



ST. JOHNS RIVER STATE COLLEGE

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

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

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

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

SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: May 8, 2024

RE: May Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, May 15**, at the **Orange Park Campus** in the Thrasher-Horne Center, Suites C & D.

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, May 15, 2024,
2:00 p.m., **Orange Park Campus**,
Thrasher-Horne Center, Suites C & D

MISSION STATEMENT

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

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

- I. Call to Order
- II. Public Comment
- III. Viking Spotlight – Accomplishments of SJR State’s Student Athletes, Teams, and Coaches – presented by Dr. Ed Jordan, Vice President for Academic and Student Affairs; Jack Hall, Asst. Vice President for Student Affairs; and Ross Jones, Athletic Director and Head Baseball Coach
 - A. Baseball Accomplishments
 - B. Beach Volleyball Accomplishments
 - C. Softball Accomplishments
 - D. Volleyball Accomplishments
 - E. Presentation of the SJR State 2023-2024 Male and Female Student Scholar Athletes of the Year
- IV. Old Business
- V. 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 April 17, 2024, Board Workshop and Meeting
 - B. Chief Operating Officer – Dr. Melanie Brown
 1. Approval of Personnel Matters
 - C. Vice President for Finance/CFO – VP Randy Peterson
 1. Facilities Usage Report – April 2024
 2. Approval of Monthly Financial Report – April 2024
 3. Approval of Write-offs of Tangible Personal Property

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

1. Approval of Adult General Education Grant
2. Approval of Perkins V Postsecondary Grant
3. Approval of Perkins V Rural Innovations Grant

VI. New Business

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

1. Action to Approve and Ratify Article 20 Wages Reopener for FY 24-25 of the Collective Bargaining Agreement (CBA) between the District Board of Trustees of St. Johns River State College and the St. Johns River State College Chapter United Faculty of Florida Action
2. Public Hearing for Amendment to SJR State Board Rule #7.15 Academic Probation and Suspension Regulations Public Hearing
3. Action to Approve Amendment to SJR State Board Rule #7.15 Academic Probation and Suspension Regulations Action

B. Vice President for Finance/CFO – VP Randy Peterson – Action and Information Agenda Items

1. Financial Items
 - a. Action to Approve Course Fee and Full Cost of Instruction Fee Changes Action
 - b. Florida Bright Futures and Florida Student Assistance Grant Audit, Fiscal Years Ending June 30, 2022, and June 30, 2023 Information

C. Vice President for Academic and Student Affairs – Dr. Ed Jordan – Action Agenda Items


1. Public Hearing on Change to Admission Criteria for the Florida Law Enforcement Academy Certificate (5005) Public Hearing
2. Action to Approve Change to Admission Criteria for the Florida Law Enforcement Academy Certificate (5005) Action

VII. President's Report Information

VIII. Trustees' Comments Information

IX. Adjournment

TO: Joe Pickens, J.D.
College President

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

DATE: May 3, 2024

RE: Viking Spotlight Agenda Item: May 15, 2024, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the May 15, 2024, meeting:

Viking Spotlight:

Dr. Edward Jordan, Vice President for Academic and Student Affairs, Jack Hall, Asst. Vice President for Student Affairs, and Ross Jones, Athletic Director and Head Baseball Coach, will share 2023-2024 accomplishments of SJR State's Student Athletes, Teams, and Coaches.

- Baseball Accomplishments
- Beach Volleyball Accomplishments
- Softball Accomplishments
- Volleyball Accomplishments
- Presentation of the SJR State 2023-2024 Male and Female Student Scholar Athletes of the Year

BASEBALL

FCSAA announces DII Baseball Awards

Posted: May 01, 2024

TALLAHASSEE, Fla. - The Florida College System Activities Association (FCSAA) is pleased to announce its Division II Baseball Awards for the 2024 season.

The 13-member All-FCSAA team, which includes the Fireman of the Year, also recognizes the Player and Pitcher of the Year and was voted on by the FCSAA's six Division II baseball coaches.

Separate from the All-FCSAA vote, coaches selected a Gold Glove Team and Defensive Player of the Year.



Division II All-FCSAA/All-NJCAA Region 8

FCSAA Division II Player of the Year
Chris Arroyo, Pasco-Hernando State
Sophomore | Designated Hitter | Gurabo, P.R.

Previously named the Sun-Lakes Conference Player of the Year...appeared in 41 games...two-way player leads the FCSAA with a .401 batting average, .816 slugging percentage and 17 home runs...has also driven in 47 runs and scored 56...on the mound he has posted a 4-4 record and 3.72 ERA...has five complete games...a two-time NJCAA Region 8 DII Player of the Week in 2024.

FCSAA Division II Pitcher of the Year
Michael Savarese, Pasco-Hernando State
Freshman | RHP | Brooksville, Fla.

Previously named the Sun-Lakes Conference Pitcher of the Year...appeared in 14 games...claimed FCSAA Division II's Triple Crown, leading the Association in wins (9), strike outs (95) and ERA (2.88)...named NJCAA Region 8 DII Pitcher of the Week on April 16.

FCSAA Division II Fireman of the Year
Jacob Hardy, South Florida State
Sophomore | RHP | Okeechobee, Fla.

Previously named the Sun-Lakes Conference Fireman of the Year...has appeared in 21 games but only made one start en route to an 8-0 record and one save...has posted a 3.42 ERA and 42 strikeouts in 47.1 innings pitched.

Infield

Derek Bermudez, South Florida State
Sophomore | Miramar, Fla.

Appeared in 51 games...has a .370 batting average and nine home runs...leads the FCSAA with 60 RBI...named NJCAA Region 8 DII Player of the Week on April 2.

Ryan Jenkins, Lake-Sumter State
Sophomore | Winter Haven, Fla.

Appeared in 53 games...has a .383 batting average, two home runs and 40 RBI...also has 12 stolen bases and leads the FCSAA with 19 doubles and 75 hits.

Andon Lewis, St. Johns River State
Sophomore | Calhoun, Ga.

Appeared in 39 games...has a .365 batting average, shares the team lead with 11 home runs and has also driven in 50 runs.

Gabe Roque, Palm Beach State
Freshman | Jupiter, Fla.

Appeared in 38 games...has a .378 batting average, two home runs and 26 RBI.

Outfield

Aiden Com, Pasco-Hernando State
Sophomore | Venice, Fla.

Appeared in 52 games...has posted a .387 batting average, nine home runs and 50 RBI...also has an FCSAA-best 23 stolen bases...a two-time NJCAA Region 8 DII Player of the Week in 2024...only repeat All-FCSAA honoree from 2023.

Mike Cuello, South Florida State
Freshman | Naples, Fla.

Appeared in 52 games...has a .339 batting average, nine home runs and 56 RBI...named NJCAA Region 8 DII Player of the Week on March 5.

Nathan Gagnon, St. Johns River State
Sophomore | Otterburn Park, QBC, Canada

Appeared in 55 games...batted .376 with five home runs and 29 RBI...leads the FCSAA with 64 runs scored, four triples and .543 on-base percentage...named NJCAA Region 8 DII Player of the Week on February 6.

Catcher

Eddiel Tolentino, Pasco-Hernando State
Sophomore | Kissimmee, Fla.

Appeared in 42 games...batted .263 with eight home runs and 34 RBI.

Pitcher

Josh Cone, Pasco-Hernando State
Freshman | LHP | Bradenton, Fla.

Has appeared in 14 games, all but two coming relief...posted a record of 1-4 with two saves...2.11 ERA in 38.1 innings...struck out 39 batters.

Danny Lazaro, St. Johns River State
Freshman | LHP | Tampa, Fla.

Has appeared in 14 games...is 5-4 with a 3.80 ERA...has struck out 57 in 68.2 innings.

FCSAA Division II/Region 8 Gold Glove Team

- LF: Luke Bentley, Lake-Sumter State
- CF: Adrian Davis, South Florida State
- RF: Andrew Merchant, Lake-Sumter State
- 1B: Luke Dickerson, Pasco-Hernando State
- 2B: Billy Girgis, Florida State College at Jacksonville
- SS: Ryan Jenkins, Lake-Sumter State
- 3B: Cade Crews, Palm Beach State
- C: Eddiel Tolentino, Pasco-Hernando State

FCSAA Division II Defensive Player of the Year
Adrian Davis, South Florida State
Sophomore | OF | West Chester, Ohio

Previously named the Sun-Lakes Conference Defensive Player of the Year...appeared in 45 games...committed only two errors in 113 total chances...recorded 110 putouts and one assist from the outfield...posted a .982 fielding percentage.

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BASEBALL

FCSAA announces DII All-Conference Baseball Team

Posted: Apr 30, 2024

TALLAHASSEE, Fla. - The Florida College System Activities Association (FCSAA) is pleased to announce its Division II All-Conference baseball team.

The All-Conference team was selected by coaches from the FCSAA's Division II Sun-Lakes Conference.

In addition to a first- and second-team, coaches selected the conference's Top 10 overall players, as well as the following individual awards:

- Player of the Year: Chris Arroyo, Pasco-Hernando State
- Pitcher of the Year: Michael Savarese, Pasco-Hernando State
- Defensive Player of the Year: Adrian Davis, South Florida State
- Fireman of the Year: Jacob Hardy, South Florida State

By virtue of winning the Sun-Lakes Conference, Pasco-Hernando State's Lyndon Coleman was recognized as the Coach of the Year.

The FCSAA Division II Baseball Awards will be announced at 1 p.m., Wednesday, May 1.



All-Sun-Lakes Conference

First-team

Infield: Derek Bermudez, South Florida State; Jake D'Altrui, Pasco-Hernando State; Ryan Jenkins, Lake-Sumter State; Andon Lewis, St. Johns River State; Gabe Roque, Palm Beach State

Outfield: Chase Boines, Palm Beach State; Aidan Corn, Pasco-Hernando State; Mike Cuello, South Florida State; Nathan Gagnon, St. Johns River State

Catcher: Dawson Bryant, South Florida State; Eddiel Tolentino, Pasco-Hernando State

Designated Hitter: Chris Arroyo, Pasco-Hernando State

Pitcher: Josh Cone, Pasco-Hernando State; Brady Ellison, Florida State College at Jacksonville; Danny Lazaro, St. Johns River State; Michael Savarese, Pasco-Hernando State

Second-team

Infield: Dariel Castillo, Pasco-Hernando State; Luke Dickerson, Pasco-Hernando State; Brandon Vargas, South Florida State; Roger Vergara, St. Johns River State; Danny Villafane, Palm Beach State

Outfield: Adrian Davis, South Florida State; Dylan Degusipe, Pasco-Hernando State; Michael Furry, St. Johns River State; Andrew Merchant, Lake-Sumter State

Catcher: Tripp Davis, St. Johns River State; Brian Perez, Palm Beach State

Designated Hitter: Elvin Figueroa, Lake-Sumter State

Pitcher: Chris Arroyo, Pasco-Hernando State; Chase Grube, Palm Beach State; Aaron Potter, St. Johns River State; Robert Tracy, Lake-Sumter State

Top 10 Players

(1) Chris Arroyo, Pasco-Hernando State; (2) Michael Savarese, Pasco-Hernando State; (3) Aidan Corn, Pasco-Hernando State; (4) Andon Lewis, St. Johns River State; (5) Derek Bermudez, South Florida State; (6) Mike Cuello, South Florida State; (7) Chase Boines, Palm Beach State; (8) Ryan Jenkins, Lake-Sumter State; (9) Danny Lazaro, St. Johns River State; (10) Nathan Gagnon, St. Johns River State



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BEACH VOLLEYBALL

2024 Beach Volleyball Awards

All-FCSAA/All-NJCAA Region 8

First-team

Berklee Andrews, Lake-Sumter State College; Leanne Blue, Lake-Sumter State College; Ana Paula Fallas Cruz, Palm Beach State College; Hannah Hamill, St. Johns River State College; Zuzanna Michalska, Palm Beach State College

Second-team

Marilyn Cesaro, Palm Beach State College; Camryn Deem St. Johns River State College; Kaylee Hunt Lake-Sumter State College; Martina Soler Marti, Florida State College at Jacksonville; Hana Roberts, Florida State College at Jacksonville

FCSAA Player of the Year: Ana Paula Fallas Cruz, Palm Beach State College

FCSAA Coach of the Year:

Beach Volleyball Scholar-Athlete Award:

All-FCSAA/All-NJCAA Region 8 Pairs

- Martina Soler Marti & Hana Roberts, Florida State College at Jacksonville
- Leanne Blue & Cassidy Rountree, Lake-Sumter State College
- Braelyn Mittauer & Jayden Ponsford, Lake-Sumter State College
- Ana Paula Fallas Cruz & Zuzanna Michalska, Palm Beach State College
- Hannah Hamill & Camryn Deem, St. Johns River State College

FCSAA Pair of the Year: Ana Paula Fallas Cruz & Zuzanna Michalska, Palm Beach State College

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SOFTBALL

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FCSAA announces DII Softball Awards

Posted: May 02, 2024

TALLAHASSEE, Fla. - The Florida College System Activities Association (FCSAA) is pleased to announce its Division II Softball Awards for the 2024 season.

The 13-member All-FCSAA team also recognizes the Player and Pitcher of the Year and was voted on by the FCSAA's six Division II softball coaches.



Division II All-FCSAA/All-NJCAA Region 8

FCSAA Division II Player of the Year
Kendall Catherwood, St. Johns River State
Sophomore | OF | St. Johns, Fla.

Previously named the Sun-Lakes Conference Player of the Year...has appeared in 58 games...leads the FCSAA with a .457 batting average, .538 on-base percentage, 85 hits and 65 runs scored...ranks second with 35 stolen bases and third with 50 RBI...is a two-time NJCAA Region 8 DII Player of the Week.

FCSAA Division II Pitcher of the Year
Jayda Smith, Pasco-Hernando State
Freshman | RHP | New Port Richey, Fla.

Previously named the Sun-Lakes Conference Pitcher of the Year...has appeared in 27 games, including 22 starts...has 10 wins (10-12) on the season...leads the FCSAA with 119 strikeouts, 155.1 innings pitched and a 1.58 ERA...named the NJCAA Region 8 DII Softball Pitcher of the Week on April 2.

Infield

Jenny Bouthillier, St. Johns River State
Freshman | Canada

Has appeared in 57 games...posted a .360 batting average...has two home runs, 34 RBI and two stolen bases.

Caylee Elder, St. Johns River State
Freshman | Minneola, Fla.

Has appeared in 51 games...posted a .364 batting average...has connected on eight home runs and driven in 42 runs...has scored 52 runs and swiped 17 bases...a two-time NJCAA Region 8 DII Pitcher of the Week.

Payton Parkes, Lake-Sumter State
Freshman | Clermont, Fla.

Has appeared in 56 games...posted a .393 batting average...has nine home runs and 48 RBI...has scored 42 runs and stolen 10 bases.

Trinity Rohrer, South Florida State
Sophomore | Sebring, Fla.

Has appeared in 43 games...posted a .354 batting average...has four home runs and 35 RBI...scored 27 runs...one of three players atop the FCSAA leaderboard in triples (4).

Outfield

Emma Chisholm, Lake-Sumter State
Freshman | Valrico, Fla.

Has appeared in 56 games...has a .375 batting average...has scored 53 runs and stolen 11 bases...has 13 home runs and 50 RBI on the year...is a two-time NJCAA Region 8 DII Player of the Week.

Alyssa Vallad, St. Johns River State
Freshman | Riverview, Fla.

Has played in 58 games...has a .439 batting average...has tallied 17 home runs and an FCSAA-best 66 RBI...scored 54 runs and has three stolen bases... nabbed four NJCAA Region 8 Weekly Awards in 2024, including one Pitcher of the Week accolade.

Princess Arredondo, St. Johns River State
Freshman | Bushnell, Fla.

Has appeared in 56 games...posted a .430 batting average...has 22 home runs en route to an .873 slugging percentage, both tops on the FCSAA leaderboard...has driven in 56 runs...scored 49 runs and has two stolen bases...the NJCAA Region 8 DII Player of the Week on March 12 and was named NJCAA Division II Softball Player of the Week the following day.

Brooklyn Kennedy, Florida Gateway
Sophomore | Macclenny, Fla.

Has appeared in 47 games...posted a .404 batting average...has four home runs and 30 RBI...scored 19 runs...the NJCAA Region 8 DII Player of the Week on February 13.

Pitcher

Carolyn Lasater, St. Johns River State
Sophomore | Jacksonville, Fla.

Has pitched in 24 games...posted a record of 11-3 with four saves...has a 3.30 ERA...in 91.1 innings pitched, she has 28 strikeouts...a four-time NJCAA Region 8 DII Pitcher of the Week.

Savannah Ellis, Lake-Sumter State
Freshman | Brooksville, Fla.

Has made 23 appearances in the circle...the two-way players has appeared in 56 games overall...is 11-4 with three saves and four complete games...has posted a 3.22 ERA...in 87.0 innings pitched, she has recorded 45 strikeouts...at the plate, she batted .391 and leads the FCSAA with 19 doubles.

At-Large

Olivia Hansen, St. Johns River State
Freshman | Wilmington, Ill.

