offering multiple pathways to licensure, including online and apprenticeship models. Expanding our existing program to accommodate a larger number of students has been particularly in response to the critical shortage of Special Education teachers statewide. Our efforts to meet this demand have involved collaborating with local school districts and community partners , including Clay and St Johns Counties, to provide practical, hands-on training opportunities for aspiring educators. We are concerned that the introduction of a similar program at SJR State, particularly within our College’s Workforce Region 8, will have a detrimental impact on our own enrollments. SJR State's program will draw prospective students away from UNF as their tuition is lower. This will create direct competition for a degree program</i></p>

that already struggles to attract a significant number of students in across Florida.”

SJR State leadership will reach out to the University of North Florida to discuss their concerns and brainstorm ways in which SJR State and UNF can work together to help address the critical teacher shortage throughout Florida, particularly in Putnam, St. Johns, and Clay Counties. These conversations will be summarized in the Baccalaureate Proposal.

NOTICE OF INTENT

Form No. BAAC-01

Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed Notice of Intent form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need
- Planning process

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

Institution Name:	St. Johns River State College
Institution President:	Joe Pickens, J.D.

PROGRAM SUMMARY

1.1	Program name.	Bachelor of Science in Biological Sciences
1.2	Degree type.	<input checked="" type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	26.0101
1.5	Anticipated program implementation date.	August 2025
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program:
1.7	Is the degree program a STEM focus area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	Optional concentration in K12 teaching

PROGRAM DESCRIPTION

*2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.*

St. Johns River State College's proposed Bachelor of Science degree in Biological Sciences will provide students with the skills and credentials required to enter the workforce or pursue graduate studies. The program will also have an optional track for those interested in pursuing a career as a teacher in Florida.

The workforce demand for professionals trained in the field of biology is currently not being met, and this gap is projected to continue to grow both within our local region and nationwide. In the College's three-county service district of Clay, Putnam, and St. Johns Counties, total job growth in occupations directly related to the Biological Sciences degree is projected to increase over 10% from 2023 to 2031, the estimated annual unmet need of graduates is over 140, and these jobs will have an average hourly salary of approximately \$30 (SOURCE: Lightcast Service District Report-Biological Sciences).

This BS in Biological Sciences will provide students the knowledge and skills needed to go straight into the workforce or pursue a graduate program. The degree's curriculum will prepare students for entry into a variety of fields including health, food safety, forensics, K12 teaching, and other careers requiring a high level of technical skill. Additionally, the curriculum will be aligned to articulate into local graduate programs in biology, physical therapy, and physician assistant.

The BS degree will require a total of 120 semester credits and be a 2+2 program articulating from the Associate in Arts (AA) degree. All applicants will be required to have an earned associates degree prior to admission to include a total of 36 credits of general education coursework and 24 baccalaureate prerequisite and elective credits. The required prerequisite coursework will align with Florida's Common Prerequisite Manual and will also be completed before being admitted into the program.

After admission into the Bachelor of Science in Biological Sciences, students will be required to complete a total of 60 credits distributed as follows: 20 credits of lower-division core courses, 25 credits of upper-division core courses, and 15 credits of upper-division elective courses.

All upper- and lower-division courses and course content will comply with Florida Statutes and Florida State Board of Education Rules.

As part of the initial exploration of potential baccalaureate degree expansion, SJR State surveyed interested community members and current, future, and former SJR State students to determine their career and educational interests. In addition to focusing on local, regional, and state

employment data and trends, SJR State has also engaged with partners in business and industry to ensure that the proposed curriculum is in alignment with and will meet the needs of Clay, Putnam, and St. Johns Counties. St. Johns River State College's baccalaureate in Biological Sciences is being proposed in response to this feedback and the documented gap between the projected number of open positions and the number of baccalaureate graduates being produced within our service district and region.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

Graduates of St. Johns River State College's Bachelor of Science in Biological Sciences degree will be prepared for a wide range of in-demand careers that currently have significant unmet need. This degree will prepare graduates specifically for employment as Biological Scientists, Food Safety Inspectors, Forensic Science Technicians, and K12 public school teachers. Average annual earnings for biological sciences baccalaureate graduates working in these fields is in the mid-\$60,000 range.

It is important to note that although this proposed baccalaureate degree is being designed for the residents and employers of the College's tri-county service district, Clay, Putnam, and St. Johns Counties serve as "bedroom communities" for the greater Jacksonville area of Workforce Region 8, and residents of these counties generally anticipate pursuing job opportunities outside of their home county. Furthermore, employers in the greater Jacksonville area count on the residents of Clay, Putnam, and St. Johns Counties to fill vacancies within their organizations. For these reasons, the scope of analysis within this proposal has been broadened beyond SJR State's tri-county service district to include all of Workforce Region 8. The Departments of Health and the Utilities Departments throughout Workforce Region 8, the Florida Department of Environmental Protection and Florida Park Service, Johnson & Johnson, Pfizer, the St. Johns River Water Management District, and our local school districts are just a few of the potential employers in our region that will pursue graduates of this proposed degree. Additionally, employment opportunities as Food Safety Inspectors are available in both the public (County Health Departments) and private (AFC Franchise Corporation) sectors.

While the Florida Department of Economic Opportunity (DEO) reports a healthy workforce outlook in Florida for careers in these occupations with a projected growth of over 6% statewide between 2023 and 2031, even greater need is projected within the College's local service district. Data from Lightcast (formerly EMSI) indicates a projected growth of over 10% and 141 annual job openings in SJR State's three-county district (see Table 3.1.2), and an additional 223 annual job openings are projected in Baker, Bradford, and Duval counties for a total of 364 annual job openings within the six-county Workforce Region 8 (see Table 3.1.2b).

Within SJR State's service district of Clay, Putnam, and St. Johns Counties, there is currently no supplier of graduates in this field. There are no public universities in our service district and the one private university (Flagler College) does not offer a baccalaureate degree with concentration in this area. Increasing the scope of analysis to all of northeast Florida reveals that the colleges and universities in all of Region 8 (University of North Florida, Florida State

College at Jacksonville, Jacksonville University, Edward Waters University, Flagler College, and St. Johns River State College) are only producing an average of 222 baccalaureate graduates per year in related CIP codes (see Table 3.1.3).

As tables 3.1.1, 3.1.2, 3.1.3, and 3.1.4 illustrate, the supply of graduates of programs in the field of Biological Sciences is not meeting the demand of the local workforce, resulting in an unmet need of more than 140 graduates per year according to the Lightcast and IPEDS data.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Name/Title	SOC Code	County/Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Secondary School Teachers, Except Special and Career/Technical Education	25-2031	Clay, Putman, & St. Johns	1419	1513	6.62	885	\$31.27	\$ 65,042	B	B
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
					Total	111	\$ 31.27	\$ 65,042		

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Lightcast) – SJR State Service District

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Natural Sciences Managers	11-9121	Clay, Putnam, & St. Johns	43	53	23.26	36	\$47.61	\$ 99,029	B	B
Biological Scientists, All Other	19-1029	Clay, Putnam, & St. Johns	25	31	24.00	22	\$31.15	\$ 64,792	B	B
Agricultural Technicians	19-4012	Clay, Putnam, & St. Johns	12	14	16.67	15	\$20.57	\$ 42,786	A	A
Food Science Technicians	19-4013	Clay, Putnam, & St. Johns	13	15	15.38	18	\$29.75	\$ 61,880	A	A
Biological Technicians	19-4021	Clay, Putnam, & St. Johns	24	31	29.17	35	\$22.47	\$ 46,738	B	B
Forensic Science Technicians	19-4092	Clay, Putnam, & St. Johns	24	27	12.50	27	\$26.34	\$ 54,787	B	B
Secondary School Teachers, Except Special and Career/Technical Education	25-2031	Clay, Putnam, & St. Johns	1570	1734	10.45	978	\$31.81	\$ 66,165	B	B
								\$ -		
								\$ -		
						Total	141	\$ 29.96	\$ 62,311	

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Light Cast) – Region 8

3.1.2.b The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Natural Sciences Managers	11-9121	Region 8	256	285	11.33	180	\$ 45.35	\$ 94,328	B	B
Biological Scientists, All Other	19-1029	Region 8	199	213	7.04	134	\$ 29.60	\$ 61,568	B	B
Agricultural Technicians	19-4012	Region 8	40	44	10.00	50	\$ 19.24	\$ 40,019	A	A
Food Science Technicians	19-4013	Region 8	100	108	8.00	122	\$ 30.93	\$ 64,334	A	A
Biological Technicians	19-4021	Region 8	123	141	14.63	149	\$ 22.72	\$ 47,258	B	B
Forensic Science Technicians	19-4092	Region 8	102	111	8.82	111	\$ 26.53	\$ 55,182	B	B
Secondary School Teachers, Except Special and Career/Technical Education	25-2031	Region 8	3780	3983	5.37	2162	\$ 31.83	\$ 66,206	B	B
								\$ -		
					Total	364	\$ 29.46	\$ 61,271		

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Program				Number of Degrees Awarded			
Institution Name	CIP	2021-2022	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
The SJR State service district (Clay, Putnam, and St. Johns counties) does not have an institution that awards a bachelors degree in Biology/Biological Sciences	26.0101	0	0	0	0	0	0
University of North Florida (Region 8)	26.0101	198	166	166	140	126	159
Edward Waters University (Region 8)	26.0101	17	17	10	16	8	14
Jacksonville University (Region 8)	26.0101	24	14	9	16	11	15
FSCJ (Region 8)	26.0102	28	45	30	28	41	34
	Total	267	242	215	200	186	222

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

	Demand	Supply		Range of Estimated Unmet	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total (Service District)	111	0	0	111	111
Light Cast Total (Service District)	141	0	0	141	141
Light Cast Total (Region 8)	364	267	222	97	142

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Northeast Florida is presently ranked as one of the top five job markets in the nation, generating 5,300 new jobs with almost 4.1 billion dollars in private investment capital (2021 JAXUSA Biennial Report). Specific to this proposed degree, the demand for biology majors is on the rise, creating a significant unmet need in the region. This growing demand is attributed to several factors that underscore the need for individuals with a background in biology to address specific challenges and opportunities unique to the area.

One of the factors for the growing demand of biology majors is that Northeast Florida is home to diverse ecosystems, including coastal habitats, wetlands, and unique flora and fauna. The preservation and conservation of these ecosystems requires skilled professionals who understand the intricate relationships within the environment. Biology majors play a crucial role in studying and protecting the region's biodiversity, ensuring the sustainability of natural resources for future generations.

Furthermore, the healthcare industry in Northeast Florida is expanding rapidly, contributing to the increasing demand for biology majors. As the region experiences population growth, there is a parallel need for healthcare professionals and researchers who can address public health issues, conduct cutting-edge medical research, and contribute to advancements in biotechnology.

The proximity of Northeast Florida to various research institutions, pharmaceutical companies, and medical facilities also adds to the demand for skilled biology graduates. Collaborations between academia and industry are flourishing, creating opportunities for biology majors to engage in groundbreaking research, drug development, and biotechnological innovations.

