



ST. JOHNS RIVER STATE COLLEGE

JOE H. PICKENS, J.D., PRESIDENT
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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

SJRsstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: October 8, 2024

RE: October Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, October 16, beginning at 2:00 pm** at the **Orange Park Campus** in the Thrasher-Horne Center, Suites C & D.

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, October 16, 2024,
2:00 p.m., **Orange Park Campus**,
Thrasher-Horne Center, Suites C & D

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

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

I. Call to Order

II. Public Comment

III. Old Business

IV. Consent Agenda – Chairperson Rich Komando Action

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

A. Minutes

1. Approval of Minutes of September 18, 2024, Board Meeting

B. Chief Operating Officer – Dr. Melanie Brown

1. Approval of Personnel Matters

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

1. Facilities Usage Report – September 2024
2. Approval of Write-Offs of Tangible Personal Property
3. Approval of Monthly Financial Report – September 2024
4. Approval of Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant Fund 7

D. VP/Chief Institutional Research Officer

1. Approval of Linking Industry to Nursing Education (LINE) Grant

V. New Business

A. Chief Operating Officer – Dr. Melanie Brown – Action/Information Agenda Items

1. Chief Operating Officer – Presented by Dr. Melanie Brown
 - a. Action to Approve and Ratify Article 21, Benefits and Leave, Revisions 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 of the United Faculty of Florida Action
 - b. New SJR State Board Rule 3.04 (D) Naming Policy Information
2. Personnel – Presented by Chuck Romer, Chief Human Resources Officer
 - a. Action to Approve Updated 2024-2025 Non-Bargaining Unit Salary Schedule Action

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

1. Action to Approve Operational Audit Report – October 2024 Action

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

1. Action to Approve Updates to the Board Certification of the FCS Annual Institutional General Education Review Action

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

1. Presentation: Preparing to Change Institutional Accreditors Information

VI. President's Report

VII. Trustees' Comments

VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

September 18, 2024

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Jan Conrad (resigned from Board)
Mr. Wendell Davis (excused)

OTHERS PRESENT:

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

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

Meeting Call to Order

Public Comments were made by Bruce Fox and Dr.
Shayna Rich.

Public Comment

There was no Old Business.

Old Business

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

Consent Agenda
Items

A.1 - Minutes of August 21 and 29, 2024, Board
Meetings

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

C.1-3 - Vice President for Finance/CFO – VP Randy
Peterson: Facilities Usage Report for August 2024;
Monthly Financial Report – August 2024.

D.1-7 - Vice President for Academic and Student
Affairs – Dr. Ed Jordan: 2024-2025 Nursing (ASN)
Handbook Update.

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

Approved Consent
Agenda Items IV.A-D

Tim Adams, Dean of Criminal Justice and Public
Safety, led a demonstration of the Law Enforcement
Immersive Training Simulator. He then gave an update
on the growth of the Criminal Justice Programs.

Demonstration of
Simulator

Regarding the donation drive to restock the Viking Exchange, Dr. Melanie Brown presented the winner of the coveted Viking Exchange Showdown Overall Winner Trophy for 2024-25 to the “Viking Justice League” team, who are based on the St. Augustine Campus. They donated 1,464 items weighing 407 pounds and scored a perfect sixty for variety.

Chairperson Komando called a public hearing for Amendment to SJR State Board Rule 5.32 (R1) Participation in the Florida College System Risk Management Consortium for Employee Insurance Benefits. There being no comments, Chairperson Komando adjourned the public hearing.

Public Hearing

Dr. Melanie Brown reviewed and requested approval of Amendment to SJR State Board Rule 5.32 (R1) Participation in the Florida College System Risk Management Consortium for Employee Insurance Benefits. Note: The new name for Board Rule 5.32 will be Employee Insurance Benefits.

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

Approved Chief
Operating Officer Item
VI.A.2

Dr. Melanie Brown reviewed and requested approval of the Annual Review of the Board’s Rules and Policies.

Mr. Sapp moved, seconded by Mr. Reid, to approve Chief Operating Officer Item VI.A.3 as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Komando, Reid, Sapp - Yes).

Approved Chief
Operating Officer Item
VI.A.3

Dr. Brown reviewed for information only the Florida Department of Education 2024 Baccalaureate Program Review Letter of Findings.

Chief Operating
Officer Item VI.A.4

VP Randy Peterson reviewed and requested approval of the Fund Balance Carry-Forward Spending Plan.

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

Approved Vice
President for
Finance/CFO Item
VI.B.1

VP Randy Peterson recognized Logan Becker and Cindy Reed for their work on preparing the Annual Financial Report. He then presented the Annual Financial Report – Fiscal Year 2023-2024 and requested approval.

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

Approved Vice President for Finance/CFO Item VI.B.2

Dr. Ed Jordan reviewed and requested approval of the Florida College System College Affordability Report for 2024.

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

Approved Vice President for Academic and Student Affairs Item VI.C.1

President Joe Pickens noted that the Loan Documents for Third Parties for the Student Housing Construction Loan have been sent from the VikingArt, Inc. Attorney. He reviewed and requested approval of the Memorandum of Ground Lease.

Mr. Reid moved, seconded by Mr. Sapp, to approve Student Housing Project Item VII.A.2, as submitted (a detailed listing is contained in the material submitted). Motion carried (Komando, Reid, Sapp - Yes).

Approved Student Housing Project Item VII.A.2

President Pickens reviewed and requested approval of the Landlord's Acknowledgment and Consent to Leasehold Mortgage.

Mr. Sapp moved, seconded by Mr. Reid, to approve Student Housing Project Item VII.A.1, as submitted (a detailed listing is contained in the material submitted). Motion carried (Komando, Reid, Sapp - Yes).

Approved Student Housing Project Item VII.A.1

President Pickens noted there will be an Executive Session, as was noticed, immediately following this meeting.

President's Report

President Pickens gave an update on the progress of the volleyball team.

President Pickens informed the Board that the College has been approached by a Right of Way Agent representing the Florida Gas Transmission Company. This is regarding a gas transmission pipeline. He explained that a large gas pipeline exists now and serves Georgia-Pacific and Seminole Electric. It is a statewide transmission line that is federally authorized. The company is seeking to use the easterly portion of the Palatka property, along Moody Road from State Road 20 to St. Johns Avenue, in order to facilitate placing a loop line adjacent to the main transmission line. They want to stage equipment for six months. They are aware of the student housing project construction and that we are an operating College. Some trees would have to be removed.