Has appeared in 30 games...posted a .431 batting average...has five home runs and 20 RBI...scored 20 runs.

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FCSAA announces DII All-Conference Softball Team

Posted: May 01, 2024

TALLAHASSEE, Fla. - The Florida College System Activities Association (FCSAA) is pleased to announce its Division II All-Conference softball team.

The All-Conference team was selected by coaches from the FCSAA's Division II Sun-Lakes Conference.

In addition to a first- and second-team, coaches selected the following individual awards:

- Player of the Year: Kendall Catherwood, St. Johns River State
- Pitcher of the Year: Jayda Smith, Pasco-Hernando State

By virtue of winning the Sun-Lakes Conference, St. Johns River State's Joe Pound was recognized as the Coach of the Year.

The FCSAA Division II Softball Awards will be announced at 1 p.m., Thursday, May 2.



All-Sun-Lakes Conference

First-team

Infield: Jenny Bouthillier, St. Johns River State; Caylee Elder, St. Johns River State; Payton Parkes, Lake-Sumter State; Trinity Rohrer, South Florida State

Outfield: Kendall Catherwood, St. Johns River State; Emma Chisholm, Lake-Sumter State; Alyssa Vallad, St. Johns River State

Catcher: Princess Arredondo, St. Johns River State; Brooklyn Kennedy, Florida Gateway

Pitcher: Carolyn Lasater, St. Johns River State; Jayda Smith, Pasco-Hernando State

At-Large: Savannah Ellis, Lake-Sumter State; Olivia Hansen, St. Johns River State

Second-team





Infield: Alexis Adams, Lake-Sumter State; Kayla Robinson, Florida State College at Jacksonville; Brielle Rosa, South Florida State; Summer Washburn, South Florida State

Outfield: Kaedyn Holcomb, South Florida State; Mykhala Moore, Florida State College at Jacksonville; Valeria Rolon, Pasco-Hernando State; Megan Wright, Lake-Sumter State

Catcher: Peyton Hatcher, Florida Gateway

Pitcher: Jordyn Anderson, Lake-Sumter State; Abby Rutledge, Florida State College at Jacksonville; Brooke Strickland, St. Johns River State

At-Large: Samalys Guzman, South Florida State

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PRESS RELEASE: APRIL 29, 2024

SJR State softball head coach Joe Pound named FCSAA Coach of the Year

After winning the team's first-ever Sun-Lakes Conference and FCSAA/NJCAA Region 8 Championship, softball head coach Joe Pound has been named FCSAA DII Coach of the Year.

"It's an honor to receive the award. To me, it's a team award. It means we had a really good team and a great season," said Pound.

Setting a new standard for the SJR State Softball program, the Vikings made several team and individual records during the season, including the winningest team in program history and winning their first Sun-Lakes Conference and FCSAA/NJCAA Region 8 DII Championship.



SJR State softball head coach Joe Pound named FCSAA Coach of the Year.

"When I got this job, my sights were set on this season," Pound said. "This is the first season with a group of players that were all recruited by this coaching staff. After the fall semester, I knew this was going to be a special team with the talent we had on the roster."

The Vikings finished their season with 44-14 wins overall and 26-4 conference wins. Pound led the team for a .759 win percentage.

This is Pound's third year coaching the Viking softball team. Prior to taking over the Vikings Softball Program, Pound spent four seasons as an assistant coach with the Vikings baseball team as the hitting coach. Over that four year span, the Vikings baseball team ranked in the top 4 in the FCSAA in home runs each year, leading the FCSAA in home runs during a COVID shortened 2020 season (30) and the 2021 season (59).

According to Pound, SJR State will head to the district tournament May 9-12 in Alabaster, Alabama, to play for a spot in the World Series held May 20-25 in Spartanburg, South Carolina.

[View photo gallery \(https://www.flickr.com/photos/sjrstate/albums/72177720316581403\)](https://www.flickr.com/photos/sjrstate/albums/72177720316581403)



This year's softball team was the winningest team in program history and also won their first Sun-Lakes Conference and FCSAA/NJCAA Region 8 DII Championship.

MEDIA CONTACTS

Michelle Sjogren

Assistant Vice President for
Institutional Advancement and
Strategic Communications
(904) 276-6814

Susan Kessler

Director of Public Relations and
Marketing
(386) 312-4021

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2023 Volleyball Awards

FCSAA DI All-Tournament Team | DI All-FCSAA/All-NJCAA Region 8 | All-Citrus Conference | FCSAA DII All-Tournament Team | DII All-FCSAA/All-NJCAA Region 8 | All-Sun-Lakes Conference

FCSAA DI All-Tournament Team

Matilda Dahlstroern, Hillsborough; Julia Rienks, Daytona State; Leia Lund, Daytona State; Keionna Mackey, Polk State; Irene Mostardini, Polk State; Victoria Zibecchi, Florida SouthWestern; Ana Tevdoradze, Miami Dade; Nina Boledovicova, Florida SouthWestern; Mia Martinez, Miami Dade; Alondra Alarcon, Florida SouthWestern; Luiza Da Cruz, Miami Dade; Roberta Purashaj, Florida SouthWestern

Most Outstanding Player: Roberta Purashaj, Florida SouthWestern

Mary Andrew Award, presented to the Division I Coach of the Year: Thais Baziquetto-Allen, Florida SouthWestern

DI All-FCSAA/All-NJCAA Region 8

Alondra Alarcon, Florida SouthWestern; Izzy Collier, Florida SouthWestern; Luiza Da Cruz, Miami Dade; Matilda Dahlstroern, Hillsborough; Keionna Mackey, Polk State; Irene Mostardini, Polk State; Roberta Purashaj, Florida SouthWestern; Gaia Riedmuller, Eastern Florida State; Julia Rienks, Daytona State; Emma Testi, Daytona State; Ana Tevdoradze, Miami Dade; Victoria Zibecchi, Florida SouthWestern

Ilida Medero Award, presented to the Division I Player of the Year:

Roberta Stokes Scholar-Athlete of the Year Award:

All-Citrus Conference

First-team

Alondra Alarcon, Florida SouthWestern; Izzy Collier, Florida SouthWestern; Luiza Da Cruz, Miami Dade; Matilda Dahlstroern, Hillsborough; Keionna Mackey, Polk State; Irene Mostardini, Polk State; Roberta Purashaj, Florida SouthWestern; Gaia Riedmuller, Eastern Florida State; Julia Rienks, Daytona State; Emma Testi, Daytona State; Ana Tevdoradze, Miami Dade; Victoria Zibecchi, Florida SouthWestern

Second-team

Katielle Alonzo, Miami Dade; Nina Boledovicova, Florida SouthWestern; Eirmy Domenech, Hillsborough; Dominae Jordan, Eastern Florida State; Sofia Kamke, Eastern Florida State; Leia Lund, Daytona State; Vivian Lucumi, Miami Dade; Alanae Margaritha, Polk State; Mia Martinez, Miami Dade; Mya Mendoza, Daytona State; Madison O'Sullivan, Polk State; Esthefany Rabit, Miami Dade

Citrus Conference Player of the Year: Roberta Purashaj, Florida SouthWestern

Citrus Conference Freshman of the Year: Luiza Da Cruz, Miami Dade

Citrus Conference Coach of the Year: Thais Baziquetto-Allen, Florida SouthWestern

FCSAA DII All-Tournament Team

Katie Keefe, State College of Florida; Aleksandra Wrobel, State College of Florida; Maddie Mire, Pensacola State; Anyaliz Rodriguez, Pensacola State; Kiara Vega, Pensacola State; Izzy Denton, Gulf Coast State; Abigail Willis, Gulf Coast State; Jaiden Rodgers, Gulf Coast State

Most Outstanding Player: Anyaliz Rodriguez, Pensacola State

Kim Whitney Award, presented to the Division II Coach of the Year: Pati Gandolfo, Pensacola State

DII All-FCSAA/All-NJCAA Region 8

Kylie Ciani, Pasco-Hernando State; Izzy Denton, Gulf Coast State; Kelsey Dodd, South Florida State; Kaylee Hunt, Lake-Sumter State; Elizabeth McDonald, Pasco-Hernando State; Zuzanna Michalska, Palm Beach State; Yarelis Lopez Osorio, Lake-Sumter State; Jaiden Rodgers, Gulf Coast State; Anyaliz Rodriguez, Pensacola State; **Gianna San Filippo**, St. Johns River State; Kiara Vega, Pensacola State; Aleksandra Wrobel, State College of Florida

Dulcie "Cookie" Stevens Award, presented to the Division II Player of the Year: Kiara Vega, Pensacola State

First-team North Division

Izzy Denton, Gulf Coast State; Kaylee Hunt, Lake-Sumter State; Jaiden Rodgers, Gulf Coast State; Anyaliz Rodriguez, Pensacola State; Gianna San Filippo, St. Johns River State; Kiara Vega, Pensacola State

Second-team North Division

Annabell Chancy, Gulf Coast State; Cadence Goeden, Pensacola State; Lauren Herz, St. Johns River State; Martina Soler Marti, Florida State College at Jacksonville; Mad die Mire, Pensacola State; Yarelis Lopez Osorio, Lake-Sumter State





First-team South Division

Kylie Ciani, Pasco-Hernando State; Kelsey Dodd, South Florida State; Patrycja Kabala, Palm Beach State; Elizabeth McDonald, Pasco-Hernando State; Zuzanna Michalska, Palm Beach State; Aleksandra Wrobel, State College of Florida

Second-team South Division

Ashlyn Banton, Palm Beach State; Caelan Cook, State College of Florida; Haley Ebbert, Pasco-Hernando State; Isabella Greifenstein, Pasco-Hernando State; Ahnika Johnston, St. Petersburg; Katie Keefe, State College of Florida

Player of the Year: Kiara Vega, Pensacola State

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ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD BUDGET WORKSHOP

April 17, 2024

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Jan Conrad (excused)
Mr. Wendell Davis (excused)

OTHERS PRESENT:

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

The workshop was held at the St. Augustine Campus in the Viking Center Multipurpose Room.

Chairperson Komando called the workshop to order at 1:15 p.m.

Vice President for Finance/CFO Randy Peterson began by overviewing the budget process and the FY 24-25 Budget Timeline.

Mr. Peterson discussed the Legislative budget impacts for SJR State College. President Pickens expounded on several items. Next, Mr. Peterson discussed the history of State operating support.

Mr. Peterson discussed the transition of the Florida College System to the State Group Insurance Program. He overviewed the advantages for SJR State College employees. President Pickens discussed the variables of the cost to the colleges. He noted that the Council of Presidents are meeting tomorrow morning to discuss the mechanics of implementation. Mr. Peterson noted the list of questions that are still to be answered.

Mr. Peterson overviewed fundable FTE, tuition and fees revenue, and the history of operating revenues.

Mr. Peterson overviewed the operating revenue categories and a 10-year revenue comparison. Next, he discussed a history of operating expenses. He overviewed the categories and discussed the operating expense comparison between the FY 23-24 original budget and the FY 22-23 actual expenses.

Mr. Peterson discussed the personnel goals for the FY 24-25 budget.

Mr. Peterson concluded the presentation by discussing the next steps in the budget planning process.

The Workshop was adjourned at 1:50 p.m.

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

April 17, 2024

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Jan Conrad, Vice-Chairperson (excused)
Mr. Wendell Davis (excused)

OTHERS PRESENT:

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

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

Meeting Call to Order

There was no Public Comment.

Public Comment

There was no Old Business.

Old Business

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

Consent Agenda
Items

A.1 - Minutes of March 27, 2024, Board Meeting and
Workshop

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

C.1-3 - Vice President for Finance – VP Randy
Peterson: Facilities Usage Report for March 2024;
Monthly Financial Report – March 2024; and Budget
Amendments (Operating Fund 1, Restricted Fund 2,
Auxiliary Fund 3, and Capital Outlay/Plant Fund 7).

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

Approved Consent
Agenda Items IV.A-C

Dr. Gilbert Evans reviewed for information only an
Amendment to SJR Board Rule #7.15 Academic
Probation and Suspension Regulations.

V.P. Legal Affairs &
Public Safety/ General
Counsel Item V.A.1

Dr. Melanie Brown reviewed and requested approval of
the Florida College System Notice of Intent for:
Bachelor of Science in Exceptional Student Education,
Bachelor of Science in Biological Sciences, Bachelor of

Science in Social and Human Services, Bachelor of Applied Science in Digital Art and Media, and Bachelor of Applied Science in Performance Design and Production.

Mr. Reid moved, seconded by Mr. Sapp, to approve Chief Operating Officer Items V.B.1-5., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Komando, Reid, Sapp - Yes).

Approved Chief
Operating Officer
Items V.B.1-5

Dr. Brown reminded the Trustees that the Annual Presidential Evaluation is due to AVP Chuck Romer by April 26, 2024.

Chief Operating
Officer Item V.B.6

Mr. Randy Peterson reviewed for information only the Federal Audit Report, Fiscal Year Ended June 30, 2023. There were no findings.

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 of Plans & Specifications for the Chiller and Cooling Tower Replacement Project, Orange Park Campus.

Mr. Reid 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 (Komando, Reid, Sapp - Yes).

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

Ms. Thomas reviewed and requested approval to Award the Bid for the Chiller Replacement Project, St. Augustine Campus.

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

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

Ms. Thomas reviewed for information only the Award of BID-SJR-10-2023 to Facility Automation Solutions.

Vice President/CFO
Item V.C.2.c

President Pickens noted that graduation will be held on May 3. There is a record number of students graduating and walking. The commencement speaker is Representative Tom Leek.

President's Report

President Pickens reported on the status of the baseball and softball teams. The softball team has clinched the conference championship.

President Pickens noted that former Governor Bob Graham passed away.

Chair Komando led the discussion on the results of the Board Self-Evaluation. He recommended approval.

Mr. Reid moved, seconded by Mr. Sapp, to approve the Results of the Board Self-Evaluation, as submitted. Motion carried (Komando, Reid, Sapp - Yes).

Approved District
Board of Trustees
Self-Evaluation

Chairperson Komando referred Trustees to the proposed 2024-2025 District Board of Trustees Meeting schedule.

Mr. Reid moved, seconded by Mr. Sapp, to set the Date, Time, and Place for fiscal year 2024–2025 District Board of Trustees meetings as the third Wednesday of each month at 2:00 p.m., Palatka Campus, with the following exceptions:

Approved Date, Time,
and Place of Board
Meetings for 2024-
2025

- July 2024 and December 2024 - No Meeting
- March 12, 2025 (second Wednesday)
- October 2024, February 2025, and May 2025, Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- September 2024, January 2025, and April 2025, Viking Center, Room V-112, St. Augustine Campus

Motion carried (Komando, Reid, Sapp - Yes).


Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 2:50 p.m.