In addition to the occupations previously discussed, given that Florida's public school system is the 4th largest school system in the United States with more than 4,000 public schools enrolling almost 3 million students each year ([Recruitment Programs \(fldoe.org\)](#)), the existing critical shortage of qualified teachers in Florida, and public school enrollment in Florida projected to increase by nearly 5% over the next ten years

(https://nces.ed.gov/programs/digest/d22/tables/dt22_203.20.asp), the job outlook for public school teachers is predicted to continue to increase. Annually, the Florida Department of Education identifies the "High Demand Teacher Needs" for the upcoming year, and science teachers always place high on this list. For the 2024-2025 academic year, the subject area "Science—General" was ranked 2nd of all subjects in terms of need while "Science—Physical" was ranked 5th and "Science—Earth & Space" was ranked 7th.

[High Demand Teacher Needs Areas 2024-25 \(fldoe.org\)](#)

Although this baccalaureate degree will not be an approved State of Florida Initial Teacher Certification program, it will have an optional pathway that includes 15-credits of upper-level coursework that meet the curricular requirements for alternative teacher certification. Including teacher preparation coursework as part of the baccalaureate degree is intended to provide students with exposure to teaching as a potential career path and provide these students with the confidence and skills necessary to succeed as teachers in their own classrooms. St. Johns River State College's Department of Teacher Education has a long history of successfully supporting students who choose alternative teacher certification, and the department stands ready to support students in this proposed degree pathway.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

While some of the occupations cited in the demand section of this proposal such as Agricultural Technician and Food Services Technician require either a high school diploma, some postsecondary education, or an associate degree, baccalaureate degrees are generally required for promotion within the profession because they provide a broader knowledge base for independent decision-making and problem solving, exceptional communication and analytical skills, and efficient technology skills.

In addition to occupations that require a bachelor's degree or less, there are also occupations that require education above the level of a baccalaureate degree that will be of potential interest to candidates for this proposed degree in Biological Sciences. Because these occupations require post-baccalaureate, graduate-level studies, the occupations have not been included in this analysis. However, graduates of this degree will be prepared for and eligible to continue their study to prepare for professions such as Epidemiologist, Physician, Physical Therapist, and Physician Assistant, and St. Johns River State College has, therefore, begun the process of establishing articulation agreements with both public and private universities within or nearby the College's service district.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

The career paths and potential employment opportunities for graduates of St. Johns River State College's Biological Sciences baccalaureate degree will encompass a myriad of professions within biology and related fields.

In accordance with Florida Statute and Florida Department of Education State Board Rule, St. Johns River State College's Bachelor's degrees are all 2 + 2 degrees, so students in this proposed baccalaureate program must first earn their Associate in Arts (AA) degree. Students will be able to begin their academic program as early as high school by enrolling in general education courses that lead towards the AA degree through dual enrollment.

Simultaneous to pursuing their associate degree, students will be able to begin their career path in entry-level occupations in the field such as Agricultural Technician that require a high school diploma or some postsecondary credit or an associate degree. Course offerings at both the Associates and Baccalaureate level will therefore be designed to accommodate traditional as well as nontraditional students and many will be scheduled in the evenings and online, enabling students to hold entry-level positions in the field while simultaneously pursuing their baccalaureate degree.

With their earned baccalaureate degree, graduates will be prepared to competitively enter the workforce in a variety of positions and career paths including Forensic Science Technician, Natural Sciences Manager, and K12 Teacher, and their degree coupled with experience working in the field will also support their promotion into positions with greater scope and leadership.

In addition to preparing students for employment, this baccalaureate degree will prepare students who wish to pursue graduate study for transfer into Master's and other graduate programs in Biology and other sciences. Upon completion of these graduate programs, additionally career paths and employment opportunities will be available. The creation of a seamless pathway into graduate studies via articulation to neighboring universities has already begun.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees and any other areas.

Date	Activity
11/3/2023	In response to discussion with and amongst faculty, community stakeholders, and students, on November 3, 2023, a group of faculty and academic leadership met to develop several workgroups to explore the expansion of SJR State baccalaureate degree programs. Items to be discussed by the workgroups include the top occupations in SJR State's service district and Workforce Region 8, the average number of available jobs, the typical entry-level education required, and the unmet graduate need.
Nov 2023	SJR State surveyed its current students regarding their interest in pursuing a baccalaureate degree in Biological Sciences at SJR State. Survey results indicated that 13% of students selected Biological Sciences as their preferred baccalaureate degree. The Biological Sciences along with Human Services programs were the top two choices of students.
11/13/2023	After examining the data and determining it reflected a local need for baccalaureate graduates in the field of Biological Sciences, SJR State faculty and leadership submitted to College Administration an email of intent to begin the process of exploring curriculum and program development.
11/15/2023	During the President's Cabinet Meeting, SJR State's President, Vice Presidents, and senior leadership team discussed the data, next steps, and timeline of the faculty workgroup's baccalaureate degree development efforts. During this meeting, the President's Cabinet indicated support for the potential program.
11/21/2023	Dr. Brown shared with the College's IPC the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the IPC voted to approve the continued development of the Bachelors in Biological Sciences with a targeted implementation of Fall 2025.
12/6/2023	Dr. Melanie Brown (SJR State's Chief Operating Officer) shared with the SJR State Board of Trustees the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the Board of Trustees voted to approve the continued development of the Bachelors in Biological Sciences with a targeted implementation of Fall 2025.
12/13/2023	During the Biological Sciences faculty department meeting, the Biological Sciences faculty discussed the data and program and curriculum research that had been completed by the workgroup and voted to approve the continued

	development of the Bachelors in Biological Sciences with a targeted implementation of Fall 2025.
January 2024	Faculty began developing the curriculum, pathways to degree, course descriptions, and course outlines for the proposed Baccalaureate degree in Biological Sciences.
1/22/2024	During the Academic Affairs Curriculum meeting, the faculty workgroup's baccalaureate degree development efforts and the data supporting the degree development were discussed. At this time, the Academic Affairs Curriculum Committee voted to approve the continued development of the Bachelors in Biological Sciences with a targeted implementation of Fall 2025.
3/15/2024	The Biological Sciences faculty voted to approve the submission of the NOI and continued development of the BS in Biological Sciences with a targeted implementation of Fall 2025.
3/28/2024	The members of the President's Cabinet reviewed the NOI and indicated support of its submission to IPC and continued development of the BS in Biological Sciences with a targeted implementation of Fall 2025.
4/2/2024	SJR State IPC approved the NOI and continued development of the BS in Biological Sciences with a targeted implementation of Fall 2025.
4/17/2024	Board of Trustees to consider approval of the NOI for the BS in Biological Sciences with a targeted implementation of Fall 2025.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Date	Activity
Nov 2023	SJR State surveyed community members and local employers regarding potential baccalaureate program expansion. Survey results indicated that they were interested in SJR State adding a Biological Sciences Baccalaureate Program.
Jan-April 2024	In anticipation of the development of the Bachelor's Degree in Biological Sciences, SJR State faculty and academic leadership began the process of forming the Biological Sciences Advisory Board.
1/30/2024	Dr. Brown met with St. Johns River Water Management District Chief of Staff Brad Purcell. Mr. Purcell indicated his support of the proposed degree and offered to participate on an advisory board and in curriculum development conversations. Follow-up conversation took place between them via email.
3/13/2024	Associate Dean Royce Bass met with Palmer Kinser, the Director at WaterWorks in Putnam County. Mr. Kinser indicated his support of the proposed degree and offered to participate on an advisory board and in curriculum development conversations.
3/14/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Putnam County School District about the proposed Social and Human Services and discussed the optional track in K12 teaching. Kristin Carroll (PCSD Administrator of Certification, Recruitment, Novice Teacher Program, Instructional Experience, Intern Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Kristin Carroll and Executive Director of Human Resources Tonya Whitehurst.
3/15/2024	Associate Dean Royce Bass met with Nicole Grace, the Executive Director of Keep Putnam Beautiful. Ms. Grace indicated her support of the proposed degree and offered to participate on an advisory board and in curriculum development conversations.
3/26/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the St. Johns County School District about the proposed BS in Social and Human Services and discussed the optional track in K12 teaching. Parker Raimann (SJCS District Director of Instruction Personnel) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the

	conversation with an email to both Parker Raiman and Associate Superintendent of Human Resources Wayne King.
3/27/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Clay County School District about the proposed BS in Social and Human Services and discussed the optional track in K12 teaching. Samantha Wright (CCSD Supervisor of Certified Teacher Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to Ms. Wright providing additional information.

4.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

Date	Activity
3/12/2024	SJR State submitted a posting in Florida’s Academic Program Pre-Proposal Recognition System (APPRiSe) to notify all post-secondary institutions statewide that the College is considering developing a baccalaureate degree in Biological Sciences and provide advance opportunity for discussion and collaboration. As of this date, no feedback has been received, and the comment period is scheduled to close April 26, 2024.
3/25/2024	SJR State’s President Pickens spoke with Florida State College at Jacksonville President Dr. Avendano about SJR State’s proposed bachelors degree in Biological Sciences. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
3/25/2024	SJR State’s President Pickens spoke with Daytona State College President Dr. LaBosso about SJR State’s proposed bachelors degree in Biological Sciences. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
4/5/2024	SJR State’s President Pickens spoke with Flagler College President Delaney about SJR State’s proposed bachelors degree in Biological Sciences. President Delaney shared that Flagler College did not object to the proposal.



NOTICE OF INTENT

Form No. BAAC-01

Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed Notice of Intent form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need
- Planning process

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

Institution Name:	St. Johns River State College
Institution President:	Joe Pickens, J.D.

PROGRAM SUMMARY

1.1	Program name.	Bachelor of Science in Social and Human Services
1.2	Degree type.	<input checked="" type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	44.0000
1.5	Anticipated program implementation date.	August 2025
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program: Click or tap here to enter text.
1.7	Is the degree program a STEM focus area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	Optional concentration in K12 teaching

PROGRAM DESCRIPTION

*2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.*

St. Johns River State College's proposed Bachelor of Science degree in Social and Human Services will provide students with the skills required to successfully work in a variety of careers including human services, social work, and substance abuse counselors. The program will also have an optional track for those interested in pursuing a career as a teacher in Florida.

The workforce demand for professionals trained in the field of Social and Human Services is currently not being met, and this gap is projected to continue to grow both within our local region and nationwide. In the College's three-county service district of Clay, Putnam, and St. Johns Counties, total job growth in occupations directly related to the Social and Human Services degree will increase nearly 9% from 2023 to 2031, the estimated annual unmet need of graduates is 346, and these jobs will have an average hourly salary of \$21.55 (SOURCE: Lightcast).

The BS in Social and Human Services will provide students with the knowledge and skills to successfully enter the workforce. The program will include foundational lower division coursework as well as upper division coursework focused on specific skills required by human services occupations. Coursework will develop students' critical thinking and analytical skills, preparing them to assist, coordinate, and supervise programs and organizations that support public wellbeing. Students will also learn foundational skills and techniques for individual and family relationship and substance abuse counselling.