President Pickens explained that the greater issue is that the pipeline requires placement of a permanent structure called a “pig launcher,” which is a pipeline investigation gauge that examines the pipes for leaks, etc. It is a permanent structure of some size. The proposed location was by the electronic sign and we objected; the company is now exploring other locations.

President Pickens noted that the College can accommodate the placement of the loop line to some degree if the “pig launcher” can be placed somewhere else. The company is offering some compensation. The company claims they have the authority of eminent domain. President Pickens is inquiring do they against another instrumentality of the State that shares the same right. He is engaging external counsel to advise in the process. At the October Board meeting, there will be a presentation of the entirety of the project and the compensation proposed.

President Pickens noted the Presidential Gala is upcoming on Friday, October 18.

Trustee comments were made. Trustee Reid, in regard to the “pig launcher,” stated that we need to protect the aesthetics of our campus. Trustees expressed condolences for Trustee Davis on the passing of his wife.

Trustee Comments

It was announced that Jan Conrad has resigned from the Board due to health concerns.

Chairperson Komando adjourned the meeting at 3:40 p.m.

Adjournment

TO: Joe Pickens, J.D.
College President

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

DATE: October 7, 2024

RE: CONSENT Agenda Item
October 16, 2024, District Board of Trustees Meeting

The following **Consent** item is submitted for the Board of Trustees' consideration at the October 16, 2024, meeting:

CONSENT AGENDA ITEM:

1. Approval of Personnel Matters

**DISTRICT BOARD OF TRUSTEES
PERSONNEL MATTERS**

BOARD MEETING: October 16, 2024

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Viktoriya Dye	FT - Para-professional	Hire	PS - Grade 116	10/01/24
Kallie Jones	FT - Para-professional	Hire	PS - Grade 112	10/07/24
Jae Millwood	FT - Para-professional	Hire	PS - Grade 119	10/01/24
Catherine LaTulipe	FT - Para-professional	Hire	PS - Grade 119	10/07/24
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Samantha Ledyard	PT - Career Service	Hire	\$15.92/hr	09/30-12/19/24

MISCELLANEOUS

- | | | | | |
|--|--|--|--|--|
| 1. Drop Entry: | | | | |
| Marsha Smith - Effective 10/1/2024 | | | | |
| 2. Request approval for the below to volunteer at Thrasher beginning 10/01/2024: | | | | |
| David Acquires | | | | |
| Charles Fernandez | | | | |
| Pat Meeks | | | | |
| Denise Graham | | | | |



Memorandum

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO

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

DATE: October 7, 2024

RE: Consent Agenda Items: October 16, 2024, District Board of Trustees Meeting

The following Consent items are submitted for the Board of Trustees' consideration at the October 16, 2024, meeting:

CONSENT AGENDA ITEMS:

1. Facilities Usage Report – September 2024
2. Approval of Write-offs of Tangible Personal Property
3. Approval of Monthly Financial Report – September 2024
4. Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant Fund 7



ST. JOHNS RIVER

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

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Amy Tincher *at*
Senior Accountant

Date: October 7, 2024

Subject: Report on Facilities Use for September 2024

For the month of August 2024:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Peniel Baptist Academy	Palatka
Fellowship of Christian Athletes	Palatka
Palatka Babe Ruth	Palatka
CBU Baseball	Palatka
Nonprofit Center of NE FL	Orange Park
Riverside Wealth Advisors	St. Augustine
Ross Jones Baseball Academy	Palatka



ST. JOHNS RIVER

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

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Cindy Reed ^{CR}
Assistant Controller

Date: October 7, 2024 ^{CR}

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 October 16, 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>
31991	IBM Infrastructure	Item Obsolete	2/19/2015
31784	CISCO Server	Item Obsolete	7/21/2015



ST. JOHNS RIVER
STATE COLLEGE

Monthly Financial Report

September 2024

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

	TOTAL	FUND TYPE					
		GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
Assets							
1 Cash	\$ 21,848,423	\$ (324,398)	\$ 525,330	\$ 7,169,978	\$ 670,401	\$ 1,542,626	\$ 12,264,486
2 Cash Equivalents	532	532	-	-	-	-	-
3 Certificates of Deposit	20,000,000	20,000,000	-	-	-	-	-
4 Accounts Receivable	1,526,483	1,398,048	24,657	47,872	13,651	-	42,254
5 Inventories	215,983	-	-	215,983	-	-	-
6 Due From Component Unit	-	-	-	-	-	-	-
7 Prepaid Assets	-	-	-	-	-	-	-
8 Other Assets	2,600	2,600	-	-	-	-	-
9 Due from State	15,519,236	-	-	-	-	-	15,519,236
10 Total Assets	59,113,257	21,076,782	549,988	7,433,834	684,052	1,542,626	27,825,976
11 Deferred Outflow of Resources	7,213,565	7,213,565	-	-	-	-	-
Liabilities							
12 Net Pension Liability	23,894,223	23,894,223	-	-	-	-	-
13 Compensated Absences Payable	2,681,975	2,681,975	-	-	-	-	-
14 Other Post Employment Benefit Payable	1,653,783	1,653,783	-	-	-	-	-
15 Deferred Revenue	2,435	-	-	1,883	-	-	552
16 Payables	1,985,516	96,020	12,414	37,262	292,054	1,542,626	5,140
17 Due to Other Funds	3,345	3,345	-	-	-	-	-
18 Total Liabilities	30,221,277	28,329,346	12,414	39,145	292,054	1,542,626	5,692
19 Deferred Inflow of Resources	3,567,390	3,567,390	-	-	-	-	-
20 Fund Balance	32,538,154	(3,606,389)	537,574	7,394,688	391,998	(0)	27,820,283
21 Amount Expected to be Financed in Future Years	24,583,806	24,583,806	-	-	-	-	-
22 Adjusted Fund Balance	57,121,960	20,977,417	537,574	7,394,688	391,998	(0)	27,820,283