Adjournment

TO: Joe Pickens, J.D.
College President

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

DATE: May 7, 2024

RE: **CONSENT** Agenda Item
May 15, 2024, District Board of Trustees Meeting

The following Consent Agenda item is submitted for the Board of Trustees' consideration at the May 15, 2024, meeting:

1. *Approval of Personnel Matters*

| DISTRICT BOARD OF TRUSTEES | | | | | |
|-----------------------------|------------------------------------|---------------------------|---------------------------|----------------------|-----------|
| PERSONNEL MATTERS | | | | | |
| | | | | | |
| BOARD MEETING: May 15, 2024 | | | | | |
| | | | | | |
| | NAME | JOB CLASSIFICATION | TYPE OF PAY OR ACTION | PAY SCALE OR RATE | DATES |
| Royce | Bass | FT - Administrator | Promotion | AD - Grade 127 | 5/1/2024 |
| | | | | | |
| | NAME | JOB CLASSIFICATION | TYPE OF PAY OR ACTION | PAY SCALE OR RATE | DATES |
| Kimberly | Von Dolteren | FT - Faculty | Hire | 12 Month - Masters | 5/1/2024 |
| Hollie | Harrell | FT - Faculty | Hire | 12 Month - Bachelors | 5/1/2024 |
| Victoria | Mathis-Sanders | FT - Faculty | Resignation | N/A | 5/31/2024 |
| Daniel | Ray | FT - Faculty | Reclassification | 12 Month - Doctorate | 5/1/2024 |
| | | | | | |
| | NAME | JOB CLASSIFICATION | TYPE OF PAY OR ACTION | PAY SCALE OR RATE | DATES |
| Cindy | Reed | FT - Professional Support | Pay Increase | PS - Grade 123 | 5/1/2024 |
| Warren | Roberts | FT - Professional Support | Hire | PS - Grade 120 | 4/17/2024 |
| Travas | Sheridan | FT - Professional Support | Promotion | PS - Grade 121 | 5/1/2024 |
| | | | | | |
| | NAME | JOB CLASSIFICATION | TYPE OF PAY OR ACTION | PAY SCALE OR RATE | DATES |
| Pamela | Cox | FT-Para-professional | Resignation | N/A | 5/3/2024 |
| Dawn | Markel | FT-Para-professional | Retirement | PP - Grade 115 | 5/31/2024 |
| April | Munoz | FT-Para-professional | Lateral with Pay Increase | PP - Grade 112 | 5/1/2024 |
| Amy | Tincher | FT-Para-professional | Pay Increase | PP - Grade 118 | 5/1/2024 |
| Dee | Westney | FT-Para-professional | Pay Increase | PP - Grade 115 | 5/1/2024 |
| | | | | | |
| | NAME | JOB CLASSIFICATION | TYPE OF PAY OR ACTION | PAY SCALE OR RATE | DATES |
| Roy | Deering | PT - Career Service | Hire | \$15.92/hr | 4/15/2024 |
| | | | | | |
| MISCELLANEOUS | | | | | |
| | 1. Drop Entry: | | | | |
| | Frank Corso - Effective 7/1/2024 | | | | |
| | Mark Wilson - Effective 08/01/2024 | | | | |
| | | | | | |
| | | | | | |



ST. JOHNS RIVER

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

Memorandum

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO

DATE: May 6, 2024

RE: Consent Agenda Items: May 15, 2024, District Board of Trustees Meeting

The following Consent items are submitted for the Board of Trustees' consideration at the May 15, 2024, meeting:

CONSENT AGENDA ITEMS:

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




ST. JOHNS RIVER

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

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Travas Sheridan 
Property and Risk Manager

Date: May 6, 2024

Subject: Report on Facilities Use for April 2024

For the month of April 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 |
| Chiefland High School (baseball) | Palatka |
| Riverside Wealth Advisors | Orange Park |
| Palatka Fire Department | Palatka |



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

Monthly Financial Report

April 2024

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of April 30, 2024

| | | FUND TYPE | | | | | |
|---|---------------|--------------------|-----------------------|--------------|-------------|--------------|---------------------|
| | | GENERAL CURRENT | RESTRICTED CURRENT | AUXILIARY | SCHOLARSHIP | AGENCY | UNEXPENDED PLANT |
| | TOTAL | | | | | | |
| Assets | | | | | | | |
| 1 Cash | \$ 23,633,441 | \$ 809,709 | \$ 519,073 | \$ 7,182,080 | \$ 205,551 | \$ 2,469,944 | \$ 12,447,084 |
| 2 Cash Equivalents | 526 | 526 | - | - | - | - | - |
| 3 Certificates of Deposit | 15,000,000 | 15,000,000 | - | - | - | - | - |
| 4 Accounts Receivable | 2,377,279 | 2,107,069 | 79,437 | 20,594 | 41,073 | - | 129,106 |
| 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 | 5,638,012 | - | - | - | - | - | 5,638,012 |
| 10 Total Assets | 47,044,113 | 17,919,904 | 598,510 | 7,594,929 | 246,624 | 2,469,944 | 18,214,202 |
| 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 | 84,096 | - | - | 84,096 | - | - | - |
| 16 Payables | 2,521,474 | (7,028) | 11 | 39,210 | 19,337 | 2,469,944 | - |
| 17 Due to Other Funds | - | - | - | - | - | - | - |
| 18 Total Liabilities | 28,567,338 | 25,954,740 | 11 | 123,306 | 19,337 | 2,469,944 | - |
| 19 Deferred Inflow of Resources | 2,556,770 | 2,556,770 | - | - | - | - | - |
| 20 Fund Balance | 23,649,109 | (2,862,502) | 598,499 | 7,471,623 | 227,287 | - | 18,214,202 |
| 21 Amount Expected to be Financed in Future Years | 20,789,434 | 20,789,434 | - | - | - | - | - |
| 22 Adjusted Fund Balance | 44,438,543 | 17,926,932 | 598,499 | 7,471,623 | 227,287 | - | 18,214,202 |

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month Ended April 30, 2024

| CURRENT YEAR 2023-2024 | | | | | FY % 83.3% | PRIOR YEAR 2022-2023 |
|---|-------------------|--------------------------|------------------------|----------|---------------|--------------------------|
| | Current Budget | Year to Date Activity | Unobligated Balance | Act % | | Year to Date Activity |
| Revenue: | | | | | | |
| 1 Tuition and Fees | \$ 9,164,120 | \$ 10,215,532 | \$ (1,051,412) | 111.5% | \$ | 9,249,083 |
| 2 State Support | 36,904,223 | 29,625,476 | 7,278,747 | 80.3% | | 21,718,391 |
| 3 Local Support | 1,624,979 | 2,157,309 | (532,330) | 132.8% | | 1,620,624 |
| 4 Other Sources | 1,474,500 | 1,400,589 | 73,911 | 95.0% | | 447,644 |
| 5 Total Revenue | 49,167,822 | 43,398,906 | 5,768,916 | 88.3% | | 33,035,742 |
| Expenditures: | | | | | | |
| 6 Salaries | 24,611,763 | 20,712,926 | 3,898,837 | 84.2% | | 19,078,358 |
| 7 Benefits | 8,168,390 | 6,933,779 | 1,234,611 | 84.9% | | 5,668,611 |
| 8 Total Salaries & Benefits | 32,780,153 | 27,646,705 | 5,133,448 | 84.3% | | 24,746,969 |
| 9 Materials and Supplies | 2,362,216 | 1,934,545 | 427,671 | 81.9% | | 1,549,931 |
| 10 Contracted Non Instructional | 1,719,502 | 1,257,327 | 462,175 | 73.1% | | 1,235,569 |
| 11 Utilities | 1,252,020 | 886,528 | 365,492 | 70.8% | | 1,014,489 |
| 12 Repairs and Maintenance | 1,414,474 | 1,022,684 | 391,790 | 72.3% | | 820,087 |
| 13 Professional Fees | 266,263 | 136,199 | 130,064 | 51.2% | | 149,564 |
| 14 Insurance | 1,099,662 | 991,398 | 108,264 | 90.2% | | 937,317 |
| 15 Technology Services | 282,681 | 162,691 | 119,990 | 57.6% | | 140,903 |
| 16 Travel | 344,627 | 190,780 | 153,847 | 55.4% | | 155,131 |
| 17 Advertising | 116,577 | 93,033 | 23,543 | 79.8% | | 91,019 |
| 18 Other Services | 804,099 | 612,849 | 191,250 | 76.2% | | 559,688 |
| 19 Other Current Charges | 809,569 | 749,943 | 59,627 | 92.6% | | 646,363 |
| 20 Total Current Expenses | 10,471,690 | 8,037,976 | 2,433,714 | 76.8% | | 7,300,061 |
| 21 Capital Outlay | 2,176,630 | 1,316,273 | 860,357 | 60.5% | | 743,805 |
| 22 Transfers | 1,000,000 | 1,000,000 | - | 100.0% | | - |
| 23 Total Expenditures | 46,428,472 | 38,000,954 | 8,427,518 | 81.8% | | 32,790,835 |
| 24 Net Revenues and Expenditures | \$ 2,739,350 | \$ 5,397,953 | | | \$ | 244,907 |
| 25 Budgeted Ending Adjusted Fund Balance * | \$ 15,179,173 | | | | | |

* excludes Amount to be Financed in Future Years of \$20,789,434

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
RESTRICTED CURRENT FUND
For the Month Ended April 30, 2024

| CURRENT YEAR 2023-2024 | | | | FY % 83.3% | PRIOR YEAR 2022-2023 |
|-------------------------------------|-------------------|--------------------------|------------------------|---------------|--------------------------|
| | Current Budget | Year to Date Activity | Unobligated Balance | Act % | Year to Date Activity |
| Revenue: | | | | | |
| 1 Federal Support | \$ 748,522 | \$ 505,970 | \$ 242,552 | 67.6% | \$ 1,527,695 |
| 2 Student Fees | 634,590 | 706,357 | (71,767) | 111.3% | 646,883 |
| 3 State Support | 109,807 | 105,368 | 4,439 | 96.0% | 103,513 |
| 4 Other Sources | - | - | - | 0.0% | 127 |
| 5 Total Revenue | 1,492,919 | 1,317,695 | 175,224 | 88.3% | 2,278,218 |
| Expenditures: | | | | | |
| 6 Salaries | 610,094 | 498,972 | 111,123 | 81.8% | 531,896 |
| 7 Benefits | 195,352 | 145,875 | 49,478 | 74.7% | 143,027 |
| 8 Total Salaries & Benefits | 805,447 | 644,846 | 160,600 | 80.1% | 674,923 |
| 9 Materials and Supplies | 414,787 | 227,100 | 187,687 | 54.8% | 142,951 |
| 10 Contracted Non Instructional | 35,115 | 27,948 | 7,168 | 79.6% | - |
| 11 Repairs and Maintenance | 3,264 | 3,264 | - | 0.0% | - |
| 12 Professional Fees | 33,095 | 31,890 | 1,205 | 96.4% | 24,745 |
| 13 Technology Services | 18,470 | 18,470 | 0 | 100.0% | 23,093 |
| 14 Travel | 208,860 | 101,180 | 107,679 | 48.4% | 79,757 |
| 15 Advertising | - | - | - | 0.0% | - |
| 16 Other Services | 121,227 | 87,498 | 33,729 | 72.2% | 84,654 |
| 17 Other Current Charges | 11,444 | 10,365 | 1,079 | 90.6% | 7,287 |
| 18 Total Current Expenses | 846,262 | 507,714 | 338,548 | 60.0% | 362,488 |
| 19 Capital Outlay | 45,558 | 40,745 | 4,813 | 89.4% | 1,091,186 |
| 20 Total Expenditures | 1,697,267 | 1,193,305 | 503,961 | 70.3% | 2,128,597 |
| 21 Net Revenues and Expenditures | \$ (204,348) | \$ 124,389 | | | \$ 149,621 |




ST. JOHNS RIVER

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

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Travas Sheridan 
Property and Risk Manager

Date: May 6, 2024

Subject: Action on Write-Off of Tangible Personal Property

The write-off of tangible personal property must be approved by the Board of Trustees at the May 15, 2024, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

| <u>Property #</u> | <u>Description</u> | <u>Reason for Write-Off</u> | <u>Acquisition Date</u> |
|-------------------|--------------------------------|-----------------------------|-------------------------|
| 31565 | Closed Circuit Security System | Item Obsolete | 8/22/2014 |



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

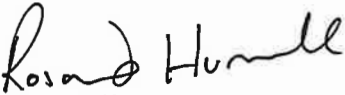
ST. AUGUSTINE CAMPUS 2990 COLLEGE DRIVE
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

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

SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

TO: Joe Pickens, J.D.
College President

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

DATE: May 7, 2024

RE: **CONSENT** Agenda Items
May 15, 2024, District Board of Trustees Meeting

The following **Consent** items are submitted for the District Board of Trustees' consideration at the May 15, 2024 meeting:

CONSENT AGENDA ITEMS:

1. Approval of Adult General Education Grant
2. Approval of Perkins V Postsecondary Grant
3. Approval of Perkins V Rural Innovations Grant

DATE: May 7, 2024

TO: Joe H. Pickens, President

FR: Rosalind Humerick, Vice President and Chief Institutional Research Officer

RE: Adult General Education Grant 2024-25

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

Project: Adult General Education

Funding Agency: Florida Department of Education

Funds Requested: \$207,434

**Match/Institutional
Commitment:** none

Project Period: July 1, 2024-June 30, 2025

Purpose: Provide Adult Education services to Putnam county residents

Project Director: Dr. Kester

Vice President: AVP Keller/Dr. Jordan

DATE: May 7, 2024
TO: Joe H. Pickens, President
FR: Rosalind Humerick, Vice President and Chief Institutional Research Officer
RE: The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) 2024-25

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

Project: The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) 2024-25

Funding Agency: Florida Department of Education

Funds Requested: \$248,912

Match/Institutional Commitment: Not required

Project Period: July 1, 2024 – June 30, 2025

Purpose: Develop and implement high-quality career and technical education (CTE) postsecondary programs and support the success of all students in these programs.

Project Director Dr. Paterson

Project VP Dr. Jordan

DATE: May 7, 2024
TO: Joe H. Pickens, President
FR: Rosalind Humerick, Vice President and Chief Institutional Research Officer
RE: The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Rural Innovations 2024-25

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

Project: The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) 2024-25 Rural Innovations

Funding Agency: Florida Department of Education

Funds Requested: \$40,507

Match/Institutional Commitment: Not required

Project Period: July 1, 2024 – June 30, 2025

Purpose: Develop and implement high-quality career and technical education (CTE) postsecondary programs and support the success of all students in these programs in Rural Putnam County. Funds are used to support experiential learning in Nursing Programs.

Project Director Dr. Paterson

Project VP Dr. Jordan



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: May 7, 2024

SUBJECT: Action Agenda Items: May 7, 2024, District Board of Trustees Meeting

The following Action items are submitted for the Board of Trustees' approval at the May 15, 2024, meeting:

1. Action to Approve and Ratify Article 20 Wages Reopener for FY 24-25 of the Collective Bargaining Agreement (CBA) between the District Board of Trustees of St. Johns River State College and the St. Johns River State College Chapter United Faculty of Florida
2. Public Hearing to Approve Amendment to SJR Board Rule 7.15 Probation and Suspension Regulations
3. Action to Approve Amendment to SJR Board Rule 7.15 Probation and Suspension Regulations

COLLECTIVE BARGAINING AGREEMENT

**between the
St. Johns River State College
District Board of Trustees**



**and the
United Faculty of Florida**



NEW AGREEMENT EFFECTIVE JULY 1, 2023

*Ratified by UFF-SJR on May 31, 2023 and by
the District Board of Trustees on July 10, 2023*

ARTICLE 21 BENEFITS AND LEAVE REVISED

**Ratified by UFF-SJR on October 16, 2023 and by
the District Board of Trustees on October 18, 2023**

ARTICLE 20 WAGES REVISED

**Ratified by UFF-SJR on _____, 2024 and by
the District Board of Trustees on May 15, 2024**

ARTICLE 20

WAGES – Revised for FY 2024-2025

1. **Contract Period**

Faculty may be granted a nine-, ten-, or twelve-month contract in accordance with Article 12, Work Responsibilities.

2. **Starting Salary**

A Faculty member's starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelor's Degrees from an accredited institution.

A. **The starting salaries for Faculty on a nine (9)-month contract are as follow:**

| <u>Academic Credentials</u> | <u>Starting Salary – Nine (9) Month</u> |
|--|--|
| Doctorate | \$ 46,956 |
| Masters with a total of 60 or more graduate hours | \$ 45,864 |
| Masters | \$ 44,772 |
| Bachelors or Associate Degree and Program Specific Credentials | \$ 42,588 |

B. **The starting salaries for Faculty on a ten (10)-month contract are as follow:**

| <u>Academic Credentials</u> | <u>Starting Salary – Ten (10) Month</u> |
|--|--|
| Doctorate | \$ 52,185 |
| Masters with a total of 60 or more graduate hours | \$ 50,978 |
| Masters | \$ 49,770 |
| Bachelors or Associate Degree and Program Specific Credentials | \$ 47,355 |

C. **The starting salaries for Faculty on a twelve (12)-month contract are as follow:**

| <u>Academic Credentials</u> | <u>Starting Salary – Twelve (12) Month</u> |
|--|---|
| Doctorate | \$ 62,685 |
| Masters with a total of 60 or more graduate hours | \$ 61,163 |
| Masters | \$ 59,640 |
| Bachelors or Associate Degree and Program Specific Credentials | \$ 56,805 |

Additional consideration may be necessary for positions that are determined "hard-to-fill" due to market conditions, in cases where specialized credentials or experience are required, or other reasons.

3. **Salary Adjustments**

A. Regardless of continuing contract status, once a full-time bargaining unit member reaches fifteen (15) years of service at SJR State, he/she will receive a one-time one thousand five hundred dollars (\$1,500.00) increase to their base salary effective with the next contract year.

- B. A salary increase of \$4,500.00 (four thousand five hundred dollars) across-the-board will be added to each bargaining unit member's base pay beginning with his/her contract for the 2024-2025 academic year as long as they were employed in a bargaining unit position on or before May 31, 2024.

4. **Salary Adjustments for Supplemental Assignments**

College needs may necessitate that supplemental assignments be created. Supplemental assignments are beyond the Faculty member's regular position. When deemed necessary by the College and approved by the Chief Academic Officer or designee and in accordance with Article 12, Work Responsibilities, Faculty may receive supplemental assignments.

A salary supplement is a payment that temporarily augments the Faculty member's base salary in exchange for undertaking the work of a supplemental assignment. When the special assignment ends, the salary supplement ends.

Payroll periods for supplemental pay shall correspond to regular pay dates during the period the supplemental work is performed.

Supplemental pay assignments may be continued, revised, added, or deleted as work duties specified by these assignments are relevant to institutional needs.

Supplemental Assignments contracted at St. Johns River State College include but are not limited to:

A. **Extra Teaching Assignments**

If eligible for an additional credit course teaching assignment pursuant to Article 12, Work Responsibilities, bargaining unit employees shall be compensated at the rate of \$700 per contact hour as defined in the College Catalog regardless of academic credential level.

CTE, Clinicals, Continuing Education, Florida School of the Arts Applied Instruction, and Adult Education extra teaching assignments will be paid at the appropriate hourly rate up to \$175 per hour based on market conditions and tuition generated, as recommended by the appropriate Vice President/Associate or Assistant Vice President.