The BS degree will require a total of 120 semester credits and be a 2+2 program articulating from the Associate in Arts (AA) degree. All applicants will be required to have an earned associates degree prior to admission to include a total of 36 credits of general education coursework and 24 baccalaureate prerequisite and elective credits. In alignment with similar degrees in the state of Florida as articulated in Florida's Common Prerequisite Manual, the degree will have no specified prerequisite coursework for admission.

After admission into the Bachelors of Science in Social and Human Services, students will be required to complete a total of 60 credits distributed as follows: 15 credits of lower-division core courses, 30 credits of upper-division core courses, and 15 credits of upper-division elective courses.

All upper- and lower-division courses and course content will comply with Florida Statutes and Florida State Board of Education Rules.

As part of the initial exploration of potential baccalaureate degree expansion, SJR State surveyed interested community members and current, future, and former SJR State students to determine their career and educational interests. In addition to focusing on local, regional, and state employment data and trends, SJR State has also engaged with partners in business and industry to ensure the proposed curriculum is in alignment with and will meet the needs of Clay, Putnam, and St. Johns Counties. St. Johns River State College's baccalaureate in Social and Human Services is being proposed in response to this feedback and the documented gap between the projected number of open positions and the number of graduates being produced within our service district and region.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

Graduates of St. Johns River State College's Bachelor of Social and Human Services will be prepared for a wide range of in-demand careers that currently have significant unmet need. This degree will prepare graduates specifically for employment as Community and Social Services Managers and Specialists; Social and Human Services Assistants; Counselor Assistants in the areas of Substance Abuse, Behavioral Disorders, and Mental Health; Child, Family, and School Social Workers; and K12 public school teachers. Average annual earnings for graduates working in these fields range from just over \$39,300 for Social and Human Services Assistants to \$71,600 for Social and Community Service Managers.

It is important to note that although this proposed baccalaureate degree is being designed for the residents and employers of the College's tri-county service district, Clay, Putnam, and St. Johns Counties serve as "bedroom communities" for the greater Jacksonville area of Workforce Region 8, and residents of these counties generally anticipate pursuing job opportunities outside of their home county. Furthermore, employers in the greater Jacksonville area count on the residents of Clay, Putnam, and St. Johns Counties to fill vacancies within their organizations. For these reasons, the scope of analysis within this proposal has been broadened beyond SJR State's tri-county service district to include all of Workforce Region 8. The Departments of Health throughout Workforce Region 8, Epic Behavioral, the Betty Griffin House, Lee Conley House, Quiggly House, Clay Behavioral Health Center, United Way of St. Johns County and our local school districts are just a few of the potential public and private sector employers throughout our region that will pursue graduates of this proposed degree.

The Florida Department of Economic Opportunity (DEO) reports a healthy workforce outlook in Florida for careers in these occupations with a projected growth of over 9.3% between 2023 and 2031, and data from Lightcast (formerly EMSI) indicates a projected growth of nearly 9.0% and 442 annual job openings within Workforce Region 8 (see Table 3.1.2).

Within SJR State's service district of Clay, Putnam, and St. Johns Counties, there is currently no supplier of graduates in this field as there are no public universities and only one private university (Flagler College) that does not offer a baccalaureate degree with concentration in this area. Increasing the scope of analysis to all of northeast Florida reveals that the colleges and universities in all of Region 8 (University of North Florida, Florida State College at Jacksonville, Jacksonville University, Edward Waters University, Flagler College, and St. Johns

River State College) are only producing an average of 96 baccalaureate graduates per year in related CIP codes (see Table 3.1.3).

As tables 3.1.1, 3.1.2, 3.1.3, and 3.1.4 illustrate, the supply of graduates of programs in the field of Social and Human Services is not meeting the demand of the local workforce, resulting in an unmet need of 346 graduates per year according to the Lightcast and IPEDS data.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

[CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION](#)

Occupation			Number of Jobs				Salary		Education	
Name/Title	SOC Code	County/ Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Social and Community Service Managers	11-9151	Clay, St. Johns, Putnam	208	234	12.50	179	\$29.23	\$60,798.40	B	B
Child, Family, and School Social Workers	21-1021	Clay, St. Johns, Putnam	317	351	10.73	281	\$24.56	\$51,084.80	B	B
Social and Human Services Assistant	21-1093	Clay, St. Johns, Putnam	406	438	7.88	415	\$14.05	\$29,224.00	SC	HS
Community and Social Service Specialists, All Other	21-1099	Clay, St. Johns, Putnam	199	212	6.53	190	\$18.36	\$38,188.80	B	B
						Total	133	\$21.55	\$44,824.00	

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Light Cast)

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level		
Name/Title	SOC Code	County/Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS	
Social and Community Service Managers	11-9151	Region 8	670	749	11.67	517	\$34.47	\$71,698	B	B	
Child, Family, and School Social Workers	21-1021	Region 8	1285	1371	6.66	901	\$23.59	\$49,067	B	B	
Social and Human Service Assistants	21-1093	Region 8	1527	1699	11.25	1482	\$18.93	\$39,364	SC	HS	
Community and Social Service Specialists, All Other	21-1099	Region 8	736	779	5.78	640	\$25.03	\$52,062	B	B	
						Total	442	\$ 25.50	\$53,048		

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021-22	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
The SJR State service district (Clay, Putnam, and St. Johns) does not have an institution that awards degrees in Human Services.	44.0000	0	0	0	0	0	0
Florida State College Jacksonville (BS Human Services)	44.0000	115	154	83	67	62	96
	Total	115	154	83	67	62	96

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

	Demand	Supply		Range of Estimated Unmet	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total	133	0	0	133	133
Other Totals	442	115	96	327	346

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Northeast Florida is presently ranked as one of the top five job markets in the nation, generating 5,300 new jobs with almost 4.1 billion dollars in private investment capital (2021 JAXUSA Biennial Report). Specific to this proposed degree, the demand for social and human services majors is on the rise, creating a significant unmet need in the region. This growing demand is attributed to several factors that underscore the need for individuals with a background in social and human services to address specific challenges and opportunities unique to the area.

One of the factors impacting the growing demand of human services majors is that, according to data from the United State Census Bureau, the population of Region 8 has increased from 1.58 million in 2017 to 1.75 million in 2022, an increase of more than 10%. Additionally, the population 65 years of age and older has increased by more than 50,000 residents, a 25% increase from 2017 to 2022. The rising population of older adults is relevant to this proposed degree since this age cohort typically has greater needs for human services support systems compared to other adult age cohorts.

According to the Florida Department of Health and Human Services, risk factors contributing to mental health issues include poor social relationships with friends, significant others, and family, inadequate connections to the broader community, and—of high relevance to this proposal—barriers to healthcare to include counseling services. Protective factors include coping and problem-solving skills, community support, supportive relationships with care providers, and—again—the availability of mental health providers. <https://www.floridahealth.gov/programs-and-services/prevention/suicide-prevention/index.html>

Awareness in response to recent increases in reported mental health issues has led to increased state appropriations for K12 schools and mental health providers. In 2019-2020 the Mental Health Assistance (MHAA) program received \$75 million in funding, and this funding has increased each year, in fact doubling in four years, and nearly \$40 million of additional funding has been allocated for other mental health programs throughout the state. <https://www.fldoe.org/mental-health/>

Specific to this proposed degree, the coursework, training and knowledge acquired by students in the Social and Human Services program will help meet the growing need for mental health counselors and assistants, social workers, and other organizations focused on public well-being.

In addition to the occupations previously discussed, given that Florida's public school system is the 4th largest school system in the United States with more than 4,000 public schools enrolling almost 3 million students each year([Recruitment Programs \(fldoe.org\)](#)), the existing critical shortage of qualified teachers in Florida, and public school enrollment in Florida projected to increase by nearly 5% over the next ten years

(https://nces.ed.gov/programs/digest/d22/tables/dt22_203.20.asp), the job outlook for public school teachers is predicted to continue to increase. Annually, the Florida Department of Education identifies the "High Demand Teacher Needs" for the upcoming year, and although Social Sciences did not make the top ten for the 2024-2025 academic year, most recent data indicates that the need is still great as more than 2,200 social science courses were taught by teachers not certified in field during 2022-2023 [High Demand Teacher Needs Areas 2024-25 \(fldoe.org\)](#)

Although this baccalaureate degree will not be an approved State of Florida Initial Teacher Certification program, it will have an optional pathway that includes 15-credits of upper-level coursework that meet the curricular requirements for alternative teacher certification. Including teacher preparation coursework as part of the baccalaureate degree is intended to provide students with exposure to teaching as a potential career path and provide these students with the confidence and skills necessary to succeed as teachers in their own classrooms. St. Johns River State College's Department of Teacher Education has a long history of successfully supporting students who choose alternative teacher certification, and the department stands ready to support students in this proposed degree pathway.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

Although the Bureau of Labor Statistics (BLS) indicates a high school diploma as the educational requirements for Social and Human Services Assistants (3.1.1 and 3.1.2), further analysis of BLS employment by educational attainment data supports the inclusion of Social and Human Services Assistants as a component of demand. According to the BLS data, more than half of all Human Services Assistants in the U.S. at least 25 years of age or older have earned bachelor's degrees or higher. The BLS data also estimates that only 12.6% of workers in this occupation only have a high school diploma or equivalent. Furthermore, baccalaureate degrees are generally required for promotion within the profession because they provide a broader knowledge base for independent decision-making and problem solving, exceptional communication and analytical skills, and efficient technology skills.

<https://www.bls.gov/emp/tables/unemployment-earnings-education.htm>

In addition to occupations that require a bachelors degree or less, there are also occupations that require education above the level of a baccalaureate degree that will be of potential interest to candidates of this proposed degree in Social and Human Services. Because these occupations require post-baccalaureate, graduate-level studies, the occupations have not been included in this analysis. However, graduates of this degree will be prepared for and eligible to continue their study in programs such as Master of Social Work (MSW), Master of Science in Psychological Science, Master of Public Administration (MPA), and Master of Public Health (MPH), and St. Johns River State College has begun the process of establishing articulation agreements with both public and private universities within or nearby the College's service district.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

The career paths and potential employment opportunities for graduates of St. Johns River State College's Social and Human Services baccalaureate degree will encompass several professions within Human Services, Counseling, Social Work and related fields.

In accordance with Florida Statute and Florida Department of Education State Board Rule, St. Johns River State College's Bachelors degrees are all 2 + 2 degrees, so students in this proposed baccalaureate program must first earn their Associate in Arts (AA) degree. Students will be able to begin their academic program as early as high school by enrolling in general education courses that lead towards the AA degree through dual enrollment.

Simultaneous to pursuing their associate degree, students will be able to begin their career path in entry-level occupations in the field such as a Social and Human Services Assistant that requires a high school diploma or some postsecondary credit or an associate degree. Course offerings at both the Associates and Baccalaureate level will be designed to accommodate traditional as well as nontraditional students and will be scheduled in the evenings and online, enabling students to hold entry-level positions in the field while simultaneously pursuing their baccalaureate degree.

With their earned baccalaureate degree, graduates will be prepared to competitively enter the workforce in a variety of positions and career paths including Social and Community Service Managers and Specialists, Social Workers, Social and Human Services Assistants, and K12 teacher, and their degree coupled with experience working in the field will also support their promotion into positions with greater scope and leadership.