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

	CURRENT YEAR 2024-2025			FY %	PRIOR YEAR 2023-2024
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Tuition and Fees	\$ 10,019,491	\$ 4,725,647	\$ 5,293,844	47.2%	\$ 4,143,682
2 State Support	40,189,092	8,939,226	31,249,866	22.2%	7,989,482
3 Local Support	1,900,000	297,530	1,602,470	15.7%	268,691
4 Other Sources	1,491,000	444,517	1,046,483	29.8%	361,887
5 Total Revenue	<u>53,599,583</u>	<u>14,406,919</u>	<u>39,192,664</u>	26.9%	<u>12,763,742</u>
Expenditures:					
6 Salaries	26,564,229	5,997,272	20,566,958	22.6%	5,500,742
7 Benefits	8,944,390	2,118,871	6,825,519	23.7%	1,853,005
8 Total Salaries & Benefits	<u>35,508,619</u>	<u>8,116,143</u>	<u>27,392,476</u>	22.9%	<u>7,353,747</u>
9 Materials and Supplies	2,526,394	773,288	1,753,106	30.6%	796,265
10 Contracted Non Instructional	1,744,412	408,706	1,335,706	23.4%	407,525
11 Utilities	1,363,000	293,936	1,069,064	21.6%	315,586
12 Repairs and Maintenance	1,432,061	538,622	893,439	37.6%	436,112
13 Professional Fees	281,326	64,274	217,052	22.8%	43,657
14 Insurance	1,129,000	593,509	535,491	52.6%	608,338
15 Technology Services	183,223	84,841	98,382	46.3%	60,041
16 Travel	430,904	46,703	384,201	10.8%	36,525
17 Advertising	129,310	25,934	103,376	20.1%	31,851
18 Other Services	832,985	243,707	589,278	29.3%	219,575
19 Other Current Charges	1,088,462	314,410	774,052	28.9%	320,326
20 Total Current Expenses	<u>11,141,077</u>	<u>3,387,931</u>	<u>7,753,147</u>	30.4%	<u>3,275,800</u>
21 Capital Outlay	2,195,419	202,183	1,993,236	9.2%	305,699
22 Transfers	1,000,000	1,000,000	-	100.0%	-
23 Total Expenditures	<u>49,845,116</u>	<u>12,706,256</u>	<u>37,138,860</u>	25.5%	<u>10,935,246</u>
24 Net Revenues and Expenditures	<u>\$ 3,754,467</u>	<u>\$ 1,700,663</u>			<u>\$ 1,828,495</u>
25 Budgeted Ending Adjusted Fund Balance *	<u>\$ 22,989,672</u>				

* excludes Amount to be Financed in Future Years of \$24,583,806

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

	<u>CURRENT YEAR 2024-2025</u>			FY % 25.0%	<u>PRIOR YEAR 2023-2024</u>
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Federal Support	\$ 694,043	\$ 108,277	\$ 585,766	15.6%	\$ 21,257
2 Student Fees	719,652	337,033	382,619	46.8%	292,914
3 State Support	111,407	21,773	89,634	19.5%	22,188
4 Other Sources	-	-	-	0.0%	-
5 Total Revenue	<u>1,525,102</u>	<u>467,083</u>	<u>1,058,019</u>	30.6%	<u>336,359</u>
Expenditures:					
6 Salaries	685,799	129,107	556,692	18.8%	124,166
7 Benefits	259,357	43,804	215,554	16.9%	40,026
8 Total Salaries & Benefits	<u>945,156</u>	<u>172,910</u>	<u>772,246</u>	18.3%	<u>164,192</u>
9 Materials and Supplies	283,770	67,228	216,542	23.7%	72,400
10 Contracted Non Instructional	39,820	11,995	27,825	30.1%	-
11 Repairs and Maintenance	2,691	2,691	-	0.0%	2,319
12 Professional Fees	28,905	8,155	20,750	28.2%	-
13 Technology Services	15,500	-	15,500	0.0%	-
14 Travel	127,619	8,630	118,989	6.8%	10,520
15 Advertising	500	500	-	0.0%	-
16 Other Services	127,415	23,367	104,048	18.3%	35,968
17 Other Current Charges	1,067	-	1,067	0.0%	10,365
18 Total Current Expenses	<u>627,287</u>	<u>122,566</u>	<u>504,721</u>	19.5%	<u>131,572</u>
19 Capital Outlay	3,727	3,727	-	0.0%	599
20 Total Expenditures	<u>1,576,170</u>	<u>299,203</u>	<u>1,276,967</u>	19.0%	<u>296,363</u>
21 Net Revenues and Expenditures	<u>\$ (51,067)</u>	<u>\$ 167,880</u>			<u>\$ 39,995</u>



Budget Amendments

Fiscal Year 2024-2025

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

Fiscal Year 2024-25
 Month September

Amendment Number: 1

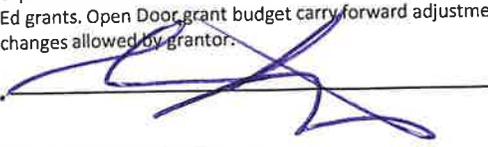
Be it resolved that the District Board of Trustees, St. Johns River State College, in meeting assembled pursuant to Section 1011.30, Florida Statutes and Rule 6A-14.0716(3), Florida Administrative Code, hereby approves this amendment to the college budget for the fiscal year as follows:

Fund Name: Restricted Fund

Category	Estimated Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 369,694			\$ 369,694
Revenues				
Student Fees	718,400	1,252		719,652
Federal Support	576,853	117,190		694,043
State Support	110,340	1,067		111,407
Other Sources	-			-
Total Revenue Budget	1,405,593	1,067		1,525,102
Expenditures:				
Salaries and Benefits	667,032	278,124		945,156
Current Expenses	700,833		73,546	627,287
Capital Outlay	37,729		34,002	3,727
Total Expenditure Budget	1,405,593	278,124	107,548	1,576,170
Increase(Decrease) in Fund Balance	-	(277,057)	(107,548)	(51,068)
Estimated Ending Fund Balance	<u>\$ 369,694</u>			<u>\$ 318,626</u>

Justification: Increasing State/Federal grant category for Criminal Justice Trust Fund grant and Adult Education grant budget carryforward. Transfer from Federal Work Study from 23-24 to 24-25. Budgeted revenue and expenditures increase to reflect award notifications for Perkins and Adult Ed grants. Open Door grant budget carry forward adjustment. Category changes allowed by grantor.