B. **Overload Contract for Librarians**

Full-time Librarians may request an overload in the capacity of an adjunct librarian. Overloads are not guaranteed and shall be granted based on need and at the discretion of the Dean of Learning Resources and Chief Academic Officer. Librarians working overloads in an adjunct librarian capacity will be paid \$26.00 per hour.

C. **Curriculum Coordinator**

Curriculum Coordinators receive tiered compensation based on the size and scope of their curricular area. Curriculum Coordinators in Tier 1 receive an annual stipend of \$4,000 and take a three (3) hour load reduction fall, spring, and summer terms. Curriculum Coordinators in Tier 2 receive an annual stipend of \$4,500 and no course load reduction. Those in Tier 3 receive an annual stipend of \$3,000 and no course load reduction.

Following is the compensation plan for the Curriculum Coordinators:

| Tier 1: \$4,000 annual stipend + 3-hour reduction Fall/Spring/Summer | Tier 2: \$4,500 annual stipend (No course load reduction) | Tier 3: \$3,000 annual stipend (No course load reduction) |
|---|--|--|
| Biological Science | Foreign Language | Criminal Justice Advanced & Specialized Training |
| English | Humanities | Criminal Justice Day Basic Law Enforcement |
| Florida School of the Arts | Physical Sciences | Criminal Justice Evening Basic Law Enforcement |
| Mathematics | Student Life Skills | Criminal Justice High Liability Training |
| Social Science | Teacher Education | Nursing - PSAV |
| | Business/Organizational Management | Nursing – ASN |
| | Criminal Justice Credit Programs | |
| | Engineering Technology | |

The College retains the right to add or remove additional curricular areas to the Curriculum Coordinator structure as needed.

D. Faculty Program Directors

In addition to the work of Curriculum Coordinator described above, Faculty Program Directors are responsible for maintaining programmatic licensing and accreditation. Faculty serving as Program Directors are on 12-month contracts and receive an annual stipend of two thousand dollars (\$2,000) and take a three (3) hour load reduction (or receive three (3) additional hours of overload pay) fall, spring, and summer terms for their administrative programmatic responsibilities.

The following bargaining unit members serve as Faculty Program Directors:

- EMS Director
- Health Information Technology Director
- Medical Assisting Director
- Radiologic Technology Director
- Respiratory Care Director

The College retains the right to add additional or remove existing curricular areas to the Faculty Program Director structure as needed in response to program expansion and/or contraction.

E. Florida School of the Arts Performance Faculty Stipend

Florida School of the Arts Acting, Dance, Musical Theatre, and Technical Theatre Faculty will each receive an annual stipend of three thousand dollars (\$3,000) for their additional duties related to the directing and management of student theatrical productions. The stipend will be paid evenly over the Faculty member's contract year.

F. Campus Library Manager

Campus Library Managers shall receive a \$2,000 stipend annually. The stipend will be paid evenly over the Faculty member's contract year.

G. Teacher Education Baccalaureate Coordinator

The Teacher Education Baccalaureate Coordinator receives up to a \$3,000 stipend or load reduction annually.

H. Assistant Director Advising Manager

Advisors serving as the Office Manager may receive an annual stipend up to \$3,000 for additional administrative duties at their respective campus. The stipend as approved by the Vice President for Academic and Student Affairs is limited to one Advisor at each campus and will be paid evenly over the Faculty member's contract year.

I. Florida Online Course Design Quality Designations Project

As a result of Florida's Statewide Online Course Quality Initiative, starting in 2019, the Florida College System's and the State University System's online courses have been tagged with a quality designation. Statewide, the implementation of Florida Online Course Design Quality Reviews resulted in a "Not Rated," "Quality," or "High-Quality" course designation in the Florida Shines Course Catalog. To encourage Faculty to seek "Quality" or "High-Quality" designation for online courses taught at SJR State, the Florida Online Course Design Quality Designations Project provides stipends for Faculty who successfully complete the review process and for Faculty who serve as subject experts on the SJR State Course Quality Review Team. Faculty whose course receives a "Quality" or "High-Quality" designation shall receive a one-time \$500 stipend for their first course approved for a designation and will receive a one-time \$250 stipend for each additional course approved for a designation thereafter. Faculty serving as subject experts will receive a \$100 stipend at the conclusion of each course review.

Faculty who successfully complete the Distance Learning Academy and APPQMR training may seek "Quality" or "High-Quality" Florida Online Course Design Quality Designation by submitting the requisite review request form (Appendix X). The SJR State Online Course Foundations Checklist (Appendix E) establishes both the minimum expectations that must be completed prior to teaching an online course at SJR State and the criteria for receiving "Quality" and "High-Quality" Florida Online Course Design Quality Designations in Florida Shines. Courses submitted for review shall be evaluated using Quality Matters standards and evaluative criteria. Alignment with the criteria will be determined using evidence standards as published by Quality Matters in the Higher Education Rubric Workbook. Faculty seeking Florida Online Course Design Quality Designation will be provided a copy of the Workbook as will members of the SJR State Course Quality Designation Review Team.

The SJR State Course Quality Designation Review Team will include the Dean/Director of the department or program, instructional designers, and one or more Faculty peer reviewers who will serve as subject experts. All members of the Review Team shall have successfully completed Applying the Quality Matters Rubric (APPQMR) and QM's Peer Reviewer Course (PRC) or SJR State Online Course Design Quality Peer Reviewer Training prior to serving on the Review Team.

Project Timeframe:

- Courses submitted for review must have been taught at SJR State for at least two semesters.
- The Review Team will have 12 weeks to conduct each course review. Upon completion, the Review Team will approve the course for “Quality” or “High-Quality” Florida Online Course Design Quality Designation or will recommend requisite changes needed for a course to reach said designation to the Faculty member.
- If changes are required, Faculty have 8 weeks to make the requisite changes and submit the course for further review. The Review Team will have 8 weeks to review the changes and determine if the course meets designation requirements. If no required changes are submitted by the Faculty, the review will be closed, and the Review Team disbanded.
- Per State requirements, Florida Online Course Design Quality Designations remain in Florida Shines for 5 years after the approval date; the designations are removed from Florida Shines after 5 years. Faculty may submit previously approved courses for renewal or improvement of the Florida Online Course Design Quality Designation following the same procedure used for the initial review. Faculty will receive a one-time \$250 stipend for each course that successfully undergoes the review process for designation renewal or quality level improvement.

J. Independent Study Assignments

Independent Study course sections may be offered to facilitate a student’s academic progress in unique circumstances, and the College may request a Faculty member to direct an Independent Study. Faculty who agree to this assignment will be compensated at the overload rate equivalent to one credit hour as listed in Section 4A of this Article. An Independent Study section may contain more than one student. Faculty are not required to accept Independent Study assignments and these assignments do not count towards load.

K. Honors Cross-Listed Course Assignments

SJR State’s Honors Program consists of both course sections reserved solely for honors students and cross-listed course sections that include a combination of honors and non-honors students. Honors course sections are offered based upon student demand. If sufficient enrollment does not exist for a dedicated honors section, the College may request a Faculty member to teach a cross-listed section of both honors and non-honors students. Faculty who agree to this assignment of cross-listed sections will be compensated \$150 for each honors student. Faculty are not required to accept cross-listed honors course assignments and these assignments count only once towards load. Faculty do not receive additional compensation for course sections reserved solely for honors students.

L. Tutoring Stipends

During the fall and spring terms, the College will offer a stipend to full-time Faculty who are pre-approved to provide up to two hours per week of in-person tutoring in the on-campus tutoring centers to SJR State students in need of assistance in their area of expertise. Full-time Faculty from all disciplines are eligible to participate in this initiative.

Faculty who wish to be considered to participate in the initiative must submit a proposed schedule for approval to their Dean/Director and the Dean of Learning Resources no later than August 1 for fall and December 1 for spring. The two hours maximum per week of in-person tutoring in the assigned on-campus tutoring location must be scheduled at the same day/time each week and scheduled outside of the Faculty’s contractual hours as reported on the Faculty Load Sheet.

Faculty whose proposed schedule is approved by their Dean/Director *and* whose hours align with the needs and budget of Learning Resources will be approved for participation in the initiative and compensated at a rate of \$25/hour, up to two hours/week, up to a total of \$750 for a 15-week fall or spring semester. While tutoring, Faculty will work under the supervision of the Learning Resources department and document their hours worked utilizing the process as approved by the College's Human Resources Department. Once the appropriate paperwork and approvals are completed, the stipend will be paid in one lump sum after the conclusion of the term.

M. Faculty Club Sponsor Stipends

Faculty selected to serve as a student club sponsor may be eligible to receive a stipend. Faculty serving as club sponsors will be responsible for attending club meetings/events, submitting appropriate documentation and other paperwork, and completing other relevant tasks. The annual stipend for faculty club sponsors will vary between \$250 and \$800, and it will be based upon the number of students in the club, the number of events/activities each semester, travel requirements, and other variables. The annual stipend will be paid in two installments, at the end of the fall and spring semesters. The selection of faculty to serve as club sponsors will be a collaboration between the faculty member's Dean/Director and the Office of Student Affairs.

Following is the compensation plan for Faculty Club Sponsors:

Major Club Sponsor

A major club sponsor is working with students after school several days a week, sometimes in the evening and sometimes on weekends. The established club is a pivotal part of the school's activity program.

\$800.00/year*

Examples: SGA, PTK, Rotaract, Delta Psi Omega, Student Nurses Association

Academic/Service Club Sponsor

An academic/service club sponsor is working with students after school more than one day a week, sometimes in the evening and sometimes on weekends. An academic club is an outgrowth of the academic program. These clubs stem from a desire of both teacher and students to explore issues and concepts in greater depth or in a different framework than the classroom. Service clubs are designed to provide opportunities for students to be of service to their school or to their community.

\$500/year*

Examples: Club Espanol De San Agustin, Health Information Technology Club, Psychology Club, Radiology Club, Respiratory Club, La Vida De Arte, Business Club

Special Interest Club Advisor

A special interest club sponsor is working with students typically one day a week, rarely in the evening and almost never on weekends. A special interest club is one that is usually generated by student interest. Students identify a need for an organization and approach the principal and a prospective sponsor to ask for permission to start a new club.

\$250.00 max/year*

Examples: Gaming Club, International Club, Ping Pong Club, Bass Fishing Club, Fellowship of Christian Athletes, Film Club, Gamers' Guild, Nature Club, Students Focused on Christ, Table Tennis Club

*Stipend to be split between the fall and spring terms.

The College retains the right to add additional or remove existing student clubs to the Faculty Club Sponsor Stipend structure as needed in response to student club membership, activities, and other variables. The Club Sponsor Reimbursement Form is included as Appendix W.

5. Additional Educational Degree Attainment

Faculty who complete an additional educational degree will be eligible for an increase in base salary at the beginning of the Faculty member's next contract in the next fiscal year after the degree is earned and appropriate documentation is submitted by the Faculty member. The increase will be consistent with the difference in educational levels as shown in the Salary Schedule.

To be eligible, Faculty must receive a "satisfactory" rating on their most recent evaluation, and the additional educational attainment must be from a Council for Higher Education Accreditation (CHEA) recognized college or university in the assigned teaching field or a closely related field, subject to prior approval at department level and by the Chief Academic Officer.

Official transcripts must be furnished to the Human Resources Office by April 1. An increase commensurate to the difference between the academic credential levels will be added to the base salary upon verification and at the beginning of the fiscal year after earning the degree. It is the employee's responsibility to obtain and submit the official transcript to Human Resources. Such pay increases will not be retroactive.

6. Certifications and Graduate Course Attainment

The College may pay for certain professional licenses, certifications, or additional graduate course(s) beyond a Faculty member's existing professional degrees when earning a professional license or certification is directly related to, required for, or specifically recognized in a Faculty member's teaching area or field of expertise, subject to prior approval at the department level and by the Chief Academic Officer.

A. To be eligible for this benefit, the Faculty member must agree in writing to remain employed by the College for one (1) academic year following completion of the professional license, certification, or additional graduate course(s). The Faculty member must also agree in writing that if he or she does not remain employed by the College for one (1) academic year following completion of the professional license, certification, or additional graduate course(s), that the Faculty member will repay the College for the incurred cost or allow the College to deduct the incurred cost from the Faculty member's final paycheck. This agreement between the Faculty member and the College must be finalized in advance of the Faculty's enrollment.

B. No pay raise is associated with the attainment of professional licenses or certifications or additional graduate hours above the Faculty member's existing graduate degree, except for additional educational degree attainment pursuant to section 4 of this Agreement.

7. Supplemental Pay for Continuing Contract

After successfully meeting all requirements for continuing contract, Faculty will receive an additional \$1,500 annually over twelve (12) months.

8. Pay Dates

All bargaining unit employees shall be paid on a monthly basis on the last College business day (Monday - Friday) of each month, unless otherwise established by the Chief Financial Officer. All

bargaining unit employees will be paid $\frac{1}{12}$ of their total academic year contract each month regardless of contract length (9, 10, or 12 month).

**RATIFICATION CERTIFICATE –
ARTICLE 20 WAGES – REOPENER FOR FY 2024-2025**

**COLLECTIVE BARGAINING AGREEMENT
between the St. Johns River State College District Board of Trustees
and the United Faculty of Florida**

The Collective Bargaining Agreement (CBA) was ratified on May 31, 2023 by UFF-SJR and on July 10, 2023 by the District Board of Trustees.

Pursuant to the CBA, the parties agreed to reopen Article 20 Wages in spring 2024. The parties have reached agreement on Article 20 as amended. All other Articles in the CBA remain in effect as originally agreed and ratified.

**ST. JOHNS RIVER STATE COLLEGE CHAPTER OF THE
UNITED FACULTY OF FLORIDA**

By: _____
Dawn Bergeron
President, UFF-SJRState

By: _____
Clay Moore
Chief Negotiator and Chair
UFF-SJRState Bargaining Team

Team Members: Dawn Bergeron, Bruce Fox, Dr. James Maggio, Doug Mikutel, Clay Moore

Article 20 Reopener Ratified on _____, 2024

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

By: _____
Rich Komando
Chairman, District Board of Trustees

By: _____
Joe H. Pickens
President, St. Johns River State College

By: _____
Gilbert L. Evans, Jr., J.D., Ph.D., Vice President for Legal Affairs/General Counsel
St. Johns River State College

Team Members: Dr. Melanie Brown, Dr. Gilbert Evans, Randy Peterson, Chuck Romer

Article 20 Reopener Ratified on _____, 2024

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.

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

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Memorandum

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

FROM: Randy Peterson
Vice President/CFO *Ap*

DATE: May 6, 2024

RE: Action/Information Agenda Item: May 15, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the May 15, 2024, meeting:


ACTION/INFORMATIONAL AGENDA ITEMS:

- 1. FINANCIAL ITEM (Presented by Vice President Randy Peterson):**
 - a. Action to Approve Course Fee and Full Cost of Instruction Fee Changes.
 - b. Florida Bright Futures and Florida Student Assistance Grant Audit, Fiscal Years Ending June 30, 2022, and June 30, 2023 (Information).



Memorandum

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

FROM: Randy Peterson
Vice President/CFO 

DATE: May 6, 2024

SUBJECT: Course Fee and Full Cost of Instruction Fee Changes

Pursuant to Florida Statute 1009.23 and College Policy 4.22, the college charges course user fees (Laboratory or Special fees) to recover the cost of goods or services that may be specific to a particular course, or that covers materials and supplies used in the classroom, or in a particular program. There are a number of fee updates to be effective with the 2024 Fall Term as listed in the following report.