In addition to preparing students for employment, this baccalaureate degree will prepare students who wish to pursue graduate study for transfer into Masters and other graduate programs in Social and Human Services. Upon completion of these graduate programs, additionally career paths and employment opportunities will be available. The creation of a seamless pathway into graduate studies via articulation to neighboring universities has already begun.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees and any other areas.

Date	Activity
11/3/2023	In response to discussion with and amongst faculty, community stakeholders, and students, on November 3, 2023, a group of faculty and academic leadership met to develop several workgroups to explore the expansion of SJR State baccalaureate degree programs. Items to be discussed by the workgroups include the top occupations in SJR State’s service district and Region 8, the average number of available jobs, the typical entry-level education required, and the unmet graduate need.
Nov 2023	SJR State surveyed its current students regarding their interest in pursuing a baccalaureate degree in Biological Sciences at SJR State. Survey results indicated that 86% of respondents indicated support for additional baccalaureate degree programs and 13% of students selected Human Services as their preferred baccalaureate degree from a list of 11 potential programs. The Human Services and Biological Sciences programs were the top two choices of students.
11/13/2023	After examining the data and determining it reflected a local need for baccalaureate graduates in the field of Human Sciences, SJR State faculty and leadership submitted to College Administration an email of intent to begin the process of exploring curriculum and program development.
11/15/2023	During the President’s Cabinet Meeting, SJR State’s President, Vice Presidents, and senior leadership team discussed the data, next steps, and timeline of the faculty workgroup’s baccalaureate degree development efforts. During this meeting, the President’s Cabinet indicated support for the potential program.
11/21/2023	Dr. Brown shared with the College’s IPC the faculty workgroup’s baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the IPC voted to approve the continued development of the Bachelors in Social and Human Services with a targeted implementation of Fall 2025.
12/6/2023	Dr. Melanie Brown (SJR State’s Chief Operating Officer) shared with the SJR State Board of Trustees the faculty workgroup’s baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the Board of Trustees voted to approve the continued development of the Bachelors in Social and Human Sciences with a targeted implementation of Fall 2025.

12/12/2023	During the Social Sciences faculty department meeting, the faculty discussed the data and program and curriculum research that had been completed by the workgroup and voted to approve the continued development of the Bachelors in Social and Human Services with a targeted implementation of Fall 2025.
January 2024	Faculty began developing the curriculum, pathways to degree, course descriptions, and course outlines for the proposed Baccalaureate degree in Social and Human Services.
1/22/2024	During the Academic Affairs Curriculum meeting, the faculty workgroup's baccalaureate degree development efforts and the data supporting the degree development were discussed. At this time, the Academic Affairs Curriculum Committee voted to approve the continued development of the Bachelors in Social and Human Services with a targeted implementation of Fall 2025.
3/25/2024	The Social Sciences faculty voted to approve the submission of the NOI and continued development of the BS in Social and Human Services with a targeted implementation of Fall 2025.
3/28/2024	The members of the President's Cabinet reviewed the NOI and indicated support of its submission to IPC and continued development of the BS in Social and Human Services with a targeted implementation of Fall 2025.
4/2/2024	SJR State IPC approved the NOI and continued development of the BS in Social and Human Services with a targeted implementation of Fall 2025.
4/17/2024	Board of Trustees to consider approval of the NOI for the BS in Social and Human Services with a targeted implementation of Fall 2025.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Date	Activity
Nov 2023	SJR State surveyed community members and local employers regarding potential baccalaureate program expansion. Survey results indicated that they were interested in SJR State adding a Human Services Baccalaureate Program.
Jan-April 2024	In anticipation of the development of the Bachelor's Degree in Social and Human Services, SJR State faculty and academic leadership began the process of forming the Social and Human Services Advisory Board.
3/14/2024	Associate Dean Latta spoke with the Quigley House Community Relations Director Maya Womack. Ms. Womack indicated his support of the proposed degree and stated that a representative from the Quigley House would likely be willing participate on an advisory board and in curriculum development conversations. She also noted the need for employees with the knowledge and skills that would be gained in the program and the potential for internship opportunities. Associate Dean Latta followed up this conversation with an email.
3/13/2024	Dr. Giacomelli, a full time SJR State Psychology Instructor, spoke with the COO of the Betty Griffin Center, Inzez Peel. Ms. Peel indicated her support of the proposed degree and offered to participate on an advisory board and in curriculum development conversations. Dr. Giacomelli followed up this conversation with an email.
3/14/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Putnam County School District about the proposed Social and Human Services and discussed the optional track in K12 teaching. Kristin Carroll (PCSD Administrator of Certification, Recruitment, Novice Teacher Program, Instructional Experience, Intern Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Kristin Carroll and Executive Director of Human Resources Tonya Whitehurst.
3/26/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the St. Johns County School District about the proposed BS in Social and Human Services and discussed the optional track in K12 teaching. Parker Raimann (SJCSD Director of Instruction Personnel) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the

	conversation with an email to both Parker Raiman and Associate Superintendent of Human Resources Wayne King.
3/27/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Clay County School District about the proposed BS in Social and Human Services and discussed the optional track in K12 teaching. Samantha Wright (CCSD Supervisor of Certified Teacher Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to Ms. Wright providing additional information.

4.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

Date	Activity
3/12/2024	SJR State submitted a posting in Florida’s Academic Program Pre-Proposal Recognition System (APPRiSe) to notify all post-secondary institutions statewide that the College is considering developing a baccalaureate degree in Social and Human Services and provide advance opportunity for discussion and collaboration. As of this date, no feedback has been received, and the comment period is scheduled to close April 26, 2024.
3/25/2024	SJR State’s President Pickens spoke with Florida State College at Jacksonville President Dr. Avendano about SJR State’s proposed bachelors degree in Social and Human Services. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
3/25/2024	SJR State’s President Pickens spoke with Daytona State College President Dr. LaBosso about SJR State’s proposed bachelors degree in Social and Human Services. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
4/5/2024	SJR State’s President Pickens spoke with Flagler College President Delaney about SJR State’s proposed bachelors degree in Social and Human Services. President Delaney shared that Flagler College did not object to the proposal.

NOTICE OF INTENT

Form No. BAAC-01

Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed Notice of Intent form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need
- Planning process

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

Institution Name:	St. Johns River State College
Institution President:	Joe Pickens, J.D.

PROGRAM SUMMARY

1.1	Program name.	Bachelor of Applied Science in Digital Art and Media
1.2	Degree type.	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	50.0409
1.5	Anticipated program implementation date.	August 2025
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input checked="" type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program: A.S. in Visual Art
1.7	Is the degree program a STEM focus area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	Optional concentration in K12 teaching

PROGRAM DESCRIPTION

*2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.*

St. Johns River State College's proposed Bachelor of Applied Science degree in Digital Art and Media will provide students with the skills required to successfully gain employment in the fields of digital design, animation, and multimedia design and production. The program will also have an optional track for those interested in pursuing a career as a teacher in Florida.

The workforce demand for professionals trained in the field of Digital Art and Media is currently not being met, and this gap is projected to continue to grow both within our local region and nationwide. In the College's Workforce Region 8, total job growth in occupations directly related to the Digital Art and Media degree is projected to increase nearly 8.8% from 2023 to 2028. In Region 8, the estimated annual unmet need of graduates is 435, and statewide this number balloons to 2,601 each year. These jobs will have an annualized salary of over \$63,000.

The BAS in Digital Art and Media will provide students instruction in the skills and artistry needed for careers in the emerging fields of graphic design, illustration, visual communication, animation, and gaming design. The degree's curriculum will incorporate upper-level coursework that focuses on digital design, imaging, photography, video and audio production, 3D animation and motion graphics.

The BAS degree will require a total of 120 semester credits and be a 2+2 program articulating from both the Associate in Arts (AA) and Associate in Science (AS) degree. All students will be required to complete a total of 36 credits of general education coursework, 21 credits of required lower-division coursework, 24 credits of lower-division electives (which can be chosen to align with the student's upper-division specialization), 24 credits of required upper-division coursework, and 15 credits of upper-division specialization coursework.

Students entering the program with an AA degree will complete all general education and required lower-division credits and as part of their AA degree; they will then complete 21 credits of lower-division required foundation coursework after acceptance into the BAS program. Similarly, students entering the program with the AS degree will complete 15 of the 36 general education credits and all 21 credits of the lower-division required foundation coursework and 24 lower-division-credits as part of their AS degree; they will then complete the remaining 21 general education credits after acceptance into the BAS program.

All upper- and lower-division courses and course content will comply with Florida Statutes and Florida State Board of Education Rules.

As part of the initial exploration of potential baccalaureate degree expansion, SJR State surveyed interested community members and current, future, and former SJR State students to determine their career and educational interests. In addition to focusing on local, regional, and state employment data and trends, SJR State has also engaged with advisory board members and industry professionals to ensure the proposed curriculum is in alignment with and will meet the needs of Workforce Region 8 and the state of Florida. St. Johns River State College's baccalaureate in Digital Art and Media is being proposed in response to this feedback and the documented gap between the projected number of open positions and the number of graduates being produced within our region and state.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

Graduates of St. Johns River State College's Bachelor of Applied Science in Digital Art and Media will be prepared for a wide range of in-demand careers in the fields of graphic design, multimedia production, animation, or teaching a visual arts field in a K-12 school. This degree will prepare graduates specifically for employment in target occupations such as visual content creators, multimedia creators, SFX artists and animators, art directors, illustrators, and K-12 teachers. Average annual earnings range from \$55,000 to \$75,000 (see Tables 3.12 and 3.12b).

It is important to note that although this proposed baccalaureate degree is being designed for the residents and employers of the College's tri-county service district, Clay, Putnam, and St. Johns Counties serve as "bedroom communities" for the greater Jacksonville area of Workforce Region 8, and residents of these counties generally anticipate pursuing job opportunities outside of their home county. Furthermore, employers in the greater Jacksonville area count on the residents of Clay, Putnam, and St. Johns Counties to fill vacancies within their organizations. For these reasons, the scope of analysis within this proposal has been broadened beyond SJR State's tri-county service district to include all of Workforce Region 8. Sally Industries, PRI Productions, Fisher Agency, Kinda Wonderful, Crop Media, Dimension Design, Bold City Graphics, David Parrish Design, local news productions and our local school districts are just a few of the potential employers in our region that will pursue graduates of this proposed degree. Additionally, students will be prepared for other employment opportunities with Disney Imagineering, Universal Studios, and other design, animation, and multimedia companies across the state of Florida.

While the Florida Department of Economic Opportunity (DEO) reports a healthy workforce outlook in Florida for careers in these occupations with a projected growth of approximately 6% statewide and nationally between 2023 and 2031, even greater need is projected within the College's local service district. Data from Lightcast (formerly EMSI) indicates a projected growth of nearly 9% and 459 annual job openings in SJR State's Region 8 (see Table 3.1.2) and an additional 3289 annual job openings throughout the rest of the state for a total of 3748 annual job openings across the state of Florida (see Table 3.1.2b).