Certified:



Vice President for Finance

Date: 10-7-24

**ST. JOHNS RIVER STATE COLLEGE
2024-25 RESTRICTED FUNDS
BUDGET ADMENDMENTS AS OF SEPTEMBER 30, 2024**

	2024-25 ESTIMATED BUDGET	BUDGET AMENDMENTS	CURRENT ADJUSTED BUDGET	
<u>Revenue Budget</u>				
Carl Perkins PSAV	289,419		289,419	
Adult Education Family Literacy	207,434	117,151	324,585	
Federal Work Study Program	80,000	39	80,039	694,043
Criminal Justice Trust Fund	103,840		103,840	
Open Door Grant	-	1,067	1,067	
Wellness Program	6,500		6,500	111,407
Criminal Justice Selection Center	6,000	1,250	7,250	
Student Activities	712,400	2	712,402	719,652
Total Revenue	1,405,593	119,509	1,525,102	

Expenditures:

	2024-25 ESTIMATED ORIGINAL BUDGET	CURRENT ADJUSTED BUDGET
Personnel	667,032	945,156
Current Expense	700,833	627,287
Capital Outlay	37,729	3,727
Total Expenditures Budget	1,405,593	1,576,170

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

Fiscal Year 2024-2025
 Month September

Amendment Number: 1

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

Fund Name: Auxiliary Fund Fund Number 3

Category	Current Budget	Increase	Decrease	Amended Budget
Est. Begin Fund Balance	\$ 7,170,250			7,170,250
Revenues	4,789,650			4,789,650
Total Available	11,959,900			11,959,900
Personnel	1,060,082			1,060,082
Current Expenses	4,031,256			4,031,256
Equipment/Leases	-	11,539		11,539
Total Expenditures	5,091,338			5,102,877
Total Budgeted Reserves	\$ 6,868,562			\$ 6,857,023

Justification: Adjustment for carryforward purchase orders.

Certified:



Vice President for Finance

FUND 3: AUXILIARY FUND BUDGET DETAILS
9/30/2024

	31100 Bookstore	31130 Food/Vending	31140 TH Cultural Art	31150 TH Rentals	TOTAL
1 Begin Fund Balance	4,793,402	186,257	1,686,573	504,017	7,170,250
2 Budgeted Revenue-Beginning	1,647,350	19,000	2,911,850	211,450	4,789,650
3 Total Budgeted Revenue	1,647,350	19,000	2,911,850	211,450	4,789,650
4 Budgeted Expenses					
5 Personnel	400,101	-	504,480	155,500	1,060,082
6 Total Personnel	400,101	-	504,480	155,500	1,060,082
7 Operating	1,630,121	10,000	2,343,337	47,798	4,031,256
8 Total Operating	1,630,121	10,000	2,343,337	47,798	4,031,256
9 Purchase order carryforward			7,206	4,333	11,539
10 Total Equipment	-	-	7,206	4,333	11,539
11 Total Budgeted Expenses	2,030,222	10,000	2,855,023	207,631	5,102,877
12 Increase(Decrease) in Fund Balance	(382,872)	9,000	56,827	3,819	(313,227)
13 Estimated Ending Fund Balance	4,410,531	195,257	1,743,400	507,836	6,857,023

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

Fiscal Year 2024-25
Month September

Amendment Number: 1

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

Fund Name: Plant Fund Number: 7

Category	Approved Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 17,737,336			\$ 17,737,336
Revenues	\$ 17,245,988	\$ 9,385,852		\$ 26,631,840
Expenditures:				
Capital Improvement Fee	\$ 2,736,307	\$ 462,848	\$ -	\$ 3,199,155
Sale of Assets	38,422	5,115		43,537
Local Transfers	7,780,725		554,201	7,226,524
Capital Outlay & Debt Service (CO&DS)	473,683	143,002		616,685
Renovation/Remodel (PECO)	273,019		24,160	248,859
24/25 Reno Clasrm Bldg Wkfrc Ctr Add		10,000,000		10,000,000
State Deferred Maintenance	<u>5,943,832</u>	<u>-</u>	<u>646,752</u>	<u>5,297,080</u>
Total Expenditure Budget	\$ 17,245,988	\$ 10,610,965	\$ 1,225,113	\$ 26,631,840
Estimated Ending Fund Balance	<u>\$ 17,737,336</u>			<u>\$ 17,737,336</u>

Justification: \$1,000,000 F1/F7 transfer for Deferred Maintenance and related capital needs.

New revenue for 24/25 Fiscal Year.

PECO Funding Year 1 for 24/25 Renovation Classroom Building and Workforce Center Addition.

Certified: 
Vice President for Finance

Date: 10-2-24

**ST. JOHNS RIVER STATE COLLEGE
2024-25 CAPITAL OUTLAY BUDGET
BUDGET AMENDMENT ONE**

	<u>2024-25 APPROVED BUDGET</u>	<u>BUDGET AMENDMENT ONE</u>	<u>2024-25 AMENDED BUDGET</u>
<u>REVENUE BUDGET</u>			
Capital Improvement Fee	\$ 2,736,307	\$ 462,848	\$ 3,199,155
21/22 Rem/Ren/Add Instructional & Support-Orange Park Campus	273,019	(24,160)	248,859
Capital Outlay & Debt Service (CO&DS)	473,684	143,002	616,686
State Deferred Maintenance	5,943,832	(646,752)	5,297,080
24/25 Reno Classroom Building Workforce Center Addition		10,000,000	10,000,000
Other Income	38,422	5,115	43,537
College Funds	7,780,724	(554,201)	7,226,523
2023-24 Capital Outlay Revenue Budget	\$ 17,245,988	\$ 9,385,852	\$ 26,631,840

EXPENDITURE BUDGET

Capital Improvement Fee

FloArts Equipment Purchases	\$ 23,302	\$ (23,302)	\$ -
Student Safety Improvements	177,725		177,725
SAC Building V (Viking Center) Furnishings & Equipment	23,780		23,780
Classroom Eq-Learning Resources	20,097		20,097
Academic Departmental Capital Equipment Needs	55,898	(38,543)	17,355
Technology Refresh 2022-23	478,620	(258,837)	219,783
Technology Refresh 2023-24	250,000	253,989	503,989
Technology Refresh 2024-25		600,000	600,000
C/W Carpet Replacement	20,090	(4,898)	15,192
PAC FloArts Black Box Renovation	60,000	(43,807)	16,193
Student Related Capital Purchases - Expenses	53,272	(36,262)	17,010
Cisco Phone Upgrade	64,000	(51,866)	12,134
Remodel/Addition to FloArts Building	275,000	-	275,000
Unallocated Funding	1,206,331	53,367	1,259,698
	\$ 2,708,115	\$ 449,841	\$ 3,157,956