Florida Statute 1009.285 states, "A student enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100% of the full cost of instruction". The full cost of instruction is calculated by using the Florida College System average per credit hour cost based upon the annual cost analysis reports submitted by all 28 colleges in the system.

| | Current Fee | New Fee |
|---------------------------------------|-----------------------|-------------------|
| Advanced and Professional Lower Level | \$248/per credit hour | \$259/credit hour |
| Advanced and Professional Upper Level | \$260/per credit hour | \$280/credit hour |

The College has complied with public notice and student notification for these proposed fee changes as required by FS 1009.23(20). Please place these fee changes on the May 15, 2024, Board of Trustees agenda.

| Course # | Course Name | Current 2023-24 Fee | Proposed 2024-25 Fee | Change | Notes |
|-----------|--|---------------------------|----------------------------|---------|-----------------------|
| ART 1201C | Two - Dimensional Design | \$24.00 | \$24.00 | \$0.00 | |
| ART 1300C | Drawing I | \$35.00 | \$35.00 | \$0.00 | |
| ART 1301C | Drawing II | \$55.00 | \$55.00 | \$0.00 | |
| ART 1400C | Printmaking I | \$32.00 | \$32.00 | \$0.00 | |
| ART 2164C | Mixed Media | \$28.00 | \$28.00 | \$0.00 | |
| ART 2203C | Three - Dimensional Design | \$35.00 | \$35.00 | \$0.00 | |
| ART 2401C | Printmaking II | \$32.00 | \$32.00 | \$0.00 | |
| ART 2500C | Printing I | \$17.00 | \$17.00 | \$0.00 | |
| ART 2501C | Printing II | \$35.00 | \$35.00 | \$0.00 | |
| ART 2701C | Sculpture I | \$59.00 | \$59.00 | \$0.00 | |
| ART 2702C | Sculpture II | \$70.00 | \$70.00 | \$0.00 | |
| ART 2750C | Ceramics I | \$59.00 | \$59.00 | \$0.00 | |
| ART 2751C | Ceramics II | \$70.00 | \$70.00 | \$0.00 | |
| ART 2955 | Portfolio Presentation:Capstone Seminar | \$23.00 | \$23.00 | \$0.00 | |
| AST 1002L | Laboratory For Introduction To Astronomy | \$38.00 | \$57.00 | \$19.00 | |
| BSC 1005L | Laboratory For Introduction To Biology | \$38.00 | \$38.00 | \$0.00 | |
| BSC 1020C | Human Biology And Laboratory | \$37.00 | \$37.00 | \$0.00 | |
| BSC 2010L | Laboratory For General Biology I | \$49.00 | \$49.00 | \$0.00 | |
| BSC 2011L | Laboratory For General Biology II | \$54.00 | \$54.00 | \$0.00 | |
| BSC 2085L | Laboratory For Human Anatomy And Physiology I | \$41.00 | \$41.00 | \$0.00 | |
| BSC 2086L | Laboratory For Human Anatomy And Physiology II | \$48.00 | \$48.00 | \$0.00 | |
| CCJ 4014 | Capstone- Criminal Justice Applied Intelligence Studies | \$0.00 | \$20.00 | \$20.00 | New degree program |
| CHM 1045L | Laboratory For General Chemistry I | \$30.00 | \$80.00 | \$50.00 | |
| CHM 1046L | Laboratory for General Chemistry II | \$48.00 | \$80.00 | \$32.00 | |
| CHM 2210L | Laboratory For Organic Chemistry I | \$68.00 | \$68.00 | \$0.00 | |
| CHM 2211L | Laboratory For Organic Chemistry II | \$73.00 | \$73.00 | \$0.00 | |
| CIS 4950 | Senior Capstone Information Systems Technology | \$0.00 | \$20.00 | \$20.00 | New course |

| | | | | | |
|-----------|--|----------|----------|-----------|--|
| CJK 0002 | Introduction to Law Enforcement | \$316.00 | \$321.00 | \$5.00 | |
| CJK 0018 | Legal | \$47.00 | \$48.00 | \$1.00 | |
| CJK 0020 | Law Enforcement Vehicle Operations | \$208.00 | \$207.00 | (\$1.00) | |
| CJK 0031 | First Aid for Criminal Justice Officers | \$9.00 | \$9.00 | \$0.00 | |
| CJK 0040 | Criminal Justice Firearms | \$615.00 | \$601.00 | (\$14.00) | |
| CJK 0051 | Criminal Justice Defensive Tactics | \$250.00 | \$250.00 | \$0.00 | |
| CJK 0079 | Crime Scene | \$3.00 | \$3.00 | \$0.00 | |
| CJK 0300 | Introduction to Corrections | \$313.00 | \$318.00 | \$5.00 | |
| CJK 0400 | Traffic Incidents | \$7.00 | \$8.00 | \$1.00 | |
| DIG 1000 | Introduction To Digital Media | \$45.00 | \$45.00 | \$0.00 | |
| DIG 1115C | Digital Imaging | \$45.00 | \$45.00 | \$0.00 | |
| DIG 2100 | Web Design | \$45.00 | \$45.00 | \$0.00 | |
| DIG 2282C | Time Based Media | \$55.00 | \$55.00 | \$0.00 | |
| DIG 2284C | Imagery In Motion | \$70.00 | \$70.00 | \$0.00 | |
| DIG 2580 | Digital Portfolio: Portfolio Seminar | \$45.00 | \$45.00 | \$0.00 | |
| EEC 4940 | Student Internship | \$25.00 | \$25.00 | \$0.00 | |
| EET 1084C | Introduction to Electricity & Electronics | \$45.00 | \$45.00 | \$0.00 | |
| EMS 1119 | Emergency Medical Technician | \$320.00 | \$320.00 | \$0.00 | |
| EMS 1119L | Emergency Medical Technician Lab | \$41.00 | \$41.00 | \$0.00 | |
| EMS 1431 | EMT/Hospital Field Experience | \$73.00 | \$125.00 | \$52.00 | |
| EMS 2603 | Paramedic I | \$235.00 | \$169.00 | (\$66.00) | |
| EMS 2603L | Paramedic I Lab | \$64.00 | \$64.00 | \$0.00 | |
| EMS 2604L | Paramedic II Lab | \$37.00 | \$37.00 | \$0.00 | |
| EMS 2605L | Paramedic III Lab | \$41.00 | \$41.00 | \$0.00 | |
| EMS 2666 | Paramedic I Clinical Experience | \$214.00 | \$214.00 | \$0.00 | |
| EMS 2920 | Paramedic Seminar | \$296.00 | \$296.00 | \$0.00 | |
| ETI 1420C | Manufacturing Processes & Materials | \$45.00 | \$45.00 | \$0.00 | |
| EVR 1001C | Introduction To Environmental Science And Laboratory | \$41.00 | \$41.00 | \$0.00 | |
| GRA 1206C | Typography: Expressive And Experimental | \$35.00 | \$35.00 | \$0.00 | |
| GRA 1413 | Professional Development: Portfolio Seminar | \$35.00 | \$35.00 | \$0.00 | |
| GRA 2190C | Traditional And Digital Illustration | \$70.00 | \$70.00 | \$0.00 | |
| GRA 2195C | Advertising Design | \$35.00 | \$35.00 | \$0.00 | |

| | | | | | |
|-----------|--------------------------------------|----------|----------|-----------|--|
| HCP 0120C | Nursing Assistant | \$43.00 | \$43.00 | \$0.00 | |
| HIM 1282C | ICD Diagnostic Coding | \$114.00 | \$114.00 | \$0.00 | |
| HIM 2723C | ICD Procedure Coding | \$39.00 | \$39.00 | \$0.00 | |
| HIM 2729C | Advanced Coding and Reimbursement | \$39.00 | \$39.00 | \$0.00 | |
| HIM 2800 | Professional Practice Experience I | \$103.00 | \$103.00 | \$0.00 | |
| HIM 2820 | Professional Practice Experience II | \$116.00 | \$132.00 | \$16.00 | |
| HSC 0003 | Basic Healthcare Worker | \$22.00 | \$23.00 | \$1.00 | |
| MAN 4900 | Capstone - Organizational Management | \$16.00 | \$20.00 | \$4.00 | |
| MCB 2010L | Laboratory For Microbiology | \$71.00 | \$71.00 | \$0.00 | |
| MEA 0521C | Phlebotomy | \$140.00 | \$50.00 | (\$90.00) | |
| MEA 0543C | EKG | \$12.00 | \$4.00 | (\$8.00) | |
| MEA 0573C | Laboratory Office Procedures | \$44.00 | \$89.00 | \$45.00 | |
| MEA 0581C | Clinical Assisting | \$33.00 | \$47.00 | \$14.00 | |
| MEA 0942 | Practicum Experience | \$13.00 | \$13.00 | \$0.00 | |
| MUT 1221 | Sight Singing I | \$55.00 | \$55.00 | \$0.00 | |
| MVK 1111 | Class Piano I | \$45.00 | \$45.00 | \$0.00 | |
| MVV 1011 | Applied Voice Prep 1 hour | \$70.00 | \$70.00 | \$0.00 | |
| MVV 1011 | Applied Voice Prep 2 hours | \$140.00 | \$140.00 | \$0.00 | |
| MVV 1311 | Applied Major Voice I 1 hour | \$70.00 | \$70.00 | \$0.00 | |
| MVV 1311 | Applied Major Voice I 2 hours | \$140.00 | \$140.00 | \$0.00 | |
| MVV 1312 | Applied Major Voice II 1 hour | \$70.00 | \$70.00 | \$0.00 | |
| MVV 1312 | Applied Major Voice II 2 hours | \$140.00 | \$140.00 | \$0.00 | |
| MVV 2321 | Applied Major Voice III 1 hour | \$70.00 | \$70.00 | \$0.00 | |
| MVV 2321 | Applied Major Voice III 2 hours | \$140.00 | \$140.00 | \$0.00 | |
| MVV 2322 | Applied Major Voice IV 1 hour | \$70.00 | \$70.00 | \$0.00 | |
| MVV 2322 | Applied Major Voice IV 2 hours | \$140.00 | \$140.00 | \$0.00 | |
| NUR 1005 | LPN Transition | \$272.00 | \$210.00 | (\$62.00) | |
| NUR 1020 | Foundations of Nursing Practice | \$193.00 | \$211.00 | \$18.00 | |
| NUR 1020L | Foundations of Nursing Practice Lab | \$104.00 | \$104.00 | \$0.00 | |
| NUR 1210C | Adult Health I | \$45.00 | \$45.00 | \$0.00 | |
| NUR 1212C | Adult Health II | \$112.00 | \$152.00 | \$40.00 | |
| NUR 1521C | Mental Health Nursing | \$181.00 | \$160.00 | (\$21.00) | |
| NUR 2244C | Adult Health III | \$226.00 | \$205.00 | (\$21.00) | |
| NUR 2251C | Adult Health IV | \$170.00 | \$149.00 | (\$21.00) | |
| NUR 2460C | Parent Child Nursing | \$168.00 | \$147.00 | (\$21.00) | |
| NUR 2943C | Transitional Nursing | \$140.00 | \$119.00 | (\$21.00) | |
| NUR 4949 | Capstone Management Practicum | \$54.00 | \$68.00 | \$14.00 | |


| | | | | | |
|-----------|---|----------|----------|----------|---------|
| OCB 1000L | Laboratory For Marine Biology | \$32.00 | \$32.00 | \$0.00 | |
| PEM 1102 | Health Analysis And Body Conditioning | \$16.00 | \$16.00 | \$0.00 | |
| PEM 1104 | Concepts Of Life Fitness | \$16.00 | \$16.00 | \$0.00 | |
| PEM 2131 | Weight Training | \$16.00 | \$16.00 | \$0.00 | |
| PGY 1201C | Media Lighting Techniques | \$46.00 | \$46.00 | \$0.00 | |
| PGY 1800 | Photographic Techniques | \$46.00 | \$46.00 | \$0.00 | |
| PGY 2107C | Large Format Photography | \$70.00 | \$70.00 | \$0.00 | |
| PGY 2220C | Commercial Photography | \$46.00 | \$46.00 | \$0.00 | |
| PGY 2905C | Photography, Special Topics In | \$70.00 | \$70.00 | \$0.00 | |
| PHY 1020L | Laboratory For Introduction To Physics | \$28.00 | \$57.00 | \$29.00 | |
| PHY 1053L | Laboratory For General Physics I | \$24.00 | \$57.00 | \$33.00 | |
| PHY 1054L | Laboratory For General Physics II | \$24.00 | \$57.00 | \$33.00 | |
| PHY 2048L | Laboratory For Physics I With Calculus | \$24.00 | \$57.00 | \$33.00 | |
| PHY 2049L | Laboratory For Physics II With Calculus | \$24.00 | \$57.00 | \$33.00 | |
| PRN 0098C | Practical Nursing Foundations I | \$281.00 | \$323.00 | \$42.00 | |
| PRN 0099C | Practical Nursing Foundations II | \$75.00 | \$75.00 | \$0.00 | |
| PRN 0290C | Medical Surgical Nursing II | \$37.00 | \$37.00 | \$0.00 | |
| PRN 0291C | Medical Surgical Nursing II | \$15.00 | \$15.00 | \$0.00 | |
| PRN 0690C | Comprehensive Nursing & Trans. Skills | \$296.00 | \$299.00 | \$3.00 | |
| RET 1024C | Fundamentals of Respiratory Care | \$61.00 | \$61.00 | \$0.00 | |
| RET 1027C | Respiratory Therapeutics & Diagnostics | \$32.00 | \$32.00 | \$0.00 | |
| RET 1264C | Introduction to Respiratory Critical Care | \$16.00 | \$16.00 | \$0.00 | |
| RET 1284C | Cardiac Diagnostics | \$52.00 | \$52.00 | \$0.00 | |
| RET 1874L | Clinical Education I | \$193.00 | \$193.00 | \$0.00 | |
| RET 2280C | Advanced Respiratory Critical Care | \$15.00 | \$15.00 | \$0.00 | |
| RET 2714C | Pediatric and Neonatal Respiratory Care | \$74.00 | \$74.00 | \$0.00 | |
| RET 2877 | Clinical Education IV | \$143.00 | \$143.00 | \$0.00 | |
| RET 2878L | Clinical Education V | \$345.00 | \$345.00 | \$0.00 | |
| RET 2930 | Respiratory Care Seminar | \$0.00 | \$120.00 | \$120.00 | New fee |
| RTE 1000C | Introduction to Patient Care | \$29.00 | \$29.00 | \$0.00 | |
| RTE 1503C | Radiologic Positioning I | \$5.00 | \$5.00 | \$0.00 | |
| RTE 1513C | Radiologic Positioning II | \$18.00 | \$18.00 | \$0.00 | |

| | | | | | |
|-----------|--|----------|----------|----------|------------|
| RTE 1804 | Clinical Education I | \$263.00 | \$263.00 | \$0.00 | |
| RTE 1814 | Clinical Education II | \$49.00 | \$49.00 | \$0.00 | |
| RTE 1824 | Clinical Education III | \$24.00 | \$24.00 | \$0.00 | |
| RTE 2061 | Radiologic Science Seminar | \$67.00 | \$67.00 | \$0.00 | |
| RTE 2844 | Clinical Education IV | \$167.00 | \$167.00 | \$0.00 | |
| RTE 2854 | Clinical Education V | \$52.00 | \$52.00 | \$0.00 | |
| SON 1000 | Introduction to Sonography | \$0.00 | \$53.00 | \$53.00 | New course |
| SON 1111L | Abdominal Sonography I Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 1112L | Abdominal Sonography II Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 1150L | Neurosonology and Superficial Structures Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 1804 | Clinical Education I | \$0.00 | \$193.00 | \$193.00 | New course |
| SON 2122L | Obstetrics/Gynecology Sonography I Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 2171L | Vascular Sonography I Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 2175L | Vascular Sonography II Lab | \$0.00 | \$38.00 | \$38.00 | New course |
| SON 2930 | Special Topics | \$0.00 | \$125.00 | \$125.00 | New course |
| TPA 1040 | Costume Design | \$55.00 | \$55.00 | \$0.00 | |
| TPA 1200 | Production/Design, Introduction To | \$70.00 | \$70.00 | \$0.00 | |
| TPA 1202 | StageCraft | \$70.00 | \$70.00 | \$0.00 | |
| TPA 1232 | Costume Construction I | \$55.00 | \$55.00 | \$0.00 | |
| TPA 1233 | Costume Pattern Drafting and Draping | \$55.00 | \$55.00 | \$0.00 | |
| TPA 1260 | Sound for the Stage | \$27.00 | \$27.00 | \$0.00 | |
| TPA 2000 | Theatre Design Basics | \$55.00 | \$55.00 | \$0.00 | |
| TPA 2083 | Special Problems in Production/Design | \$70.00 | \$70.00 | \$0.00 | |
| TPA 2091 | Advance Design | \$70.00 | \$70.00 | \$0.00 | |
| TPA 2220 | Lighting Design | \$55.00 | \$55.00 | \$0.00 | |
| TPA 2290L | Theatre Production Lab | \$70.00 | \$70.00 | \$0.00 | |



Memorandum

TO: Joe Pickens
President

FROM: Randy Peterson
Vice President/CFO 

DATE: May 6, 2024

SUBJECT: Bright Futures and Student Assistance Grant Audit Report for years ending June 30, 2022, and June 30, 2023.

The Office of the Auditor General for the State of Florida performs an operational audit of the Florida Bright Futures Scholarship Program and the Florida Public Student Assistance Grant Program at all state public universities and colleges every two years. The objectives of this audit are to:

- Determine the extent to which institutions administer program funds in accordance with applicable laws, rules, and other guidelines.
- Determine if funds are properly accounted for, reliable financial records are kept, and program assets are properly safeguarded.
- Determine whether management has taken corrective actions for prior audit findings; and
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Florida Statutes.

The audit of the Bright Futures and Student Assistance Grant programs results in a 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.

Please place this item on the May 2024 Board agenda.

**ADMINISTRATION OF THE
FLORIDA BRIGHT FUTURES
SCHOLARSHIP PROGRAM AND FLORIDA
STUDENT ASSISTANCE GRANT PROGRAMS**

By Florida Public Educational Institutions



Sherrill F. Norman, CPA
Auditor General

This audit was coordinated by Stellar Lee, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at jaimehoelscher@aud.state.fl.us or by telephone at (850) 412-2868.