Within SJR State's service district of Clay, Putnam, and St. Johns Counties, there is currently no supplier of graduates in this field as there are no public universities and only one private university (Flagler College) that does not offer a baccalaureate degree with concentration in this area. Currently, Florida State College of Jacksonville is the only public institution supplying graduates in this field within SJR State's six county service Region 8 of Baker, Clay, Duval,

Nassau, Putnam, and St. Johns counties. Increasing the scope of analysis to the entire state of Florida reveals that the state's public colleges and universities (University of Central Florida, Miami Dade College, University of Florida, Florida State University, Indian River State College, Florida Gulf Coast University) and private colleges and universities (Full Sail University, Ringling College of Art and Design, University of Miami, Lynn University) are only producing an average of 1457 baccalaureate graduates per year in related CIP codes.

As tables 3.1.1, 3.1.2, 3.1.3, and 3.1.4 illustrate, the supply of graduates of programs in the field of Digital Arts is not meeting the demand of the workforce, resulting in an unmet need of 435 graduates in Region 8 and 2,601 graduates in the state of Florida per year according to the Lightcast and IPEDS data.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

No data to report for Table 3.1.1

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
						Total				
						0				

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (EMSI)—REGION 8

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Art Directors	27-1011	Region 8	251	299	19.12	253	\$ 36.78	\$ 76,502	B	B
Special Effects Artists and Animators	27-1014	Region 8	149	179	20.13	1852	\$ 27.17	\$ 56,514	B	B
Graphic Designers	27-1024	Region 8	1155	1327	14.89	972	\$ 27.68	\$ 57,574	B	B
Camera Operators, Television, Video, and Film	27-4031	Region 8	84	91	8.33	68	\$ 26.70	\$ 55,536	B	B
Film and Video Editors	27-4032	Region 8	171	190	11.11	143	\$ 27.50	\$ 57,200	B	B
Career/Technical Education Teachers, Middle School	25-2023	Region 8	89	91	2.25	52	\$ 33.91	\$ 70,533	B	B
Career/Technical Education Teachers, Secondary School	25-2032	Region 8	618	628	1.62	331	\$ 32.83	\$ 68,286	B	B
					Total	459	\$ 30.37	\$ 63,164		

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (EMSI)—STATE OF FLORIDA

3.1.2b The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Art Directors	27-1011	Statewide	4692	5451	16.18	4543	\$ 36.44	\$ 75,795	B	B
Special Effects Artists and Animators	27-1014	Statewide	2956	3509	18.71	2966	\$ 28.99	\$ 60,299	B	B
Graphic Designers	27-1024	Statewide	17557	18881	7.54	13153	\$ 27.99	\$ 58,219	B	B
Camera Operators, Television, Video, and Film	27-4031	Statewide	1946	2122	9.04	1575	\$ 28.59	\$ 59,467	B	B
Film and Video Editors	27-4032	Statewide	2869	3298	14.95	2533	\$ 28.90	\$ 60,112	B	B
Career/Technical Education Teachers, Middle School	25-2023	Statewide	742	706	-4.85	401	\$ 31.66	\$ 65,853	B	B
Career/Technical Education Teachers, Secondary School	25-2032	Statewide	9683	8989	-7.17	4811	\$ 30.13	\$ 62,670	B	B
					Total	3748	\$ 30.39	\$ 63,202		

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021-22	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
FSCJ	10.0304	22	31	16	24	28	24
	Total	22	31	16	24	28	24

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021-22	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
University of Central Florida	50.0102	574	517	404	309	271	415
Full Sail University	50.0102	287	261	263	266	466	309
Ringling College of Art and Design	10.0304	156	125	151	136	97	133
Miami Dade College	50.0602	74	60	49	57	37	55
University of Miami	50.0602	59	53	49	58	41	52
University of Florida	50.0102	56	53	53	51	46	52
Lynn University	10.0304	32	28	27	30	42	32
Florida State University	50.0602	28	28	30	26	28	28
Indian River State College	10.0304	26	39	39	39	42	37
Florida Gulf Coast University	50.0102	24	17	8	0	0	10
FSCJ	10.0304	22	31	16	24	28	24
	Total	1338	1212	1089	996	1098	1147

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Region 8	Demand	Supply		Range of Estimated Unmet Need	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total	0	0	0	0	0
Other Totals	459	22	24	437	435

Florida	Demand	Supply		Range of Estimated Unmet Need	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total	0	0	0	0	0
Other Totals	3748	1338	1147	2410	2601

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Northeast Florida is presently ranked as one of the top five job markets in the nation, generating 5,300 new jobs with almost 4.1 billion dollars in private investment capital (2021 JAXUSA Biennial Report). Specific to this proposed degree, with the growth of social media platforms, web-based consumerism, and increased interaction of people and technology-based entertainment, the importance of visual and digital design is more prominent than ever. The role of digital artists has become paramount in shaping the visual identity of businesses and industries. The canvas of the modern world extends beyond physical spaces, finding its expression in websites, videos, and static images that populate the vast landscape of the internet.

The expanding digital landscape is present in all facets of modern society and an outgrowth of new careers and applications for skills in digital arts-related industries can be seen. The skills and creativity of digital artists find applications across various sectors contributing to the growth of industries and companies that rely heavily on visual and digital design. All industries and corporations exist simultaneously as a physical entity and digital presence in websites, videos, and static images. The effectiveness of that digital presence is crafted through the skills and creativity of a digital artist.

Industries such as entertainment, gaming, advertising, and education heavily rely on animation and multimedia artists. These professionals bring characters, stories, and concepts to life through 2D or 3D animations, enriching visual content with dynamic and engaging elements.

The evolving nature of technology and the increasing integration of digital media across industries ensure a diverse array of career paths for individuals with digital arts expertise. Whether in established sectors like marketing and entertainment or emerging fields such as virtual reality and interactive design, the demand for skilled digital artists continues to grow, offering a myriad of exciting and rewarding careers.

In addition to the occupations previously discussed, given that Florida's public school system is the 4th largest school system in the United States with more than 4,000 public schools enrolling almost 3 million students each year ([Recruitment Programs \(fldoe.org\)](https://fldoe.org/Recruitment/Programs/)), the existing critical shortage of qualified teachers in Florida, and public school enrollment in Florida projected to increase by nearly 5% over the next ten years (https://nces.ed.gov/programs/digest/d22/tables/dt22_203.20.asp), the job outlook for public school teachers is predicted to continue to increase.

Although this baccalaureate degree will not be an approved State of Florida Initial Teacher Certification program, it will have an optional pathway that includes 15-credits of upper-level coursework that meet the curricular requirements for alternative teacher certification. Including teacher preparation coursework as part of the baccalaureate degree is intended to provide students with exposure to teaching as a potential career path and provide these students with the confidence and skills necessary to succeed as teachers in their own classrooms. St. Johns River State College's Department of Teacher Education has a long history of successfully supporting students who choose alternative teacher certification, and the department stands ready to support students in this proposed degree pathway.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

Occupations cited in the demand section of this proposal such as art director, special effects artists and animators, graphic designers, film and video editors, and career/technical education teachers require a baccalaureate degree for career advancement and promotion within the profession because they provide a broader knowledge base for independent decision-making and problem solving, exceptional communication and analytical skills, and proficient technology skills.

In addition to occupations that require a bachelor's degree or less, there are also occupations that require education above the level of a baccalaureate degree that will be of potential interest to candidates of this proposed degree in Digital Art and Media. Because these occupations require post-baccalaureate, graduate level, studies, the occupations have not been included in this analysis. However, graduates of this degree will be prepared for and eligible to continue their study to prepare for professions such as emerging media occupations like advanced animators and visual effects artists, interactive media creators, game designers, and multimedia producers, and St. Johns River State College has begun the process of establishing articulation agreements with institutions in the State University System for this purpose.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

The career paths and potential employment opportunities for graduates of St. Johns River State College's Digital Art and Media baccalaureate degree will encompass a myriad of professions within design, production, and multimedia related fields.

In accordance with Florida Statute and Florida Department of Education State Board Rule, St. Johns River State College's Bachelors degrees are all 2 + 2 degrees, so students in this proposed baccalaureate program must first earn either their Associate in Arts (AA) degree or Associate in Science (AS) degree. Students will be able to begin their academic program as early as high school by enrolling in general education courses that lead towards the AA degree through dual enrollment.

Course offerings at both the Associates and Baccalaureate level will be designed to accommodate traditional as well as nontraditional students and will be scheduled with both face to face instruction and online courses, enabling students to hold entry-level positions in the field while simultaneously pursuing their baccalaureate degree.

With their earned baccalaureate degree, graduates will be prepared to competitively enter the workforce in a variety of positions and career paths including art direction and design, special effects artists and animators, graphic designers, film and video editors, and career/technical education teachers, and their degree coupled with experience working in the field will also support their promotion into positions with greater scope and leadership.

In addition to preparing students for employment, this baccalaureate degree will prepare students who wish to pursue graduate study for transfer into Masters programs such as a Masters in Digital Arts and Sciences, Digital Media, Studio Art and Design, Digital Arts and Entertainment, Emerging Media, and Interactive Entertainment, and/or other graduate studies such as E-Learning Design and Development, and Digital Marketing.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees and any other areas.

Date	Activity
11/3/2023	In response to discussion with and amongst faculty, community stakeholders, and students, on November 3, 2023, a group of faculty and academic leadership met to develop several workgroups to explore the expansion of SJR State baccalaureate degree programs. Items to be discussed by the workgroups include the top occupations in SJR State's service district and Region 8, the average number of available jobs, the typical entry-level education required, and the unmet graduate need.
Nov 2023	SJR State surveyed its current students regarding their interest in pursuing a baccalaureate degree in Animation and Theater Technology at SJR State. Survey results indicated 8% of respondents were interested in Animation and 5% interested in Theater Technology.
11/17/2023	After examining the data and determining it reflected a local need for baccalaureate graduates in the field of Digital Design and Media that included the skills aligned with graphic design and animation, Florida School of the Arts faculty and leadership voted to explore the development of a baccalaureate degree and submitted to College Administration an email of intent to begin the process of exploring curriculum and program development.
11/15/2023	During the President's Cabinet Meeting, SJR State's President, Vice Presidents, and senior leadership team discussed the data, next steps, and timeline of the faculty workgroup's baccalaureate degree development efforts. During this meeting, the President's Cabinet indicated support for the potential program.
11/21/2023	Dr. Brown shared with the College's IPC the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the IPC voted to approve the continued development of the Bachelors in Digital Art and Media with a targeted implementation of Fall 2025.
12/6/2023	Dr. Brown shared with the SJR State Board of Trustees the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the Board of Trustees voted to approve the continued development of the Bachelors in Digital Art and Media with a targeted implementation of Fall 2025.
12/11/2023	During the December faculty department meeting, the Florida School of the Arts faculty discussed the data and program and curriculum research that had been completed by the workgroup and voted to approve the continued