Capital Improvement Fee - PSAV

Unallocated Funding	\$ 28,192	\$ 13,007	\$ 41,199
	\$ 28,192	\$ 13,007	\$ 41,199

Sales of Assets

Miscellaneous Projects	\$ 11,497	\$ -	\$ 11,497
Sale of Assets Expenses	4,575		4,575
Unallocated Funding	22,350	5,115	27,465
	\$ 38,422	\$ 5,115	\$ 43,536

Local-Transfer

PAC Building A (Admin.) Renovation	\$ 2,250	\$ -	\$ 2,250
Tree Campus	5,000	(954)	4,046
SAC Building V (Viking Center) Addition/Renovation	37,265	(11,496)	25,769
Security Updates	122,952	(61,091)	61,861
Facilities Planning	1,953	(1,953)	-
PAC Covered Walkway	1,872	(1,872)	-
PAC Softball Batting Cage	3,520	(2,742)	778
Remodel/Addition to FloArts Building	953,189	(42,430)	910,759
Unallocated Funding	1,742	-	1,742
	\$ 1,129,743	\$ (122,539)	\$ 1,007,204

**ST. JOHNS RIVER STATE COLLEGE
2024-25 CAPITAL OUTLAY BUDGET
BUDGET AMENDMENT ONE**

Local-Workforce

OPC Construction (Building L Ren/Add)	\$ 10,486	\$ (10,486)	\$ -
	<u>\$ 10,486</u>	<u>\$ (10,486)</u>	<u>\$ -</u>

Local-Deferred Maintenance

C/W Sidewalk Repairs	\$ 4,573	\$ -	\$ 4,573
PAC Covered Walkway	6,083	(4,540)	1,542
C/W Roof Repairs/Diagnostic Scans	337	(337)	-
C/W Miscellaneous Maintenance Projects	1,865,893	508,803	2,374,696
PAC Miscellaneous Deferred Maintenance (Beautification)	1,832,480	(886,586)	945,893
C/W Elevator Upgrades	112,360	(23,705)	88,655
PAC Site Improvements Project	2,500,000	(6,450)	2,493,550
Unallocated Funding	-	337	337
	<u>\$ 6,321,725</u>	<u>\$ (412,479)</u>	<u>\$ 5,909,247</u>

Local-Capital Projects

SAC Chiller/Cooling Tower Replacement	\$ 8,697	\$ (8,697)	\$ -
PAC Sewer Lift Station Replacement	150,000		150,000
PAC Sewer Line & Manhole Replacement Phase 1	122,080		122,080
Unallocated Funding	37,994	-	37,994
	<u>\$ 318,771</u>	<u>\$ (8,697)</u>	<u>\$ 310,074</u>

Capital Outlay & Debt Service

Furniture Replacement	\$ 8,868	\$ (1,249)	\$ 7,619
C/W Roof Repair	-		-
Infrastructure & Site Improvements	234,958		234,958
PAC Storm Water Master Plan	50,000		50,000
Civil Rights Assessment - ADA Compliance	15,353	(9,871)	5,483
Library, Gender Neutral Restroom, PAC		6,500	6,500
Unallocated Funding	164,504	147,621	312,125
	<u>\$ 473,684</u>	<u>\$ 143,002</u>	<u>\$ 616,685</u>

21/22 OPC Ren/Rem (PECO)

Unallocated Funding	\$ 273,019	\$ (24,160)	\$ 248,859
	<u>\$ 273,019</u>	<u>\$ (24,160)</u>	<u>\$ 248,859</u>

State Deferred Maintenance

PAC Building V Roof Replacement	\$ 346,637	\$ (346,637)	\$ -
PAC Library Restroom/Window Wall System, ADA/Life Safety	1,697,195	(67,450)	1,629,745
SAC Chiller Replacement	1,400,000	(85,795)	1,314,205
OPC Chiller and Cooling Tower Replacement	1,300,000	(69,650)	1,230,350
PAC Sewer Piping Repair/Replacement	1,200,000	(77,220)	1,122,780
	<u>\$ 5,943,832</u>	<u>\$ (646,752)</u>	<u>\$ 5,297,080</u>

24/25 PAC Ren/Add (PECO)

PAC Ren/Add Classroom Building and Workforce Addition	\$ -	\$ 10,000,000	10,000,000
	<u>\$ -</u>	<u>\$ 10,000,000</u>	<u>\$ 10,000,000</u>

2023-24 Capital Outlay Expenditure Budget	\$ 17,245,988	\$ 9,395,089	\$ 26,631,840
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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: October 8, 2024

RE: CONSENT Agenda Items
October 16, 2024, District Board of Trustees Meeting

The following **Consent** item is submitted for the District Board of Trustees' consideration at the October 16, 2024, meeting:

CONSENT AGENDA ITEM:

1. Approval of Linking Industry to Nursing Education (LINE) Grant

DATE: October 8, 2024

TO: Joe H. Pickens, President

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

RE: Linking Industry to Nursing Education (LINE) 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: Linking Industry to Nursing Education (LINE)

Funding Agency: Florida Department of Education

Funds Requested: \$10,000

Match/Institutional Commitment: \$10,000 from HCA Orange Park

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

Purpose: Provide scholarships to students in nursing assistant, practical nursing and associate in science in nursing programs to promote program completion, licensure and entry into the regional workforce. Scholarships are a 1:1 match through partnership with HCA Orange Park.

Project Director: Kate Adornetto

Vice President: AVP Sjogren

TO: Joe Pickens, J.D.
College President

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

DATE: October 7, 2024

RE: ACTION and INFORMATIONAL Agenda Items
October 16, 2024, District Board of Trustees Meeting

The following **Action/Informational** items are submitted for the Board of Trustees' consideration at the October 16, 2024, meeting:

ACTION/INFORMATIONAL AGENDA ITEMS:

1. Chief Operating Officer, Dr. Melanie Brown:

- a. Action to Approve and Ratify Article 21, Benefits and Leave, Revisions 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 of the United Faculty of Florida
- b. Information Only: New SJR State Board Rule 3.04 Naming Policy

2. Personnel, CHRO Chuck Romer:

- a. Action to Approve Updated 2024-2025 Non-Bargaining Unit Salary Schedule

ARTICLE 21
BENEFITS AND LEAVE – Revised for FY 2024-2025

1. **State Group Insurance Benefits**

The College is a participating member of the State Group Insurance Program (SGIP) through the Florida Department of Management Services (DMS). As such, College offerings for bargaining unit members are subject to continued offerings and availability of such insurance programs through DMS. The College offers a comprehensive insurance benefits package through the State Group Insurance Program as part of your benefit package.