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ADMINISTRATION OF THE FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM AND FLORIDA STUDENT ASSISTANCE GRANT PROGRAMS

By Florida Public Educational Institutions

SUMMARY

This operational audit focused on the administration of the Florida Bright Futures Scholarship Program, Florida Public Student Assistance Grant Program (FSAG – Public Program), and Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program) by selected Florida public educational institutions for the fiscal years ended June 30, 2022, and June 30, 2023, and included a follow-up on applicable findings noted in our report No. 2023-026. Our operational audit disclosed the following:

Finding 1: Contrary to State Board of Education rules, Eastern Florida State College returned FSAG – Public Program advances totaling \$1.2 million without identifying eligible students who could have used the advances for education.

Finding 2: University of South Florida did not comply with State law and Florida Department of Education (FDOE) policies as the University did not timely refund to the FDOE Bright Futures Scholarship Program funds for courses students dropped or withdrew from after the end of the drop and add period. Specifically, the University made 146 refunds totaling \$141,476 an average of 99 days after the required due dates.

Finding 3: Pensacola State College procedures need improvement to ensure that Bright Futures Scholarship Program and FSAG – Public Program funds received are promptly reconciled of record with funds disbursed to students. The College also needs to improve procedures for reporting information and timely refunding to the FDOE applicable funds for those programs.

BACKGROUND

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Legislature established the Florida Bright Futures Scholarship Program¹ to provide lottery-funded scholarships to any Florida high school graduate who merits recognition of high academic achievement and enrolls in a degree, certificate, or applied technology program at an eligible Florida public or private educational institution. The Bright Futures Scholarship Program consists of four award types: the Florida Academic Scholarship, the Florida Medallion Scholarship, the Florida Gold Seal CAPE Scholarship, and the Florida Gold Seal Vocational Scholarship.

¹ Section 1009.53, Florida Statutes.

Table 1 shows the number of students who received Bright Futures Scholarship Program award disbursements and the amounts disbursed by the 12 public universities and 28 public colleges for the 2021-22 and 2022-23 fiscal years.

Table 1
Bright Futures Scholarship Program Awards
For the 2021-22 and 2022-23 Fiscal Years

| | 2021-22 | 2022-23 |
|--|----------------------|----------------------|
| Number of Students Receiving Disbursements | 111,015 | 109,646 |
| Award Amounts Disbursed: | | |
| By the Public Universities | \$527,040,239 | \$525,241,572 |
| By the Public Colleges | 22,021,580 | 22,458,463 |
| Total Amount Disbursed | \$549,061,819 | \$547,700,035 |

Source: FDOE Office of Student Financial Assistance, 2021-22 *End-of-Year Report* and 2022-23 *End-of-Year Report* and auditor-compiled disbursement amounts using university, college, and FDOE records.

The Florida Department of Education (FDOE) determines the eligibility of students based on general criteria for Bright Futures Scholarship Program awards and specific criteria for each scholarship type. After students qualify for an award, they must continue to meet eligibility criteria for renewal awards. Renewal awards eligibility criteria include achieving and maintaining specified grade point averages and completing at least 24 semester credit hours in the last academic year in which the student earned a scholarship if enrolled full time, or a prorated number of credit hours as determined by the FDOE if the student was enrolled less than full time for any part of the academic year.

The FDOE is responsible for administering the Bright Futures Scholarship Program and the disbursement and reconciliation process. Each term, the FDOE provides to the institutions a list of eligible students and advances scholarship award moneys for eligible students enrolled at each respective institution. The institutions are to verify that the students have enrolled in the required number of hours to receive the scholarship, calculate the amount of the disbursement based on the type of scholarship for which the student was eligible, and disburse the money for the student. Any moneys not disbursed for eligible students for the Fall and Spring Terms must be returned to the FDOE within 60 days after the end of the regular registration period and, for the Summer Term, within 30 days after the end of that Term. For courses dropped by a student and courses from which a student withdrew after the end of the drop and add period, institutions must return Bright Futures Scholarship Program funds to the FDOE within 30 days after the end of a term, unless the FDOE grants a student an exception. For certain award overpayments, such as overpayments that occur because scholarship recipients withdrew from courses after term end due to extenuating circumstances, the refund must be made within 60 days of the date the overpayment was discovered, unless an exception is granted by the FDOE. The institutions are also required to report disbursements, enrolled hours, earned hours, and grade point averages to the FDOE. **EXHIBIT A** to this report provides a summary of the Bright Futures Scholarship Program awards advances and disbursements reported by Florida public universities and colleges for the 2021-22 and 2022-23 fiscal years.

**FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM AND FLORIDA PUBLIC
POSTSECONDARY CAREER EDUCATION STUDENT ASSISTANCE GRANT PROGRAM**

The Legislature established the Florida Public Student Assistance Grant Program (FSAG – Public Program)² to provide financial assistance for degree-seeking, Florida resident, undergraduate students who attend a Florida public university or college. The Legislature also established the Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program)³ to provide financial assistance for certificate-seeking, Florida resident, students at a Florida public college or career center operated by a district school board (DSB).

Pursuant to State law,⁴ the FDOE must distribute FSAG – Public Program and FSAG – Career Ed Program funding in accordance with a State Board of Education (SBE) approved formula that establishes a minimum base allocation for each institution at 90 percent of its previous fiscal year disbursements, or a proportional amount when funds are insufficient to make such allocation. From remaining funds, each institution will receive a proportional amount based on the average number of full-time equivalent disbursed students and total number of unfunded eligible students reported by each institution for the prior 3 years. The allocation amounts each year are dependent upon the approved State budget. Table 2 shows the FSAG – Public Program award amounts disbursed by the 12 public universities and 28 public colleges and the FSAG – Career Ed Program award amounts disbursed by the 31 participating DSBs⁵ and the 28 public colleges during the 2021-22 and 2022-23 fiscal years.

**Table 2
FSAG – Public Program and FSAG – Career Ed Program Awards
For the 2021-22 and 2022-23 Fiscal Years**

| | 2021-22 | 2022-23 |
|--|----------------------|----------------------|
| FSAG – Public Program: | | |
| Number of Students Receiving Disbursements | 139,283 | 143,424 |
| Award Amounts Disbursed: | | |
| By the Public Universities | \$122,392,911 | \$123,269,527 |
| By the Public Colleges | 111,599,705 | 112,506,252 |
| Total Amount Disbursed | \$233,993,916 | \$235,775,779 |
| FSAG – Career Ed Program: | | |
| Number of Students Receiving Disbursements | 4,065 | 4,018 |
| Award Amounts Disbursed: | | |
| By the Participating DSBs | \$2,420,421 | \$2,479,533 |
| By the Public Colleges | 810,477 | 794,096 |
| Total Amount Disbursed | \$3,230,898 | \$3,273,629 |

Source: FDOE Office of Student Financial Assistance, *2021-22 End-of-Year Report* and *2022-23 End-of-Year Report* and auditor-compiled disbursement amounts using university, college, and FDOE records.

² Section 1009.50, Florida Statutes.

³ Section 1009.505, Florida Statutes.

⁴ Sections 1009.50(4)(a) and 1009.505(4)(a), Florida Statutes.

⁵ Bradford County DSB participated in the FSAG – Career Ed Program for the 2021-22 fiscal year only and Hernando County DSB began participating in the Program in the 2022-23 fiscal year.

For the 2021-22 and 2022-23 fiscal years, FSAG – Public Program and FSAG – Career Ed Program award amounts ranged from \$200 to the maximum award amount of \$3,260 established by the General Appropriations Acts.⁶ To be eligible, students must demonstrate a substantial financial need by completing the Free Application for Federal Student Aid (FAFSA) each year. Institutions determine student eligibility based on information from the FAFSA, cumulative grade point average, and earned credit information, considering the expected family contribution cut-off established by the FDOE. The institutions then estimate individual award amounts taking into consideration a standard cost of education budget and a student's expected family contribution and other estimated grants and scholarship amounts including amounts awarded by the Federal Pell Grant.⁷ Renewal eligibility criteria to determine whether students continue to meet eligibility requirements include achieving and maintaining specified grade point averages and completing at least 12 semester credit hours per term in the last academic year if enrolled full time or, if the student was enrolled less than full time for any part of the academic year, a prorated number of credit hours determined by the FDOE.

Within 30 days after the end of regular registration each term,⁸ institutions are required to report to the FDOE each awarded student and award amount for FSAG – Public Program and FSAG – Career Ed Program funding and each student eligible but not awarded. Institutions are also required to report to the FDOE enrolled hours, earned hours, and grade point averages. Any moneys not disbursed for eligible students for the Fall and Spring Terms must be returned to the FDOE within 60 days after the end of regular registration each Spring Term. Institutions may use undisbursed FSAG – Public Program advances for the subsequent Summer Term if the institution submits to the FDOE documentation of plans to disburse awards to students. Any undisbursed funds for the Summer Term must be returned within 30 days after the end of that Term. **EXHIBIT B** to this report provides a summary of the FSAG – Public Program advances and disbursements reported by Florida public universities and colleges for the 2021-22 and 2022-23 fiscal years. **EXHIBIT C** to this report provides a summary of the FSAG – Career Ed Program advances and disbursements reported by Florida's 31 participating DSBs and 28 public colleges for the 2021-22 and 2022-23 fiscal years.

FINDINGS AND RECOMMENDATIONS

Finding 1: Florida Public Student Assistance Grant Program Advances

The Florida Department of Education (FDOE) allocates Florida Public Student Assistance Grant Program (FSAG – Public Program) funds to each eligible institution using a formula approved by the State Board of Education (SBE),⁹ which provides a minimum base allocation of 90 percent of previous fiscal year disbursements to each institution and also considers additional information such as a total number of

⁶ Sections 1009.50(3) and 1009.505(3), Florida Statutes; Chapter 2021-036, Laws of Florida, Specific Appropriation 72, and Chapter 2022-156, Laws of Florida, Specific Appropriation 66.

⁷ SBE Rules 6A-20.031(6) and 20.0071(6), Florida Administrative Code.

⁸ SBE Rules 6A-20.031(7) and 20.0071(7), Florida Administrative Code.

⁹ Section 1009.50(4)(a), Florida Statutes.

unfunded eligible students reported by each institution for the prior 3 years.¹⁰ State law¹¹ and SBE rules¹² require an institution receiving funds to certify the amount of funds disbursed to each student and remit any undisbursed advances to the FDOE. Moreover, SBE rules require an institution to report to the FDOE each eligible student who did not receive an award.

The 40 public universities and colleges received FSAG – Public Program fund advances totaling \$235.3 million for the 2021-22 fiscal year and \$235.8 million for the 2022-23 fiscal year. As part of our audit, we examined records at 11 selected institutions¹³ with FSAG – Public Program fund advances totaling \$138 million each for the 2021-22 and 2022-23 fiscal years and found that most of those institutions disbursed their available FSAG – Public Program funds to eligible students. However, we noted that Eastern Florida State College (College) did not fully disburse the \$4.3 million in FSAG – Public Program fund advances received for the 2021-22 fiscal year and returned advances totaling \$1.2 million to the FDOE without reporting any unfunded eligible students.

In addition, according to FDOE records,¹⁴ the number of College students awarded Program funds for the 2021-22 fiscal year totaled 1,877, which is a decrease of 1,582 (46 percent) from the 2020-21 fiscal year and a decrease of 1,820 students (49 percent) from the 2019-20 fiscal year. Consequently, since the FDOE allocation formula includes consideration of prior fiscal year disbursements and the reported number of unfunded eligible students, the 2022-23 fiscal year FSAG – Public Program fund allocation amount for the College was \$3.1 million or \$1.2 million less than the 2021-22 fiscal year.

We requested documentation to demonstrate College procedures for identifying eligible students for the 2021-22 fiscal year, reasons for the significant decrease in the number of awarded students, and the basis for refunding Program funds totaling \$1.2 million instead of identifying and awarding the funds to eligible students. According to College personnel, after disbursing FSAG Program funds each term, Financial Aid Office personnel generate a system query to identify students who met the eligibility criteria but did not receive funds; however, due to Financial Aid Office personnel turnover, they were not able to properly investigate and provide documentation supporting the College process for identifying eligible students for the 2021-22 fiscal year or reasons for returning the Program funds. In addition, College personnel indicated that, to enhance procedures during the 2023-24 fiscal year, the College created a new position to oversee all State and institutional financial aid and implemented improved, comprehensive procedures to monitor FSAG awarding, disbursement, and reconciliations of Program funds received with funds disbursed to students.

Since fiscal year funding is based primarily on the previous fiscal year disbursements, including consideration of the reported number of unfunded eligible students, it is important that all eligible students are properly identified and reported to the FDOE and all available funds are disbursed to the eligible students. We noted a similar finding for two other colleges in our report No. 2023-026.

Recommendation: Eastern Florida State College management should continue efforts to ensure that all students eligible for the FSAG – Public Program are reported to the FDOE. In addition,

¹⁰ FDOE Memorandum for 2021-22 FSAG Expected Family Contribution and Allocation Policy, dated February 24, 2021.

¹¹ Section 1009.50(4)(d), Florida Statutes.

¹² SBE Rule 6A-20.031(7), Florida Administrative Code.

¹³ From the 12 public universities and 28 public colleges, we selected for examination 5 universities and 6 colleges.

¹⁴ College information in the FDOE Office of Student Financial Assistance, *2019-20 End-of-Year Report*, *2020-21 End-of-Year Report*, and *2021-22 End-of-Year Report*.

the College should ensure that all eligible students receive Program funding or properly report to the FDOE each eligible student who did not receive an award.

Finding 2: Bright Futures Scholarship Program Refunds

State law¹⁵ requires the FDOE to transmit, before the registration period each term, payment for the Florida Bright Futures Scholarship Program awards to each institution, except that the FDOE may withhold payment if the receiving institution fails to report or to make refunds to the FDOE as required. Within 30 days after the end of each term, an institution is to refund the FDOE for any Bright Futures Scholarship Program funds received for courses dropped by a student or courses from which a student withdrew after the end of the drop and add period, unless the FDOE granted the student an exception. In addition, pursuant to SBE rules¹⁶ and FDOE policies,¹⁷ refunds for certain award overpayments¹⁸ are to be made within 60 days of the date the overpayment was discovered. During the 2021-22 and 2022-23 fiscal years, the 40 public universities and colleges refunded the FDOE Bright Futures Scholarship Program funds totaling \$10 million because students dropped or withdrew from courses.

As part of our audit, we evaluated the timeliness of the refunds totaling \$8 million from 7 selected institutions for the Fall 2021 through Summer 2023 Terms and found that most of those public universities and colleges timely refunded amounts to the FDOE as required. However, as shown in Table 3, University of South Florida (USF) did not refund Bright Futures Scholarship Program funds for 146 individual student refunds, ranging from \$157 to \$3,147 and totaling \$141,476, until an average of 99 days after the required due dates.

Table 3
Bright Futures Scholarship Program Untimely Refunds
(University of South Florida)
For the Fall 2021 Through Spring 2023 Terms

| Term | Amount Refunded | Number of Individual Student Refunds | Amount Range | Number of Days Late |
|--------------|------------------|--------------------------------------|---------------|---------------------|
| Fall 2021 | \$ 7,177 | 6 | \$470 – 3,147 | 30 – 197 |
| Spring 2022 | 95,735 | 92 | 157 – 2,730 | 14 – 216 |
| Summer 2022 | 11,728 | 11 | 470 – 1,895 | 10 – 127 |
| Fall 2022 | 9,081 | 5 | 626 – 2,313 | 94 – 170 |
| Spring 2023 | 17,755 | 32 | 157 – 1,878 | 23 |
| Total | \$141,476 | 146 | | |
| | | Average Number of Days Late | | 99 |

Source: Auditor-compiled information from institution records.

¹⁵ Section 1009.53(5), Florida Statutes.

¹⁶ SBE Rule 6A-20.002(1)(k), Florida Administrative Code.

¹⁷ FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* – General State Policies: Refund.

¹⁸ Such overpayments occur, for example, when scholarship recipients withdraw from courses after term end due to extenuating circumstances defined by institution policies.

In response to our inquiries, USF personnel indicated that the delayed refunds occurred because the University experienced staff shortages and information technology (IT) system programming errors were identified that required manual corrections. Absent timely refunds to the FDOE, USF cannot demonstrate compliance with State law and FDOE policies, and payment for Florida Bright Futures Scholarship Program awards may be withheld by the FDOE. We noted a similar finding for eight other universities and colleges in our report No. 2023-026.

Recommendation: USF management should enhance procedures to ensure that Bright Futures Scholarship Program funds are timely refunded to the FDOE for courses students dropped or withdrew from after the end of the drop and add period. Such enhancements should include appropriate consideration and related modifications to the University IT system to help avoid future programming errors.

Finding 3: Administration of Bright Futures Scholarship and FSAG – Public Program Funds

SBE rules¹⁹ address institution responsibilities in administering State scholarships and grants programs and require an institution to maintain complete, accurate, and auditable student records; verify and certify student enrollment and eligibility; and complete and return to the FDOE all reports for the administration of State scholarships and grants program in the format and by the date established by the FDOE. State law²⁰ requires an institution to certify to the FDOE the amount of Bright Futures Scholarship and FSAG – Public Program funds disbursed to each student and to remit any undisbursed advances to the FDOE within 60 days after the end of regular registration²¹ and, for the Summer Term, within 30 days after the end of that term.