	development of the Bachelors in Digital Art and Media with a targeted implementation of Fall 2025.
January 2024	Faculty begin to develop the curriculum, pathways to degree, course descriptions, and course outlines for the proposed Baccalaureate degree in Digital Art and Media.
1/22/2024	During the Academic Affairs Curriculum meeting, the faculty workgroup's baccalaureate degree development efforts and the data supporting the degree development were discussed. At this time, the Academic Affairs Curriculum Committee voted to approve the continued development of the Bachelors in Digital Art and Media with a targeted implementation of Fall 2025.
2/9/2024	The Florida School of the Arts Visual Art faculty voted to approve the submission of the Notice of Intent (NOI) and continued development of the BAS in Digital Art and Media with a targeted implementation of Fall 2025.
3/28/2024	The members of the President's Cabinet reviewed the NOI and indicated support of its submission to IPC and continued development of the BAS in Digital Art and Media with a targeted implementation of Fall 2025.
4/2/2024	SJR State IPC approved the NOI and continued development of the BAS in Digital Art and Media with a targeted implementation of Fall 2025.
4/17/2024	SJR State Board of Trustees to consider approval of the NOI for the Bachelors in Digital Art and Media with a targeted implementation of Fall 2025.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Date	Activity
Nov 2023	SJR State surveyed community members and local employers regarding potential baccalaureate program expansion. Survey results indicated that they were interested in Animation and 5% interested in Theater Technology..
11/14/2023	During the Florida School of the Arts Advisory Board Meeting, Florida School of the Arts leadership shared with advisory board members the data, next steps, and timeline of the baccalaureate degree development efforts. Five new members in various professional production and design related fields were introduced to the board during this meeting. During this meeting, the members of the advisory board indicated by formal vote their support for the potential program.
3/14/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Putnam County School District about the proposed BAS in Digital Art and Media and discussed the optional track in K12 teaching. Kristin Carroll (PCSD Administrator of Certification, Recruitment, Novice Teacher Program, Instructional Experience, Intern Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Kristin Carroll and Executive Director of Human Resources Tonya Whitehurst.
3/26/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the St. Johns County School District about the proposed BAS in Digital Art and Media and discussed the optional track in K12 teaching. Parker Raimann (SJCSJ Director of Instruction Personnel) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Parker Raiman and Associate Superintendent of Human Resources Wayne King.
3/27/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Clay County School District about the proposed BAS in Digital Art and Media and discussed the optional track in K12 teaching. Samantha Wright (CCSD Supervisor of Certified Teacher Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to Ms. Wright providing additional information.

4.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

Date	Activity
3/12/2024	SJR State submitted a posting in Florida’s Academic Program Pre-Proposal Recognition System (APPRISe) to notify all post-secondary institutions statewide that the College is considering developing a baccalaureate degree in Digital Art and Media and provide advance opportunity for discussion and collaboration. As of this date, no feedback has been received, and the comment period is scheduled to close April 26, 2024.
3/25/2024	SJR State’s President Pickens spoke with Florida State College at Jacksonville President Dr. Avendano about SJR State’s proposed bachelors degree in Digital Art and Media. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
3/25/2024	SJR State’s President Pickens spoke with Daytona State College President Dr. LaBosso about SJR State’s proposed bachelors degree in Digital Art and Media. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
4/5/2024	SJR State’s President Pickens spoke with Flagler College President Delaney about SJR State’s proposed bachelors degree in Digital Art and Media. President Delaney shared that Flagler College did not object to the proposal.



NOTICE OF INTENT

Form No. BAAC-01

Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed Notice of Intent form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need
- Planning process

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION

Institution Name:	St. Johns River State College
Institution President:	Joe Pickens, J.D.

PROGRAM SUMMARY

1.1	Program name.	Performance Design and Production
1.2	Degree type.	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	50.0101
1.5	Anticipated program implementation date.	August 2025
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input checked="" type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program: A.S. in Theater Technology
1.7	Is the degree program a STEM focus area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	Optional concentration in K12 teaching

PROGRAM DESCRIPTION

*2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.*

St. Johns River State College's proposed Bachelor of Applied Science degree in Performance Design and Production will provide students with the skills required to successfully gain employment in the areas of audio design and engineering, projection and lighting technology, video editing, design and construction technology, theme park production, cruise ship production, and production management. The program will also have an optional track for those interested in pursuing a career as a teacher in Florida.

The workforce demand for professionals trained in the field of design and production is currently not being met, and this gap is projected to continue to grow both within our local region and nationwide. In the College's Workforce Region 8, total job growth in occupations directly related to the design and production degree will increase nearly 5.8% from 2023 to 2028, the estimated annual unmet need of graduates is 171 average annual openings, and these jobs will have an annualized salary of \$62,853. Statewide, total job growth will increase nearly 5.9% from 2023-2028, the estimated annual unmet need of graduates is 2,802 average annual openings, and these jobs will have an annualized salary of \$62,820.

The BAS in Performance Design and Production will provide students instruction in the skills of live performance-based design and construction, stage mechanics, garment construction, projection and lighting technology, project management, audio production, and video editing. Students will gain knowledge and skills needed to work as a member of a team and as a freelance designer and technologist. The degree's curriculum incorporates upper-level coursework that focuses on career development, design and construction technology, and video and audio production.

The BAS degree will require 120 semester credits and provide an articulation pathway for both Associate in Arts (AA) and Associate in Science (AS) students. All students will be required to complete a total of 36 credits of general education coursework, 21 credits of required lower-division coursework, 24 credits of lower-division electives (which can be chosen to align with the student's upper-division specialization), 24 credits of required upper-division coursework, and 15 credits of upper-division specialization coursework.

Students entering the program with an AA degree will complete all general education and required lower-division credits and as part of their AA degree; they will then complete 21 credits of lower-division required foundation coursework after acceptance into the BAS program. Similarly, students entering the program with the AS degree will complete 15 of the 36 general education credits and all 21 credits of the lower-division required foundation coursework and 24

lower-division-credits as part of their AS degree; they will then complete the remaining 21 general education credits after acceptance into the BAS program.

As part of the initial exploration of potential baccalaureate degree expansion, SJR State surveyed interested community members and current, future, and former SJR State students to determine their career and educational interests. In addition to focusing on local, regional, and state employment data and trends, SJR State has also engaged with advisory board members and industry professionals to ensure the proposed curriculum is in alignment with and will meet the needs of Workforce Region 8 and the state of Florida. St. Johns River State College's baccalaureate in Performance Design and Production is being proposed in response to this feedback and the documented gap between the projected number of open positions and the number of graduates being produced within our region and state.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

Graduates of St. Johns River State College's Bachelor of Applied Science in Performance Design and Production will be prepared for a wide range of in-demand careers in the field of audio technology, projection and lighting technology, video editing, design and construction technology, theme park production, cruise ship production, production management, and career/technical education. This degree will prepare graduates specifically for employment in target occupations such as lighting technician, audio technician, set and exhibit designer, costume/fashion designer, lighting designer, sound designer, projection designer, makeup artist, technical director, stage constructionist, producer, director, visual content creators, multimedia creators, and performance constructionists, and K-12 design and production teachers. Average annual earnings range from \$61,000 to \$66,000 (see Tables 3.1.2.a and 3.1.2.b).

It is important to note that although this proposed baccalaureate degree is being designed for the residents and employers of the College's tri-county service district, Clay, Putnam, and St. Johns Counties serve as "bedroom communities" for the greater Jacksonville area of Workforce Region 8, and residents of these counties generally anticipate pursuing job opportunities outside of their home county. Furthermore, employers in the greater Jacksonville area count on the residents of Clay, Putnam, and St. Johns Counties to fill vacancies within their organizations. For these reasons, the scope of analysis within this proposal has been broadened beyond SJR State's tri-county service district to include all of Workforce Region 8. AVL Productions, PRI Productions, Sight and Sound Productions, Alhambra Theatre and Dining, IATSE (International Alliance of Theatrical Stage Employees) local 115, St. Augustine Amphitheatre, Thrasher Horne Center and our local school districts are just a few of the potential employers in our region that will pursue graduates of this proposed degree. Additionally, students will be prepared for other employment opportunities with Universal Studios, Busch Gardens, The Walt Disney Company, Legoland, 4Wall Orlando, MBS Equipment Company, MTI Sound, Lighting and Staging, PRG Orlando, Zenith Lighting, Orlando Family Stage, Orlando Shakes, Asolo Repertory Theatre, and regional theatres and production companies across the state of Florida.

The Florida Departments of Economic Opportunity (DEO) reports a healthy workforce outlook in Florida for careers in these occupations with a projected growth of approximately 7% statewide and nationally between 2023 and 2031. Data from Lightcast (formerly EMSI) mirrors that projected growth of nearly 7% with 331 annual job openings in SJR State's Region 8 (see Table 3.1.2.a) and nearly 7.5% statewide with an additional 5846 jobs openings for a total of 6,177 annual job openings across the state of Florida (see Table 3.1.2.b).

Within SJR State's six-county service Region 8, there are two private universities, Flagler College and Jacksonville University, and one public, University of North Florida, supplying an average of 55 graduates a year into this field. Increasing the scope of analysis to the state of Florida reveals that the public colleges and universities (University of West Florida, Florida Atlantic University, University of South Florida, Florida International University, Florida State University, University of Florida, University of Central Florida, The University of Tampa, Eckerd College, Florida Southern College, Southeastern University, Lynn University) are only producing an average of 350 baccalaureate graduates per year in related CIP codes.

As tables 3.1.1, 3.1.2, 3.1.3, and 3.1.4 illustrate, the supply of graduates of programs in the field of Performance Design and Production is not meeting the demand of the workforce, resulting in an unmet need of 257 graduates in Region 8 and 5,443 graduates in the state of Florida per year according to the Lightcast and IPEDS data.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

No data to report for Table 3.1.1

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
						Total		0		

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Light Cast) – Region 8

3.1.2.a The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Fine Artists, Including Painters, Sculptors, and Illustrators	27-1013	Region 8	364	476	30.77	424	\$ 17.01	\$ 35,381	B	B
Artists and Related Workers, All	27-1019	Region 8	112	117	4.46	92	\$ 26.48	\$ 55,078	NR	NR
Fashion Designers	27-1022	Region 8	63	70	11.11	54	\$ 31.60	\$ 65,728	B	B
Set and Exhibit Designers	27-1027	Region 8	147	146	-0.68	98	\$ 28.05	\$ 58,344	B	B
Designers, All Other	27-1029	Region 8	247	259	4.86	172	\$ 33.42	\$ 69,514	B	B
Actors	27-2011	Region 8	296	331	11.82	322	\$ 31.35	\$ 65,208	SC	SC
Producers and Directors	27-2012	Region 8	437	445	1.83	317	\$ 34.33	\$ 71,406	B	B
Music Directors and Composers	27-2041	Region 8	272	288	5.88	242	\$ 33.01	\$ 68,661	B	B
Audio and Video Technicians	27-4011	Region 8	315	333	5.71	250	\$ 25.86	\$ 53,789	PS	PS
Lighting Technicians	27-4015	Region 8	17	18	5.88	14	\$ 26.94	\$ 56,035	HS	HS
Makeup Artists, Theatrical and	39-5091	Region 8	12	15	25.00	21	\$ 63.96	\$ 133,037	PS	PS
Audiovisual Equipment Installers	49-2097	Region 8	124	126	1.61	102	\$ 25.47	\$ 52,978	PS	PS
Career/Technical Education Teachers, Middle School	25-2023	Region 8	89	91	2.25	52	\$ 33.91	\$ 70,533	B	B
Career/Technical Education Teachers, Secondary School	25-2032	Region 8	618	628	1.62	331	\$ 32.83	\$ 68,286	B	B
					Total	311	\$ 31.73	\$ 65,998		