Bargaining unit members will have access to health, dental, vision, life, and other supplemental insurance plans through the SGIP.

A. Health Insurance

Bargaining unit members may select one of the health plans offered through the SGIP. Bargaining unit members are responsible for paying a premium through payroll deductions beginning December 2024 for the January 2025 premium. The college will provide a \$50 per month supplement to offset the cost of the individual premium contribution to each bargaining unit member employed in an eligible position as of January 6, 2025. This supplement will be paid December 2024 through the remainder of the Bargaining unit member's FY 2024-2025 contract.

B. Life Insurance

The College shall provide life insurance in the amount of \$25,000 for all bargaining unit members.

C. Supplemental Insurance Plans

Supplemental life, dental, vision, accident, cancer, disability, hospitalization, and hospital intensive care insurance plans are available through the SGIP. Bargaining unit members are responsible for premiums associated with all supplemental insurance plans. Supplemental insurance plan offerings for bargaining unit members are subject to continued offering and availability of such plans through the SGIP.

The plans in this addendum are in effect starting January 1, 2025.

2. **Additional Life Insurance**

During the term of this Article, the College shall provide life insurance in the amount equal to one time the base salary, rounded up to the nearest thousand, for the annual contract salary amount or the annual salary for the continuing contract of the bargaining unit member up to a maximum coverage amount of \$300,000.

3. **Educational Opportunities**

A. Employee and Dependent Scholarship Program

Bargaining unit members in the bargaining unit may utilize up to six (6) credit hours for Fall Term and six (6) credit hours for Spring Term. A total award of twelve (12) credit hours per year may be shared between employee and dependent(s). Bargaining unit members (not dependents) can also receive a maximum of six (6) credit hours for Summer enrollment. For qualifying students enrolling in "clock hour" programs, the scholarship program will cover registration fees for up to 180 hours for Fall and/or Spring Terms and up to 90 clock hours for Summer (equivalent to the credit hours

covered, but NOT in addition to the credit hours). Dependent eligibility is defined in College Procedure 3.5. Only in-state tuition and registration fees will be covered. Laboratory and special course fees are not covered. Community and Continuing Workforce Education courses and Corporate Training classes are NOT eligible for this program. Only Bachelors programs specified on the scholarship application are eligible for consideration. Applicants who are on disciplinary or academic probation are not eligible for this scholarship program. Unused scholarship hours cannot be accumulated from term to term. Registration processes will be handled in the same manner as all other students based on earned hours.

Bargaining unit members must have been employed in a full-time status for at least six (6) months before being eligible for these scholarships. A bargaining unit member or dependent who demonstrates unsuccessful course attempts may be ineligible to continue receiving this scholarship. Third attempts at any one course are NOT covered.

B. Tuition Assistance Program

Undergraduate and graduate coursework taken by a full-time bargaining unit member at other accredited institutions of higher learning may be considered for reimbursement each fiscal year subject to budget availability. In order to be eligible, the SJR State Tuition Reimbursement Educational Plan form must be submitted to the applicable Vice President/Associate or Assistant Vice President by March 1 of each year. Bargaining unit members must have been employed for at least six (6) months before being eligible for tuition assistance and must be employed by the college in a full-time capacity at the time of reimbursement. Coursework must be in a discipline and from an institution as approved by the bargaining unit member's Vice President/Associate or Assistant Vice President. Once the bargaining unit member provides documentation of payment and successful completion of the course (grade C or better if a grade is assigned for the course) to the Business Office, reimbursement shall be made to the bargaining unit member. Coursework beyond the minimum required for the degree, textbooks, or laboratory fees cannot be reimbursed under this program.

4. Employee Assistance Program

The College shall provide an Employee Assistance Program (EAP). Notice of availability of the program, including an explanation of services offered, is provided by the Human Resources Department to all bargaining unit members upon hire. Additional information and EAP resources may be communicated from time to time through email delivery, face-to-face seminars, or campus mail.

5. Retirement Plans and Tax-Sheltered Annuities

Retirement plans include the Florida Retirement System ("FRS") Pension Plan and the FRS Investment Plan. Bargaining unit members also have the option to contribute on a voluntary basis to tax-sheltered annuity plans that are approved by the College.

6. Use of College Equipment and Facilities

Bargaining unit members are authorized to use college equipment and facilities as specified under SJR College Procedures 3.24 and 4.12. The use of College vehicles is available for College-related business only. Only bargaining unit members on the designated bargaining team may use a College vehicle or request mileage reimbursement when attending official bargaining meetings. Such use of college vehicles or mileage reimbursements must be requested in advance and is subject to budgetary availability. Use of tobacco products or

electronic cigarettes is prohibited in College vehicles, in College facilities and on College property.

7. **Parking**

Parking shall be provided free of charge to bargaining unit members on each campus and will be maintained in accordance with State Requirements for Educational Facilities (SREF). The College reserves the right to determine whether parking spaces on each campus are designated or not.

8. **Annual Leave**

Pursuant to Board Policy 5.09, bargaining unit members on less than twelve-month contracts do not receive annual leave. For bargaining unit members who earn annual leave, payment for unused annual leave upon separation from employment is set forth in Board Policy 5.09.

9. **Sick Leave**

Bargaining unit members are provided with sick leave, as set forth in Board Policy 5.12. Upon termination of employment, the bargaining unit member's final compensation will be adjusted in an amount necessary to ensure that sick leave taken with compensation shall not exceed the days of earned sick leave. Payment for unused sick leave upon retirement from employment is set forth in Board Policy 5.11. A sick leave pool is also available, as set forth in Board Policy 5.12 (A).