In addition, within 30 days after the end of each term, State law²² requires an institution to refund the FDOE for any Bright Futures Scholarship Program funds received for courses dropped by a student or courses from which a student withdrew after the end of the drop and add period, unless the FDOE granted the student an exception. The FDOE requires each institution to reconcile State scholarships and grants program funds received with funds disbursed to students no later than 60 days after the last day of drop and add period and to return any unused funds to the FDOE.²³ If the receiving institution fails to report or to make refunds to the FDOE as required, the FDOE may withhold payment.²⁴

To determine whether the 40 public universities and colleges submitted to the FDOE accurate information for each program fund disbursement and timely identified and returned applicable program funds, we requested, for 12 selected public universities and colleges,²⁵ records supporting reconciliations of program funds received with funds disbursed to students, documentation supporting the required refunds

¹⁹ SBE Rule 6A-20.002, Florida Administrative Code.

²⁰ Sections 1009.50(4)(d) and 1009.53(5)(b), Florida Statutes.

²¹ For FSAG – Public Program, the remittance of undisbursed funds is required only in Spring Term.

²² Section 1009.53(5), Florida Statutes.

²³ The FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual – State Programs Annual Calendar and Institutional Responsibilities and Procedures*.

²⁴ Sections 1009.50(4)(e) and 1009.53(5), Florida Statutes.

²⁵ The institutions included 7 institutions selected for evaluating compliance with the Bright Futures Scholarship and 11 institutions (including 6 selected for the Bright Futures Scholarship) selected for evaluating the FSAG – Public Program requirements.

for undisbursed advances of each program fund, and Bright Futures Scholarship Program refunds for dropped or withdrawn from courses.

We found that Pensacola State College (College) controls over reconciliation and refund procedures for the two Program funds needed improvements. For the 2021-22 and 2022-23 fiscal years, the College awarded Bright Futures Scholarship Program funds totaling \$285,371 and \$266,743, respectively; and FSAG – Public Program funds totaling \$3.2 million each year. At the time of our review in July 2023, FDOE records showed for the 2022-23 fiscal year that:

- FSAG – Public Program advances totaling \$919,199 were excess funds that the College owed to the FDOE. However, according to College personnel, the excess funds in FDOE records represented Fall 2022 Term funds disbursed to students in the Spring 2023 Term that, due to oversights, College personnel did not timely report to the FDOE. Additionally, the College did not timely reconcile of record the funds disbursed to students with FDOE records. As a result, the FDOE withheld the 2023-24 fiscal year Program funding from the College until College personnel reconciled the 2022-23 fiscal year funds and made necessary edits to FDOE records in September 2023. Since the reconciliation was due within 60 days from the Spring 2023 last day of drop and add period, the reconciliation was 181 days late.
- Bright Futures Scholarship Program funds were not returned to the FDOE. Subsequent to our audit inquires, in October 2023 College personnel reconciled the 2022-23 fiscal year Program funds received with funds disbursed to students and identified funds totaling \$1,255 for courses students dropped or withdrew from which required refund to the FDOE. Additionally, in that month, the College returned the funds to the FDOE; however, the returns were 290, 139, and 47 days after the required due dates. Also, during the month, College personnel identified undisbursed Bright Futures Program funds totaling \$2,747 and returned those funds to the FDOE; however, the returns were 372, 225, and 47 days after the required due dates.

According to College personnel, program fund reconciliations were not timely performed during the 2022-23 fiscal year due to key personnel turnover and implementation of a new IT system. In addition, although College personnel indicated that reconciliations were performed for the 2021-22 fiscal year, College records were not maintained to support the reconciliations. Absent accurate, promptly documented reconciliations and timely refunds and remittances to the FDOE, the College cannot demonstrate compliance with State law, SBE rules, and FDOE policies and may have payment for Program awards withheld by the FDOE.

Recommendation: Pensacola State College management should enhance procedures to ensure that Bright Futures and FSAG – Public Program funds disbursements are timely and accurately reported to the FDOE, funds received from the FDOE are timely reconciled with funds disbursed to students, and undisbursed advances or overpayments are timely remitted to the FDOE.

PRIOR AUDIT FOLLOW-UP

Applicable institutions²⁶ had taken corrective actions for the four findings in our report No. 2023-026; however, we found that Finding Nos. 1 and 2 were similarly cited at different institutions in Finding Nos. 1 and 2 of this report.

²⁶ The applicable institutions include Miami Dade College, Palm Beach State College, Pasco-Hernando State College, Broward DSB, and Miami-Dade DSB.

OBJECTIVES, SCOPE, AND METHODOLOGY

The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations. Pursuant to Sections 1009.53(5)(c), 1009.50(4)(e), and 1009.505(4)(e), Florida Statutes, we conducted an operational audit of the administration of the Florida Bright Futures Scholarship Program, Florida Public Student Assistance Grant Program (FSAG – Public Program), and the Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program) by selected Florida public educational institutions for the fiscal years ended June 30, 2022, and June 30, 2023.

The 12 public universities and 28 public colleges participated in the Bright Futures Scholarship and FSAG – Public Programs. For audit of the Bright Futures Scholarship Program, we selected the 7 public universities and colleges that disbursed, in total, 78 percent of the Program's disbursements for each of the 2021-22 and 2022-23 fiscal years and examined Program records. For audit of the FSAG – Public Program, we selected the 11 public universities and colleges that disbursed, in total, 59 percent of the Program's disbursements for each of the 2021-22 and 2022-23 fiscal years and examined Program records. The 28 public colleges and 31 district school boards (DSBs) participated in the FSAG – Career Ed Program and, for audit testing, we selected the 3 DSBs and 1 public college that disbursed, in total, 27 percent and 28 percent of the Program's disbursements for the 2021-22 and 2022-23 fiscal years, respectively, and examined Program records.

We conducted this operational audit from April 2023 through January 2024 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objectives of this operational audit were to:

- Determine the extent to which educational institutions administered Bright Futures Scholarship Program, FSAG – Public Program, and FSAG – Career Ed Program funds in accordance with applicable laws, rules, and other guidelines relating to the programs; properly accounted for funds received and distributed through the programs; maintained and prepared reliable financial records and reports; and safeguarded program assets.
- Determine whether management had taken corrective actions for applicable findings included in our report No. 2023-026.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for the activities or functions of the Bright Futures Scholarship, FSAG – Public, and FSAG – Career Ed Programs included within the scope of our audit, weaknesses in management's internal controls; instances of noncompliance with applicable laws, rules, regulations, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve

government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for the activities and functions of the programs included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the programs, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records, as well as events and conditions, occurring during the audit period of July 2021 through June 2023, and selected institution actions taken subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of agency management, staff, and vendors and, as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Examined documentation supporting Bright Futures Scholarship Program awards made to 60 students, selected from the population of students who attended the 40 public universities and colleges and received \$1.1 billion in Program awards during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Sections 1009.53 through 1009.536, Florida Statutes; State Board of Education (SBE) Rule 6A-20.028, Florida Administrative Code; and the Florida Department of Education (FDOE) Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:
 - Properly classifying students by residency, who had earned high school diplomas and were registered for a minimum of 6 credit hours per term.
 - Awarding the proper amount for the scholarship type earned.
 - Accurately and properly supporting enrolled credit hours shown on the Disbursement Eligibility Reports (DERs) submitted to the FDOE.
 - Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined documentation supporting FSAG – Public Program awards made to 90 students, selected from the population of students who attended the 40 public universities and colleges and received \$470 million in Program awards during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Section 1009.50, Florida Statutes; SBE Rule 6A-20.031, Florida Administrative Code; and

FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:

- Properly classifying the students by residency, who were enrolled in a degree program, registered in a minimum of 6 credit hours per term, and had not earned more than 110 percent of the credit hours required to complete the degree program.
- Verifying that students demonstrated financial needs by completing the Free Application for Federal Student Aid (FAFSA).
- Properly awarding amounts, ranging from \$200 to the maximum amount established by the respective General Appropriations Act, to students based on their unmet financial needs.
- Accurately and properly supporting enrolled credit hours shown on the DERs submitted to the FDOE.
- Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined documentation supporting FSAG – Career Ed Program awards to 50 students, selected from the population of students who attended the 31 participating DSBs and 28 public colleges and received \$6.5 million in Program funds during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Section 1009.505, Florida Statutes; SBE Rule 6A-20.0071, Florida Administrative Code; and FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:
 - Properly classifying students by residency, who were enrolled in a certificate program, were registered in a minimum of 180 clock hours or 6 credits per term, and had not earned more than 110 percent of clock or credit hours required to complete the certificate program.
 - Verifying that the students demonstrated financial needs by completing the FAFSA.
 - Properly awarding amounts, ranging from \$200 to the maximum amount established by the respective General Appropriations Act, to students based on their unmet financial needs.
 - Accurately and properly supporting enrolled credit hours shown on the DERs submitted to the FDOE.
 - Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined records for 5 public universities, 6 public colleges, and 3 DSBs selected from the 40 public universities and colleges and 31 participating DSBs to determine whether the applicable institution complied with Sections 1009.50(4)(d), 1009.505(4)(d), and 1009.53(5)(a), Florida Statutes, by filing DERs with the FDOE within 30 days of the last day of the drop and add period for each term.
- Examined records for 5 public universities, 6 colleges, and 3 DSBs selected from the 40 public universities and colleges and the 31 participating DSBs to determine whether applicable institution complied with FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by filing grade and hours reports with the FDOE within 30 days of the last day of classes.
- Examined records for 7 public universities and colleges selected from the 40 public universities and colleges to determine whether the applicable institution complied with Section 1009.53(5)(b), Florida Statutes, by returning undisbursed Bright Futures Scholarship Program funds to the FDOE within 60 days of the last day of regular registration for the Fall and Spring Terms, and within 30 days after the end of the Summer Term.

- Examined records for 7 public universities and colleges selected from the 40 public universities and colleges to determine whether the applicable institution complied with Section 1009.53(5)(a), Florida Statutes, by refunding to the FDOE within 30 days after the end of each term Bright Futures Scholarship Program funds received for courses dropped by students or courses from which students withdrew after the end of the drop and add period.
- Examined records for 5 public universities and 6 public colleges selected from the 40 public universities and public colleges to determine whether the applicable institution complied with Section 1009.50(4)(d), Florida Statutes, by returning undisbursed FSAG – Public Program funds to the FDOE within 60 days of the last day of regular registration for the Spring Term or, if applicable, within 30 days after the end of the Summer Term.
- Examined records for 3 DSBs and 1 public college selected from the 31 participating DSBs and 28 public colleges to determine whether the applicable institution complied with Section 1009.505(4)(d), Florida Statutes, by returning undisbursed FSAG – Career Ed Program funds to the FDOE within 60 days of the last day of regular registration for the Spring Term or, if applicable, within 30 days after the end of the Summer Term.
- Examined records for 5 public universities, 8 public colleges, and 3 DSBs selected from the 40 public universities and colleges and 31 participating DSBs to determine whether the applicable institution, after determining an award overpayment, refunded the overpayment to the FDOE within 60 days in accordance with SBE Rule 6A-20.002(1)(k), Florida Administrative Code, and FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual*.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.
- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

AUTHORITY

Sections 1009.50(4)(e), 1009.505(4)(e), and 1009.53(5)(c), Florida Statutes, requires a periodic audit of the administration of, and accounting of the moneys for, the Florida Public Student Assistance Grant, the Florida Public Postsecondary Career Education Student Assistance Grant, and the Florida Bright Futures Scholarship Programs by Florida's public universities, colleges, and district school boards. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this operational audit report be prepared to present the results of that audit.



Sherrill F. Norman, CPA
Auditor General

EXHIBIT A

SUMMARY OF FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE FOR THE FISCAL YEAR ENDED JUNE 30, 2022

| Institution | Advances ^a | Disbursements ^a | | | Disbursements Over/(Under) Advances |
|--|-----------------------|----------------------------|---------------------|----------------------|-------------------------------------|
| | From the FDOE | Awards to Students | Refunds to the FDOE | Total Disbursements | |
| Florida State University | \$106,142,075 | \$105,013,384 | \$ 1,128,691 | \$106,142,075 | \$ - |
| University of Central Florida | 108,997,829 | 108,190,212 | 807,755 | 108,997,967 | (138) ^c |
| University of Florida | 149,054,580 | 145,933,567 | 3,007,400 | 148,940,967 | 113,613 ^d |
| University of South Florida | <u>64,478,357</u> | <u>63,809,072</u> | <u>669,285</u> | <u>64,478,357</u> | - |
| Subtotal for 4 Public Universities Audited | 428,672,841 | 422,946,235 | 5,613,131 | 428,559,366 | 113,475 |
| Other 8 Public Universities ^a | <u>104,607,395</u> | <u>104,094,004</u> | <u>2,611,470</u> | <u>106,705,474</u> | <u>(2,098,079)</u> |
| Total for the 12 Public Universities | <u>533,280,236</u> | <u>527,040,239</u> | <u>8,224,601</u> | <u>535,264,840</u> | <u>(1,984,604)</u> |
| Miami Dade College | 2,694,104 | 2,635,646 | 58,458 | 2,694,104 | - |
| Pensacola State College | 285,371 | 285,371 | - | 285,371 | - |
| Santa Fe College | <u>2,536,916</u> | <u>2,401,771</u> | <u>135,145</u> | <u>2,536,916</u> | - |
| Subtotal for 3 Public Colleges Audited | 5,516,391 | 5,322,788 | 193,603 | 5,516,391 | - |
| Other 25 Public Colleges ^a | <u>18,559,226</u> | <u>16,698,792</u> | <u>2,146,051</u> | <u>18,844,843</u> | <u>(285,617)</u> |
| Total for the 28 Public Colleges | <u>24,075,617</u> | <u>22,021,580</u> | <u>2,339,654</u> | <u>24,361,234</u> | <u>(285,617)</u> |
| Total for the 7 Institutions Audited | 434,189,232 | 428,269,023 | 5,806,734 | 434,075,757 | 113,475 |
| Total for Other 33 Institutions | <u>123,166,621</u> | <u>120,792,796</u> | <u>4,757,521</u> | <u>125,550,317</u> | <u>(2,383,696)</u> |
| Total for all 40 Institutions | <u>\$557,355,853</u> | <u>\$549,061,819</u> | <u>\$10,564,255</u> | <u>\$559,626,074</u> | <u>\$(2,270,221)</u> |

^a Amounts reported by institutions for the funding year.

^a Auditor-compiled information from FDOE end-of-year records.

^c Amount represents what the FDOE owed the University due to additional disbursements.

^d Amount subsequently refunded to the FDOE for student withdrawals.

**SUMMARY OF FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM
ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

| Institution | Advances ^a | Disbursements ^a | | | Disbursements Over/(Under) Advances |
|---|-----------------------|----------------------------|------------------------|------------------------|---|
| | From the FDOE | Awards to Students | Refunds to the FDOE | Total Disbursements | |
| Florida State University | \$102,483,782 | \$101,968,290 | \$ 515,492 | \$102,483,782 | \$ - |
| University of Central Florida | 112,493,768 | 110,735,466 | 1,749,095 | 112,484,561 | 9,207 ^c |
| University of Florida | 149,187,708 | 147,208,909 | 1,930,341 | 149,139,250 | 48,458 ^c |
| University of South Florida | 63,992,837 | 63,067,566 | 925,271 | 63,992,837 | - |
| Subtotal for 4 Public Universities Audited | 428,158,095 | 422,980,231 | 5,120,199 | 428,100,430 | 57,665 |
| Other 8 Public Universities ^b | 113,826,640 | 102,261,341 | 11,522,901 | 113,784,242 | 42,398 |
| Total for the 12 Public Universities | 541,984,735 | 525,241,572 | 16,643,100 | 541,884,672 | 100,063 |
| Miami Dade College | 2,638,277 | 2,607,902 | 30,375 | 2,638,277 | - |
| Pensacola State College | 270,745 | 266,743 | 4,002 | 270,745 | - |
| Santa Fe College | 3,211,500 | 2,793,884 | 417,616 | 3,211,500 | - |
| Subtotal for 3 Public Colleges Audited | 6,120,522 | 5,668,529 | 451,993 | 6,120,522 | - |
| Other 25 Public Colleges ^b | 17,725,735 | 16,789,934 | 855,074 | 17,645,008 | 80,727 |
| Total for the 28 Public Colleges | 23,846,257 | 22,458,463 | 1,307,067 | 23,765,530 | 80,727 |
| Total for the 7 Institutions Audited | 434,278,617 | 428,648,760 | 5,572,192 | 434,220,952 | 57,665 |
| Total for the Other 33 Institutions | 131,552,375 | 119,051,275 | 12,377,975 | 131,429,250 | 123,125 |
| Total for all 40 Institutions | \$565,830,992 | \$547,700,035 | \$17,950,167 | \$565,650,202 | \$180,790 |

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records

^c Amount subsequently refunded to the FDOE for student withdrawals

EXHIBIT B

SUMMARY OF FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE FOR THE FISCAL YEAR ENDED JUNE 30, 2022

| Institution | Advances ^a | Disbursements ^a | | | Disbursements Over/(Under) Advances |
|---|-----------------------|----------------------------|------------------------|------------------------|---|
| | From the FDOE | Awards to Students | Refunds to the FDOE | Total Disbursements | |
| Florida International University | \$ 24,103,663 | \$ 24,103,663 | \$ - | \$ 24,103,663 | \$ - |
| Florida State University | 13,372,418 | 13,372,418 | - | 13,372,418 | - |
| University of Central Florida | 22,020,215 | 22,020,215 | - | 22,020,215 | - |
| University of Florida | 15,014,294 | 15,014,294 | - | 15,014,294 | - |
| University of South Florida | 17,813,810 | 17,812,510 | 1,300 | 17,813,810 | - |
| Subtotal for 5 Public Universities Audited | 92,324,400 | 92,323,100 | 1,300 | 92,324,400 | - |
| Other 7 Public Universities ^b | 30,175,989 | 30,069,811 | - | 30,069,811 | 106,178 |
| Total for the 12 Public Universities | 122,500,389 | 122,392,911 | 1,300 | 122,394,211 | 106,178 |
| Broward College | 14,514,034 | 14,514,034 | - | 14,514,034 | - |
| Eastern Florida State College | 4,307,546 | 3,076,251 | 1,231,295 | 4,307,546 | - |
| Miami Dade College | 14,081,895 | 14,081,895 | - | 14,081,895 | - |
| Palm Beach State College | 8,549,062 | 8,549,062 | - | 8,549,062 | - |
| Pasco-Hernando State College | 1,390,589 | 1,390,589 | - | 1,390,589 | - |
| Pensacola State College | 3,172,540 | 3,172,540 | - | 3,172,540 | - |
| Subtotal for 6 Public Colleges Audited | 46,015,666 | 44,784,371 | 1,231,295 | 46,015,666 | - |
| Other 22 Public Colleges ^b | 66,815,455 | 66,815,334 | 61 | 66,815,395 | 60 |
| Total for the 28 Public Colleges | 112,831,121 | 111,599,705 | 1,231,356 | 112,831,061 | 60 |
| Total for the 11 Institutions Audited | 138,340,066 | 137,107,471 | 1,232,595 | 138,340,066 | - |
| Total for the Other 29 Institutions | 96,991,444 | 96,885,145 | 61 | 96,885,206 | 106,238 |
| Total for all 40 Institutions | \$235,331,510 | \$233,992,616 | \$1,232,656 | \$235,225,272 | \$106,238 |

^a Amounts reported by institutions for the funding year

^b Auditor-compiled information from FDOE end-of-year records.