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (Light Cast) – Florida

3.1.2.b The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Fine Artists, Including Painters, Sculptors, and Illustrators	27-1013	Statewide	6309	7970	26.33	6976	\$ 17.57	\$ 36,546	B	B
Artists and Related Workers, All	27-1019	Statewide	1192	1257	5.45	983	\$ 20.83	\$ 43,326	NR	NR
Fashion Designers	27-1022	Statewide	1161	1312	13.01	1040	\$ 31.66	\$ 65,853	B	B
Set and Exhibit Designers	27-1027	Statewide	967	970	0.31	675	\$ 28.55	\$ 59,384	B	B
Designers, All Other	27-1029	Statewide	2845	2997	5.34	2008	\$ 37.40	\$ 77,792	B	B
Actors	27-2011	Statewide	10544	11542	9.47	11198	\$ 31.50	\$ 65,520	SC	SC
Producers and Directors	27-2012	Statewide	8937	9854	10.26	7137	\$ 37.82	\$ 78,666	B	B
Music Directors and Composers	27-2041	Statewide	3602	4034	11.99	3421	\$ 33.83	\$ 70,366	B	B
Audio and Video Technicians	27-4011	Statewide	5952	6410	7.69	4857	\$ 24.55	\$ 51,064	PS	PS
Lighting Technicians	27-4015	Statewide	1123	1149	2.32	861	\$ 24.79	\$ 51,563	HS	HS
Makeup Artists, Theatrical and	39-5091	Statewide	457	512	12.04	695	\$ 39.04	\$ 81,203	PS	PS
Audiovisual Equipment Installers	49-2097	Statewide	2095	2078	-0.81	1701	\$ 23.28	\$ 48,422	PS	PS
Career/Technical Education Teachers, Middle School	25-2023	Statewide	742	706	-4.85	401	\$ 31.66	\$ 65,853	B	B
Career/Technical Education Teachers, Secondary School	25-2032	Statewide	9683	8989	-7.17	4811	\$ 30.13	\$ 62,670	B	B
					Total	5846	\$ 29.47	\$ 61,302		

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021-22	2020-21	2019-20	2018-19	2017-18	5-year average or average of years available if less than 5-years
Flagler College (Region 8 / FL)	50.0501	14	13	11	18	12	14
Jacksonville University (Region 8 / FL)	50.0501	13	14	10	21	11	14
University of North Florida (Region 8 / FL)	50.0903	22	28	26	30	28	27
University of West Florida (FL)	50.0501	17	12	22	22	18	18
Florida Atlantic University (FL)	50.0501	20	16	31	11	16	19
University of South Florida (FL)	50.0501	25	28	35	20	37	29
Florida International University (FL)	50.0501	33	36	37	21	31	32
Florida State University (FL)	50.0501	55	86	69	60	90	72
University of Florida (FL)	50.0501	66	57	43	52	43	52
University of Central Florida (FL)	50.0501	94	83	80	94	81	86
The University of Tampa (FL)	50.0101	23	21	16	13	11	17
Eckerd College (FL)	50.0101	16	12	17	11	10	13
Florida Southern College (FL)	50.0509	5	15	8	10	5	9
Southeastern University (FL)	50.0101	4	2	2	1	0	2
Lynn University (FL)	50.0101	3	0	0	0	0	1
	Total	410	423	407	384	393	403

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

	Demand	Supply		Range of Estimated	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total (Service District)	0	0	0	0	0
Light Cast Total (Region 8)	311	49	54	262	257
Light Cast Total (Florida)	5846	410	403	5436	5443

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Northeast Florida is presently ranked as one of the top five job markets in the nation, generating 5,300 new jobs with almost 4.1 billion dollars in private investment capital (2021 JAXUSA Biennial Report). Specific to this proposed degree, with the growth of businesses, communities and residents to the area comes an increased need of entertainment-based design and production jobs.

Florida is home to numerous live events, concerts, and festivals throughout the year, drawing both local, national, and international performers. Convention centers and event venues host a wide range of corporate events, trade shows, and conventions. Within Duval, Clay, and St. Johns counties alone there are eight live event venues that regularly welcome musicians, comedians, and touring shows for adults and children. Production designers, stage managers, lighting technicians, riggers, and audio engineers play vital roles in creating the audience experience for these events.

Florida's theme park and cruise industries lead the nation and Orlando serves as a hub for performance design and production-based jobs in this field. These industries continually invest in attractions, shows, and experiences, creating a demand for professionals in set design and construction, costume design and construction, lighting design and technology, lighting technicians, sound design and technology, sound engineering, stagehands, wardrobe crew, stage management, production management, and company management.

Cities like Jacksonville, Miami and Orlando have a thriving film and television industry, serving as popular filming locations. Productions ranging from movies and TV shows to commercials and music videos require skilled professionals in set construction, prop design, costume creation, lighting, and production management.

Florida also boasts a rich theater scene, with professional theaters and touring productions offering opportunities for performers, designers, and production staff.

With the expansion of digital platforms and websites driving consumerism, the evolution of performance design and production jobs within corporate industries and companies play a crucial role in shaping how society consumes entertainment and, in turn, drives consumerism. Individuals with skills in creative direction, experiential design, and video production can apply their skills to a number of emerging areas of marketing and advertising. As the areas of employment for these design and production skills evolve, an array of exciting and rewarding career paths will develop.

In addition to the occupations previously discussed, given that Florida's public school system is the 4th largest school system in the United States with more than 4,000 public schools enrolling almost 3 million students each year([Recruitment Programs \(fldoe.org\)](http://fldoe.org)), the existing critical shortage of qualified teachers in Florida, and public school enrollment in Florida projected to increase by nearly 5% over the next ten years

(https://nces.ed.gov/programs/digest/d22/tables/dt22_203.20.asp), the job outlook for public school teachers is predicted to continue to increase.

Although this baccalaureate degree will not be an approved State of Florida Initial Teacher Certification program, it will have an optional pathway that includes 15-credits of upper-level coursework that meet the curricular requirements for alternative teacher certification. Including teacher preparation coursework as part of the baccalaureate degree is intended to provide students with exposure to teaching as a potential career path and provide these students with the confidence and skills necessary to succeed as teachers in their own classrooms. St. Johns River State College's Department of Teacher Education has a long history of successfully supporting students who choose alternative teacher certification, and the department stands ready to support students in this proposed degree pathway.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

Employers view candidates with bachelor's degrees as more competitive applicants. The increased skills, knowledge, and experience gained during a bachelor's degree program make candidates more attractive to employers seeking highly qualified individuals. While some of the occupations cited in the demand section of this proposal such as audio and video technician, lighting technician, and makeup artist require either a high school diploma, some postsecondary education, or an associate degree, baccalaureate degrees are generally required for promotion within the profession because they provide a broader knowledge base for independent decision-making and problem solving, exceptional communication and analytical skills, and efficient technology skills.

The need for that broader knowledge base can be seen in cited occupations such as designers, producers, directors, and educators that require a baccalaureate degree as the desired entry level education.

In addition to occupations that require a bachelor's degree or less, there are also occupations that require education above the level of a baccalaureate degree that will be of potential interest to candidates of this proposed degree in Performance Design and Production. Because these occupations require post-baccalaureate, graduate level, studies, the occupations have not been included in this analysis. However, graduates of this degree will be prepared for and eligible to continue their study to prepare for professions such as themed experience design and production, creative director, show set producer, show set designer, theme park designer, production manager, higher education teaching artist, dramaturg, executive director, and artistic director and St. Johns River State College has begun the process of establishing articulation agreements with institutions in the State University System for this purpose.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

The career paths and potential employment opportunities for graduates of St. Johns River State College's Performance Design and Production baccalaureate degree will encompass a myriad of professions within design, production, and multimedia related fields.

In accordance with Florida Statute and Florida Department of Education State Board Rule, St. Johns River State College's Bachelors degrees are all 2 + 2 degrees, so students in this proposed baccalaureate program must first earn either their Associate in Arts (AA) degree or Associate in Science (AS) degree. Students will be able to begin their academic program as early as high school by enrolling in general education courses that lead towards the AA degree through dual enrollment.

Course offerings at both the Associates and Baccalaureate level will be designed to accommodate traditional as well as nontraditional students and will be scheduled with both face to face instruction and online courses, enabling students to hold entry-level positions in the field while simultaneously pursuing their baccalaureate degree.

With their earned baccalaureate degree, graduates will be prepared to competitively enter the workforce in a variety of positions and career paths including lighting technician, audio technician, set and exhibit designer, costume/fashion designer, lighting designer, sound designer, projection designer, makeup artist, technical director, stage constructionist, producer, director, visual content creators, multimedia creators, and performance constructionists, and K-12 design and production teachers, and their degree coupled with experience working in the field will also support their promotion into positions with greater scope and leadership.

In addition to preparing students for employment, this baccalaureate degree will prepare students who wish to pursue graduate study for transfer into Masters programs such as a Masters in Themed Experience, Production Design, and Arts Management, and/or other graduate studies such as Education.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees and any other areas.