Bargaining unit members who are sick and/or are unable to fulfill their duties as listed on their Faculty Load Sheet (e.g., teach class, hold office hours, complete professional development/college service activities) must notify their supervisor and department office as soon as possible by phone and email. In addition, bargaining unit members should email their students and post an announcement in the College's Learning Management System. Upon return to work, bargaining unit members must submit a leave request to their supervisor or department office.

10. **Leave Payouts upon Termination**

For leave payouts upon termination, the official last date of employment may not be on a College-paid holiday unless the employee is retiring from the College and gives at least a 30-day notice.

11. **Personal Leave**

Four (4) days (thirty-two (32) hours) deducted from sick leave may be allowed for personal reasons each fiscal year (July 1 – June 30). Such leave shall be charged only to accrued sick leave and must be approved by the appropriate supervisor. Restrictions regarding converting sick leave to personal leave are set forth in SJR College Procedure 3.1.5.8.3. Personal leave without pay in excess of five (5) days (forty (40) hours) requires Board approval.

For instructional personnel, such leave for personal reasons not covered by Family Medical Leave Act shall have the following conditions (except when approved by the appropriate Vice President/Associate or Assistant Vice President):

- a. No more than two (2) days (sixteen (16) hours) of leave may be taken in Fall or Spring Term.
- b. No more than one (1) day (nine (9) hours) may be taken in any Summer Term.

- c. Evening classes that are part of the base contractual load and are within the requirements outlined in a. and b. are permitted.

12. Deductions from Accrued Leave

For each full day of absence, the number of hours deducted from a bargaining unit member's accrued leave shall equal the entire eight-hour day (nine during the summer four-day work week). If the bargaining unit member worked part of a day, the leave deducted will be the difference between eight (or nine) hours and the hours actually worked that day.

13. Overloads and Leave

Since overloads are not included in the bargaining unit member's employment contract, and leave accruals are based upon a standard eight (8) hour day, leave is only applicable for his/her base contractual load. Any instructional course hours for which an instructor receives an overload are not covered by sick leave, personal leave, or annual leave. Bargaining unit members who miss one of his/her overload courses while on leave will be docked pay for the overload course.

14. Professional Leave

Professional leave for bargaining unit members is set forth in Board Policy 5.42.

15. Unauthorized Leave of Absence

Bargaining unit members willfully absent from duty without leave, at the discretion of Administration, may forfeit compensation for the time of such absence and may be subject to discipline up to and including termination of employment. If a bargaining unit member granted leave fails to return to duty at the termination of the leave, his/her employment shall be subject to cancellation by the Board.

16. Administrative Leave

Administrative leave for bargaining unit members is set forth in Board Policy 5.43.

17. Military Leave

Military leave for bargaining unit members is set forth in Board Policy 5.34. The College will comply with all state and federal laws regarding military leave.

18. Family Medical Leave

Family Medical Leave for bargaining unit members is set forth in College Procedure 3.1.5.7.

**RATIFICATION CERTIFICATE
ARTICLE 21 BENEFITS AND LEAVE
REVISED 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. Article 21 Benefits and Leave was reopened in fall 2024.

**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, Doug Mikutel, Clay Moore

Article 21 Revision 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

Team Members: Dr. Melanie Brown, Dr. Ed Jordan, Randy Peterson, Chuck Romer

Article 21 Revision Ratified on October 16, 2024

SJR 3.04 (D) Naming Policy

(New Rule Promulgated 10/01/24)

Approved 1/15/24

St. Johns River State College will afford donors with appropriate named giving opportunities within specialized projects, annual campaigns and capital campaigns. Upon the recommendation of the College President, the District Board of Trustees shall have the authority to approve the naming of any College facility. Anyone proposing a special project that will include named giving plans must coordinate efforts with the President and the St. Johns River State College Foundation. The provisions, rights and responsibilities, procedures, etc., will be published in the College's Operating Guidelines and Procedures.



ST. JOHNS RIVER STATE COLLEGE

Memorandum

TO: Dr. Melanie Brown
Sr. Vice President/ COO

FROM: Charles Romer
Chief Human Resources Officer

DATE: October 7, 2024

SUBJECT: Updated Non-Bargaining Unit Salary Schedule

The College updated the language in the non-bargaining unit salary schedule in response to findings in our recent audit. The update incorporates language that has been reviewed by an operational audit and was not found to violate statute. The proposed edits to the salary schedule are as follows:

The President may recommend to the District Board of Trustees (the Board) that all full-time non-bargaining unit employees and/or permanent part-time non-instructional employees be paid a one-time, non-recurring salary supplement that is not added to base salary during the fiscal year. This payment is not a performance bonus or pay for service already rendered. The criteria for the payment is solely based on being employed at SJR State. These payments are not subject to FRS deductions.

Board approval of the operating budget including the wage and salary schedules constitutes authority for the President of the College, or his designated representative, to execute all other contracts and appointments.

When approved by the Board, payments of the supplements will be as directed by the President. The President will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the President may recommend to the Board other conditions for the payment of supplements including, but not limited to, College budgetary requirements or restrictions.

Please place the updated Non-Bargaining Unit Salary Schedule on the October 2024 Board agenda for approval.



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

2024-2025
Non-Bargaining Unit
Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

**ST. JOHNS RIVER STATE COLLEGE
CAREER SERVICE SALARY SCHEDULE
2024-2025**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, career service employees. Starting salaries for career service positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to Career Service employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time Career Service positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	Min	Mid	Max
Grade 103 <i>Part-time at least \$15.00/hour</i>	\$31,200	\$41,340	\$51,480
<i>Custodian Day Porter</i>			
Grade 104 <i>Part-time at least \$15.23/hour</i>	\$31,668	\$41,960	\$52,252
<i>Custodian II Mail & Receiving Operations Asst.</i>			
Grade 105 <i>Part-time at least \$15.45/hour</i>	\$32,143	\$42,590	\$53,036
<i>Maintenance Apprentice</i>			
Grade 106 <i>Part-time at least \$15.69/hour</i>	\$32,625	\$43,228	\$53,832
<i>Library Assistant Maintenance II Student Services Receptionist</i>			
Grade 107 <i>Part-time at least \$15.92/hour</i>	\$33,115	\$43,877	\$54,639
<i>Administrative Assistant I Business Office Assistant Human Resources Assistant Publications Assistant Testing Assistant Workforce Assistant</i>			
Grade 108 <i>Part-time at least \$16.16/hour</i>	\$33,611	\$44,535	\$55,459
<i>Admissions Specialist Arts & Sciences Assistant Campus Safety Officer-Sergeant Library Technical Assistant/Circulation Manager Registration Specialist Student Support Representative Testing Specialist</i>			

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 109 <i>Part-time at least \$16.40/hour</i>	\$34,115	\$45,203	\$56,290
<i>Groundskeeper HR Specialist Maintenance III Safety & Compliance Coordinator</i>			
Grade 110 <i>Part-time at least \$16.65/hour</i>	\$34,627	\$45,881	\$57,135
<i>Academic Advising Office Specialist Academic Affairs Office Specialist Administrative Assistant II Foundations Specialist Learning Resources Office Specialist Math Tutor Workforce Specialist</i>			

PART-TIME CAREER SERVICE

A part-time or temporary Career Service employee will be paid at least the prevailing Florida hourly minimum wage up to a maximum of \$30 per hour.