**SUMMARY OF FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM
ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

| Institution | Advances ^a | Disbursements ^a | | | Disbursements Over/(Under) Advances |
|--|-----------------------|----------------------------|------------------------|------------------------|---|
| | From the FDOE | Awards to Students | Refunds to the FDOE | Total Disbursements | |
| Florida International University | \$ 24,288,204 | \$ 24,288,204 | \$ - | \$ 24,288,204 | \$ - |
| Florida State University | 13,454,228 | 13,454,228 | - | 13,454,228 | - |
| University of Central Florida | 22,203,443 | 22,203,443 | - | 22,203,443 | - |
| University of Florida | 15,100,164 | 15,100,164 | - | 15,100,164 | - |
| University of South Florida | 17,934,429 | 17,934,429 | - | 17,934,429 | - |
| Subtotal for 5 Public Universities Audited | 92,980,468 | 92,980,468 | - | 92,980,468 | - |
| Other 7 Public Universities ^b | 30,289,059 | 30,289,059 | - | 30,289,059 | - |
| Total for the 12 Public Universities | 123,269,527 | 123,269,527 | - | 123,269,527 | - |
| Broward College | 14,606,354 | 14,606,354 | - | 14,606,354 | - |
| Eastern Florida State College | 3,098,245 | 3,098,245 | - | 3,098,245 | - |
| Miami Dade College | 14,173,677 | 14,173,677 | - | 14,173,677 | - |
| Palm Beach State College | 8,598,357 | 8,598,357 | - | 8,598,357 | - |
| Pasco-Hernando State College | 1,421,996 | 1,421,996 | - | 1,421,996 | - |
| Pensacola State College | 3,199,841 | 3,199,433 | 408 | 3,199,841 | - |
| Subtotal for 6 Public Colleges Audited | 45,098,470 | 45,098,062 | 408 | 45,098,470 | - |
| Other 22 Public Colleges ^b | 67,408,497 | 67,408,190 | 307 | 67,408,497 | - |
| Total for the 28 Public Colleges | 112,506,967 | 112,506,252 | 715 | 112,506,967 | - |
| Total for the 11 Institutions Audited | 138,078,938 | 138,078,530 | 408 | 138,078,938 | - |
| Total for the Other 29 Institutions | 97,697,556 | 97,697,249 | 307 | 97,697,556 | - |
| Total for all 40 Institutions | \$235,776,494 | \$235,775,779 | \$715 | \$235,776,494 | \$ - |

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records

EXHIBIT C

SUMMARY OF FLORIDA PUBLIC POSTSECONDARY CAREER EDUCATION STUDENT ASSISTANCE GRANT PROGRAM ADVANCES AND DISBURSEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

| Institution | Advances ^a | Disbursements ^a | | Disbursements Over/(Under) Advances | |
|--|-----------------------|----------------------------|------------------------|---|------------------------|
| | From the FDOE | Awards to Students | Refunds to the FDOE | | Total Disbursements |
| Broward County District School Board | \$ 170,634 | \$ 170,634 | \$ - | \$ 170,634 | \$ - |
| Miami-Dade County District School Board | 247,922 | 247,829 | 93 | 247,922 | - |
| Orange County District School Board | 264,352 | 264,352 | - | 264,352 | - |
| Florida Gateway College | 173,369 | 173,369 | - | 173,369 | - |
| Subtotal for 4 Institutions Audited | 856,277 | 856,184 | 93 | 856,277 | - |
| Other 54 District School Boards and Public Colleges ^b | 2,380,094 | 2,374,714 | 3,363 | 2,378,077 | 2,017 |
| Total for the 58 Institutions | \$3,236,371 | \$3,230,898 | \$3,456 | \$3,234,354 | \$2,017 |

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

| Institution | Advances ^a | Disbursements ^a | | Disbursements Over/(Under) Advances | |
|--|-----------------------|----------------------------|------------------------|---|------------------------|
| | From the FDOE | Awards to Students | Refunds to the FDOE | | Total Disbursements |
| Broward County District School Board | \$ 171,526 | \$ 171,526 | \$ - | \$ 171,526 | \$ - |
| Miami-Dade County District School Board | 286,676 | 286,676 | - | 286,676 | - |
| Orange County District School Board | 267,846 | 267,846 | - | 267,846 | - |
| Florida Gateway College | <u>174,682</u> | <u>174,682</u> | - | <u>174,682</u> | - |
| Subtotal for 4 Institutions Audited | 900,730 | 900,730 | - | 900,730 | - |
| Other 54 District School Boards and Public Colleges ^a | <u>2,380,817</u> | <u>2,372,899</u> | <u>7,884</u> | <u>2,380,783</u> | <u>34</u> |
| Total for the 58 Institutions | <u>\$3,281,547</u> | <u>\$3,273,629</u> | <u>\$7,884</u> | <u>\$3,281,513</u> | <u>\$ 34</u> |

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

MANAGEMENT'S RESPONSE



Eastern Florida
STATE COLLEGE

President
James H. Richey, J.D.

Board of Trustees
Ronald Howse, Chair
Dr. Edgar Figueroa, Vice Chair
R. Bruce Deardoff
Laura Moody
Winston Scott

Cocoa Campus
1519 Clearlake Road
Cocoa, Florida 32922
321/632-1111
Fax: 321/433-7064

Melbourne Campus
3865 N. Wickham Road
Melbourne, Florida 32935
321/632-1111
Fax: 321/433-5618

Palm Bay Campus
250 Community College Pkwy.
Palm Bay, Florida 32909
321/632-1111
Fax: 321/433-5305

Titusville Campus
1311 North U.S. 1
Titusville, Florida 32796
321/632-1111
Fax: 321/433-5113

easternflorida.edu



March 13, 2024

Sherrill F. Norman
Auditor General
Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman:

We received your letter regarding the operational audit of the Florida Student Assistance Grant Program for the fiscal years ending June 30, 2022, and June 30, 2023. Below is our corrective action plan that already has been implemented to improve efficiencies for the Florida Student Assistance Grant Program:

1. The college hired a new Executive Director of Financial Aid in November 2023, who has undertaken a thorough assessment of employees' job functions and implemented streamlined processes. One initiative involved the development of an Institutional Aid Coordinator who is responsible for overseeing all state and federal aid.
2. The Executive Director of Financial Aid has implemented procedures to monitor the awarding, expenditures, and reconciliation of all state funds.
3. The Executive Director of Financial Aid and the Institutional Aid Coordinator meet weekly to document the expenditures in alignment with the allocation received from the Florida State System.

We want to assure you that we have made every effort to improve the efficiency of the Florida Student Assistance Grant Program.

Sincerely,


Dr. James H. Richey, President
Eastern Florida State College

JHR/mm



April 10, 2024

Sherrill F. Norman, CPA
Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman,

Please find attached, the University of South Florida's response for the audit finding that is included in the operational audit of the Administration of the Florida Bright Futures Scholarship Program and Student Assistance Grant Programs by Florida Public Educational Institutions for the Fiscal Years Ended June 30, 2022 and June 30, 2023.

Please do not hesitate to contact me with any questions regarding this response.

Sincerely,

A handwritten signature in black ink that reads 'Jennifer Condon'.

Jennifer Condon
Vice President and Chief Financial Officer
University of South Florida
813-974-7696

Enclosure

Copy to: President Rhea Law
Dr. Prasant Mohapatra
Dr. Cynthia DeLuca
Billie Jo Hamilton
Virginia Kalil
Gerard Solis

BUSINESS & FINANCE
University of South Florida • 4202 East Fowler Avenue, CGS301 • Tampa, FL 33620
(813) 974-3297

University of South Florida
Florida Bright Futures Scholarship Program and Student Assistance Grant Programs
Management Response to Fiscal Year 2022 and 2023 Audit
Conducted by the Florida Auditor General's Office

Finding: University of South Florida did not comply with State Law and Florida Department of Education (FDOE) policies as the University did not timely refund to the FDOE Bright Futures Scholarship Program funds for courses students dropped or withdrew from after the end of the drop and add period. Specifically, the University made 146 refunds totaling \$141,476 an average of 99 days after the required due date.

Recommendation: USF management should enhance procedures to ensure that Bright Futures Scholarship Program funds are timely refunded to the FDOE for courses students dropped or withdrew from after the end of the drop and add period. Such enhancements should include appropriate consideration and related modifications to the University IT system to help avoid future programming errors.

Management's Response: USF has enhanced procedures to assure compliance with the timely refund of Florida Bright Futures Scholarship funds. We have accelerated reconciliation of this fund to 30 days, which exceeds the state requirement of 60 days. Additionally, we are in the process of recruiting and hiring a fiscal position within the Office of Financial Aid that will be dedicated to reconciliation duties. This new position will also be able to identify and escalate any programming issues which would have an impact on our ability to meet our fiduciary responsibilities.

| | |
|----------------------|---|
| Implementation Date: | June 1, 2024 |
| Responsible Party: | Billie Jo Hamilton, 813/974-5050 Associate Vice President, Enrollment Planning & Management |



Office of the President

Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998
850-484-1700
Fax 850-484-1840
www.pensacolastate.edu

PENSACOLA STATE COLLEGE

March 12, 2024

Sherrill F. Norman, CPA
Auditor General
Claude Pepper Building, Suite G74
111 West Madison Street
Tallahassee, Florida 32399-1450

Dear Ms. Norman:

Let me express our sincere appreciation for the professional manner in which your staff conducted the audit. Following are the College's responses to the preliminary and tentative findings to be included in the Bright Futures and Florida Student Assistance Grant Programs operational audit report.

Finding No. 3: Administration of Bright Futures Scholarship and FSAG – Public Program Funds

Recommendation: Pensacola State College management should enhance procedures to ensure that Bright Futures and FSAG – Public Program fund disbursements are timely and accurately reported to the FDOE, funds received from the FDOE are timely reconciled with funds disbursed to students, and undisbursed advances or overpayments are timely remitted to the FDOE.

Response: The College has reviewed and implemented Bright Futures and FSAG procedures to ensure accurate and timely reporting to the FDOE. Reconciliation procedures have been put into place to reconcile funds received to funds disbursed so that any undisbursed advances or overpayments are timely remitted to the FDOE.


Should you have any questions or concerns, please feel free to call me.

Sincerely,

Edward Meadows
President

Pensacola State College
is a member of the
Florida College System

TO: Joe Pickens, J.D.
College President

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

DATE: May 3, 2024


RE: Agenda Items: May 15, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the May 15, 2024, meeting:

Action Agenda Items:

1. **Public Hearing on change to admission criteria for the Florida Law Enforcement Academy Certificate (5005)**
2. **Action to approve change to admission criteria to the Florida Law Enforcement Academy Certificate (5005)**

TO: Joe Pickens, J.D.
College President

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

DATE: May 3, 2024

RE: Approval of Revisions to Workforce Education – Criminal Justice Program Admission Criteria

The Criminal Justice Program seeks to modify the admission criteria for its law enforcement training program to recognize the value of distinct types of prior law-enforcement related experiences that applicants may have.

The Florida Law Enforcement Officer Academy (5005) often has more applicants than available seats. Student selection is based on a point system. In its current form, the system awards 5 points for three years of full-time work experience in a law enforcement related field and specifically lists Security Guard and Public Service Assistant as examples. It is requested that "Security Guard" be removed as an example because it is not clearly defined whereas a Public Service Assistant's role is with a Law Enforcement Agency.

The system also awards 5 points for military police experience and 4 points for three or more years of full-time military experience. It is requested that the system be revised to not differentiate between military and military police experience and award 5 points for three or more years of full-time military experience. This revision is requested for clarity and to ensure military experience is awarded properly.

Please advise if you have any questions or require any additional information regarding the proposed revisions submitted for the Board of Trustees' consideration.

Thank you.



Memorandum

TO: Dr. Edward Jordan, Dr. John Paterson
FROM: Tim Adams
RE: Revisions to Criminal Justice Programs
DATE: March 1, 2024

Based on a recent review of the 2023-2024 St. Johns River State College (SJR State) Catalog and Criminal Justice program requirements, it is requested that the below revisions be submitted to the SJR State Board of Trustees for approval.

1. The recent Day Basic Law Enforcement classes have had more applicants than available seats. Student selection is based on the application of the point system previously approved by the Board of Trustees. In its current form, the system awards 5 points for three years of full-time work experience in a law enforcement related field and specifically lists Security Guard and Public Service Assistant as examples. It is requested that "Security Guard" be removed as an example because it is not clearly defined whereas a Public Service Assistant's role is with a Law Enforcement Agency. Additionally, the system awarded 5 points for military police experience and 4 points for three or more years of full-time military experience. It is requested that the system be revised to not differentiate between military and military police experience and award 5 points for three or more years of full-time military experience. This revision is requested for clarity and to ensure military experience is awarded properly.

STUDENT SELECTION

When there are more applicants than the number of available seats for the Basic Law Enforcement class, selection will be based on the following criteria/point system:

1. Sponsored and Crossover recruits from service area agencies (Law Enforcement Agencies in St. Johns, Clay, and Putnam counties) will be admitted to the next available recruit class following completion of their registration (See Registration/Fees).
2. **5 POSSIBLE POINTS AWARDED** – Applicants may receive credit from only **one** of the following qualifiers:
5 points will be awarded for a recommendation from a service agency chief or sheriff; or
5 points will be awarded for three years of full-time work experience in a Law Enforcement related field (e.g. ~~Security Guard~~, Public Service Assistant); or
~~5 points will be awarded for three (3) or more years of full-time military experience.~~
~~5 points will be awarded for military police experience (for those who do not qualify for EOT) or~~
4 points will be awarded for four years of general, full-time work experience (with gaps no longer than a total of three months) ~~or~~
~~4 points will be awarded for three or more years of full-time military experience.~~
3. **5 POSSIBLE POINTS AWARDED** – Applicants may only receive credit for one of these qualifiers: points will be awarded for a four-year degree from an accredited college; or
3 points will be awarded for a two-year degree from an accredited college; or
3 points will be awarded for 45 credit hours of an A.S. degree in Criminal Justice Technology.
4. **6 POSSIBLE POINTS AWARDED** – Applicants may receive credit for **as many qualifiers as are applicable** up to a maximum of 6 points:
2 points will be awarded if enrolled in SJR State's Criminal Justice Technology program with 36 or more credits earned;
1 point will be awarded for an internship with a service area law enforcement agency;
1 point will be awarded if applicant resides within the Academy's service area;
1 point will be awarded if applicant participated in a service area Law Enforcement Explorer program or High School Law Enforcement program;
1 point will be awarded for participation in a high school ROTC program.

If two or more applicants are tied for the last available seat, admission will be awarded to the applicant with the earliest date and time on the application.