Date	Activity
11/3/2023	In response to discussion with and amongst faculty, community stakeholders, and students, on November 3, 2023, a group of faculty and academic leadership met to develop several workgroups to explore the expansion of SJR State baccalaureate degree programs. Items to be discussed by the workgroups include the top occupations in SJR State's service district and Region 8, the average number of available jobs, the typical entry-level education required, and the unmet graduate need.
Nov 2023	SJR State surveyed its current students regarding their interest in pursuing a baccalaureate degree in Animation and Theater Technology at SJR State. Survey results indicated 8% of respondents were interested in Animation and 5% interested in Theater Technology.
11/17/2023	After examining the data and determining it reflected a local need for baccalaureate graduates in the field of design and production that included the skills aligned with technical theatre, Florida School of the Arts faculty and leadership voted to explore the development of a baccalaureate degree and submitted to College Administration an email of intent to begin the process of exploring curriculum and program development.
11/15/2023	During the President's Cabinet Meeting, SJR State's President, Vice Presidents, and senior leadership team discussed the data, next steps, and timeline of the faculty workgroup's baccalaureate degree development efforts. During this meeting, the President's Cabinet indicated support for the potential program.
11/21/2023	Dr. Brown shared with the College's IPC the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the IPC voted to approve the continued development of the Bachelors in Performance Design and Production with a targeted implementation of Fall 2025.
12/6/2023	Dr. Brown shared with the SJR State Board of Trustees the faculty workgroup's baccalaureate degree development efforts. The data, next steps, and timeline were discussed. During this meeting, the Board of Trustees voted to approve the continued development of the Bachelors in Performance Design and Production with a targeted implementation of Fall 2025.
12/11/2023	During the December faculty department meeting, the Florida School of the Arts faculty discussed the data and program and curriculum research that had been completed by the workgroup and voted to approve the continued

	development of the Bachelors in Performance Design and Production with a targeted implementation of Fall 2025.
January 2024	Faculty begin to develop the curriculum, pathways to degree, course descriptions, and course outlines for the proposed Baccalaureate degree in Performance Design and Production.
1/22/2024	During the Academic Affairs Curriculum meeting, the faculty workgroup's baccalaureate degree development efforts and the data supporting the degree development were discussed. At this time, the Academic Affairs Curriculum Committee voted to approve the continued development of the Bachelors in Performance Design and Production with a targeted implementation of Fall 2025.
2/9/2024	The Florida School of the Arts faculty voted to approve the submission of the Notice of Intent (NOI) and continued development of the BAS in Performance Design and Production with a targeted implementation of Fall 2025.
3/28/2024	The members of the President's Cabinet reviewed the NOI and indicated support of its submission to IPC and continued development of the BAS in Performance Design and Production with a targeted implementation of Fall 2025.
4/2/2024	SJR State IPC approved the NOI and continued development of the BAS in Performance Design and Production with a targeted implementation of Fall 2025.
4/17/2024	SJR State Board of Trustees to consider approval of the NOI for the Bachelors in Performance Design and Production with a targeted implementation of Fall 2025.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Date	Activity
Nov 2023	SJR State surveyed community members and local employers regarding potential baccalaureate program expansion. Survey results indicated that they were interested in Animation and 5% interested in Theater Technology..
11/14/2023	During the Florida School of the Arts Advisory Board Meeting, Florida School of the Arts leadership shared with advisory board members the data, next steps, and timeline of the baccalaureate degree development efforts. Five new members in various professional production and design related fields were introduced to the board during this meeting. During this meeting, the members of the advisory board indicated by formal vote their support for the potential program.
3/14/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Putnam County School District about the proposed BAS in Performance Design and Production and discussed the optional track in K12 teaching. Kristin Carroll (PCSD Administrator of Certification, Recruitment, Novice Teacher Program, Instructional Experience, Intern Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Kristin Carroll and Executive Director of Human Resources Tonya Whitehurst.
3/26/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the St. Johns County School District about the proposed BAS in Performance Design and Production and discussed the optional track in K12 teaching. Parker Raimann (SJCSD Director of Instruction Personnel) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to both Parker Raiman and Associate Superintendent of Human Resources Wayne King.
3/27/2024	SJR State's Teacher Education Coordinator Dawn Boles spoke with leadership at the Clay County School District about the proposed BAS in Performance Design and Production and discussed the optional track in K12 teaching. Samantha Wright (CCSD Supervisor of Certified Teacher Placement) indicated the School District's support of the proposal and vowed that the District would continue to serve on the Teacher Education Advisory Board and to serve as a resource in curriculum development conversations. SJR State's Dawn Boles followed up the conversation with an email to Ms. Wright providing additional information.

4.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

Date	Activity
3/25/2024	SJR State submitted a posting in Florida’s Academic Program Pre-Proposal Recognition System (APPRiSe) to notify all post-secondary institutions statewide that the College is considering developing a baccalaureate degree in Performance Design and Production and provide advance opportunity for discussion and collaboration. As of this date, no feedback has been received, and the comment period is scheduled to close May 9, 2024.
3/25/2024	SJR State’s President Pickens spoke with Florida State College at Jacksonville President Dr. Avendano about SJR State’s proposed bachelors degree in Performance Design and Production. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
3/25/2024	SJR State’s President Pickens spoke with Daytona State College President Dr. LaBosso about SJR State’s proposed bachelors degree in Performance Design and Production. President Avendano shared his support of the proposal. Dr. Brown followed up their conversation with an email providing further information.
4/5/2024	SJR State’s President Pickens spoke with Flagler College President Delaney about SJR State’s proposed bachelors degree in Performance Design and Production. President Delaney shared that Flagler College did not object to the proposal.




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: April 8, 2024

RE: Action/Information Agenda Item: April 17, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the April 17, 2024, meeting:

ACTION/INFORMATIONAL AGENDA ITEMS:

- 1. FINANCIAL ITEM (Presented by Vice president Randy Peterson):**
 - a. Federal Audit Report, Fiscal Year Ended June 30, 2023 (INFORMATION)
- 2. FACILITIES ITEM (Presented by Director of Capital Assets and Risk Management Terry Thomas)**
 - a. Action to Approve Plans & Specifications for the Chiller and Cooling Tower Replacement Project, Orange Park Campus
 - b. Action to Approve Award of Bid for the Chiller Replacement Project, St. Augustine Campus
 - c. Award of BID-SJR-10-2023 to Facility Automation Solutions (INFORMATION)




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: April 8, 2024


SUBJECT: Federal Awards Audit, Fiscal Year Ended June 30, 2023

The Office of the Auditor General for the State of Florida annually audits federal awards administered by the State of Florida. The audit objectives include ensuring compliance with statutes, regulations, terms and conditions of Federal awards, including internal controls over these funds. The audit of the Federal Awards programs results in a state-wide report which is combined with the State's annual financial report. The College participates in the Federal Aid Programs (Pell Grants, Direct Student Loans, Federal Supplemental Educational Opportunity Grants, and Federal Work Study Program) so is typically included in this State-wide report. The audit resulted in no findings for St. Johns River State College and thus, the College was not referenced in the State-wide report.



MEMORANDUM

To: Randy Peterson
Vice President for Finance/CFO

From: Terry Thomas 
Assistant Vice President of Facilities, Planning, and Capital Projects

Date: April 9, 2024

Subject: Action Item: Plans & Specifications for the Chiller and Cooling Replacement Project – Orange Park Campus

This is an action item for the Board of Trustees at their meeting on April 17, 2024. The scope of work for this project includes the installation of a new water-cooled chiller, cooling tower, and primary chilled water pump to make the existing 700-ton chiller system N+1 redundant. If one piece of equipment breaks, the other equipment will still be able to handle the full load. The existing 350-ton chiller system will be demolished, and an air-cooled chiller system will be installed as part of this project to serve the campus in low-load and emergency conditions.

Moses Engineering, working with SJR State staff, completed the preparation of the bid documents and specifications for this project and we are ready to include both on the April Board agenda. This documentation will be sent to the Board for review before the Board meeting.

I am requesting that our Board of Trustees approve the plans and specifications for this project.

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


Attachment: (A hard copy of the Plans and Specifications will be present at the Board meeting)



ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

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

From: Terry Thomas 
Assistant Vice President of Facilities, Planning, and Capital Projects

Date: April 9, 2024

Subject: Action Item: Award of Bid for Chiller Replacement Project – St. Augustine Campus

This is an action item for the Board of Trustees at their meeting on April 17, 2024. Bids were opened on April 8, 2024, for the Chiller Replacement Project on the St. Augustine campus.

The scope of this project includes the removal and replacement of the existing 110-ton water cooled chillers (2), associated cooling tower and chilled/condenser water pumps. A new 340-ton chiller and matching cooling tower will be provided. The condenser and chilled water pumps will be replaced and increased in size to accommodate the increase in required GPM and head pressure. Both the chilled water and condenser water piping are to be replaced and manifolded to permit interchangeability of the equipment. Hydronic components including isolation valves, strainers, suction diffuser, check valves are to be replaced.

We received five bids from prequalified contractors. Four out of the five contractors did not submit a complete bid submittal package; various required forms were missing in each package. The one complete submittal package was submitted by Foresight Construction; this bid was the second lowest bid received. I would like to recommend this bid in the amount of \$1,433,848 for approval.

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

Attachment (1)



St. Johns River State College

BID-SJR-13-2023

Chiller Replacement Project, St. Augustine Campus

NOTICE OF INTENT TO AWARD BID

**SJR State anticipates awarding the bid to responsive bidder meeting specifications,
Foresight Construction Group, Inc. on April 17, 2024**


Contractor	Base Bid
Foresight Construction Group, Inc.	\$1,433,848

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.



MEMORANDUM

To: Randy Peterson
Vice President for Finance/CFO

From: Terry Thomas 
Assistant Vice President of Facilities, Planning, and Capital Projects

Date: April 9, 2024

Subject: Information Item: Award of BID-SJR-10-2023 to Facility Automation Solutions

This is an information item for the Board of Trustees at their meeting on April 17, 2024. The college awarded the bid for the Building V Electrical Infrastructure Upgrades Project at the Palatka Campus to the low bidder, Facility Automation Solutions, for a total of \$170,596.

The purpose of this project is to upgrade the emergency power electrical infrastructure for Building V, to support our College I.T. department's server equipment that is critical to our collegewide operation and allow for I.T. department's future expansion of their server equipment inventory. In addition, this upgrade will support the new security department office that is a critical operation for the safety of our student/staff population, for both the Palatka campus security and collegewide security operations.

The scope of work includes the upgrade of existing emergency generator equipment with a new 75 kw natural gas emergency generator. Installation of a new electrical power circuit, new electrical distribution circuits and electrical distribution panels to support the existing I.T. department's servers, UPS equipment, security office and emergency power for Building V's food service café.

An Invitation to Bid was sent out to five electrical contractors and was also posted on our St. Johns River State College's Bids and Solicitations webpage. One of the five electrical contractors submitted a bid for this project. The bid opening took place on March 28, 2024, at 2:30 p.m. on the Palatka Campus. The bid received was analyzed by college personnel.

The protest period expired at noon on Thursday, April 4, and it expired uncontested. A copy of the published Notice of Intent to Award/Bid Tally is attached for review.

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

Attachment: (1)



St. Johns River State College

BID-SJR-10-2023

Building V Electrical Infrastructure Upgrades Project, Palatka Campus

NOTICE OF INTENT TO AWARD BID

**SJR State anticipates awarding the bid to responsive bidder meeting specifications,
Facility Automation Solutions on April 4, 2024**

Contractor	Base Bid	Adding: Add Alt #1	Total Bid
Facility Automation Solutions	\$168,571	\$2,025	\$170,596

Add Alt. #1: 5 year Generator Warranty

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.

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens

DATE: April 9, 2024

Subject: Board Meeting Dates

Below are the confirmed District Board of Trustees Meeting dates for July, 2024 through June, 2025.

ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES MEETING DATES 2024 – 2025		
DATE OF MEETING	TIME OF MEETING	LOCATION OF MEETING
July 2024	No Meeting	
Wednesday, August 21, 2024	2:00 p.m.	Palatka Campus, Board Room
Wednesday, September 18, 2024	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, October 16, 2024	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
Wednesday, November 20, 2024	2:00 p.m.	Palatka Campus, Board Room
December 2024	No Meeting	
Wednesday, January 15, 2025	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, February 19, 2025	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
**Wednesday, March 12, 2025	2:00 p.m.	Palatka Campus, Board Room
Wednesday, April 16, 2025	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, May 21, 2025	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
Wednesday, June 18, 2025	2:00 p.m.	Palatka Campus, Board Room

**** Exception to 3rd Wednesday of the month**