**ST. JOHNS RIVER STATE COLLEGE
 PARA-PROFESSIONAL SALARY SCHEDULE
 2024-2025**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, para-professional employees. Starting salaries for para-professional positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to para-professional employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time para-professional positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 111 <i>Part-time at least \$16.90/hour</i>	\$35,147	\$46,569	\$57,992
Bookstore Manager Engineering Services Apprentice			
Grade 112 <i>Part-time at least \$17.15/hour</i>	\$35,674	\$47,268	\$58,862
Accounting Specialist Administrative Assistant to VP Adult and Sec. Ed Program Specialist Articulation & Career Services Specialist Assistant Coach Creative Services Specialist Facilities Office Manager Learning Culture Office Specialist One-Stop Center/Campus Specialist for the Orange Park Campus Purchasing & Aux Services Specialist Purchasing Specialist Recruitment Specialist Senior Academic Affairs Specialist Senior Human Resources Specialist Senior Student Support Representative Senior Workforce Specialist Social Media Specialist			
Grade 113 <i>Part-time at least \$17.41/hour</i>	\$36,209	\$47,977	\$59,745
Campus Safety Command Officer			
Grade 114 <i>Part-time at least \$17.93/hour</i>	\$37,295	\$49,416	\$61,537
Academic Support Coordinator Admissions Coordinator Athletics Logistics Coordinator Campus Maintenance Coordinator Conference Center Events Coordinator Coordinator of Student Onboarding, Engagement & Success Enrollment and Instructional Records Coordinator HR Coordinator- Compensation HR Coordinator- Talent Acquisition & Engagement Institutional Effectiveness Coordinator IT Support Technician Science Laboratory Coordinator Testing Coordinator Web Coordinator			

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 115 <i>Part-time at least \$18.47/hour</i>	\$38,414	\$50,899	\$63,383
<i>Accountant Financial Aid Coordinator Foundation Finance Coordinator Guest Services Coordinator HR Coordinator – Leave & Retirement Institutional Research Coordinator Orientation & Recruitment Coordinator Payroll Coordinator</i>			
Grade 116 <i>Part-time at least \$19.02/hour</i>	\$39,566	\$52,425	\$65,285
<i>Custodial Services Coordinator Engineering HVAC Specialist Teacher Education Coordinator</i>			
Grade 117 <i>Part-time at least \$19.59/hour</i>	\$40,753	\$53,998	\$67,243
<i>IT Analyst IT State Reporting Analyst Senior IT Support Technician</i>			
Grade 118 <i>Part-time at least \$20.18/hour</i>	\$41,976	\$55,618	\$69,260
<i>Executive Assistant to Senior Management Executive Assistant to President Senior Accountant</i>			
Grade 119 <i>Part-time at least \$20.79/hour</i>	\$43,235	\$57,287	\$71,338
<i>Academic Advisor Career Services Coordinator Dual Enrollment Advisor Workforce Student Outreach & Success Coordinator</i>			

PARA-PROFESSIONAL

A part-time or temporary Para-Professional employee will be paid at least the grade 111 hourly minimum wage or up to a maximum of \$75 per hour.

ST. JOHNS RIVER STATE COLLEGE
PROFESSIONAL SUPPORT SALARY SCHEDULE
2024-2025

The Professional Support Exempt Salary Schedule serves as a guideline for the initial placement of new, full-time, professional support exempt employees. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Salary figures are based on a 12-month appointment. For recommended guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time Professional Support Exempt positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	Min	Mid	Max
Grade 120 <i>Part-time at least \$25.59/hour</i>	\$53,235	\$70,537	\$87,838
<i>Annual Giving & Engagement Coord.</i> <i>Assistant Director of Financial Aid</i> <i>Assistant Facilities Director</i> <i>Asst. Director of Campus Safety</i> <i>Athletic Trainer</i> <i>Business Analyst/Reports Coord.</i> <i>Care Counselor</i> <i>Conference Center Operations Manager</i> <i>Digital Marketing Manager</i> <i>FSA Admissions Coordinator</i> <i>Guest Services Manager</i> <i>Head Coach</i> <i>Instructional Design Technologist</i> <i>Instructional Project Manager</i> <i>IT Business Analyst</i> <i>Marketing Manager</i> <i>Nursing Clinical Coordinator</i> <i>Production & Events Manager</i> <i>Programmer</i> <i>Stage Operations Manager</i> <i>Student Support Ombudsman</i> <i>System Administrator</i> <i>Web Digital Strategies Manager</i>			
Grade 121 <i>Part-time at least \$27.04/hour</i>	\$56,235	\$74,512	\$92,788
<i>BACC Admissions & Success Manager</i> <i>Director of Bookstore and Mail Operations</i> <i>Director of Community & Corporate Education</i> <i>Environmental Systems Coordinator</i> <i>Facilities Planner</i> <i>IT DevOps Engineer</i> <i>Sr. Instructional Design Technologist</i>			
Grade 122 <i>Part-time at least \$28.48/hour</i>	\$59,235	\$78,487	\$97,738
<i>Assistant Director of Capital Projects and Maintenance</i>			
Grade 123 <i>Part-time at least \$29.92/hour</i>	\$62,235	\$82,462	\$102,688
<i>Assistant Controller</i> <i>Director of Artistic & Guest Services</i> <i>Director of Digital Marketing</i> <i>Director of Testing</i>			

	Min	Mid	Max
Grade 124			
<i>Part-time at least \$31.36/hour</i>	\$65,235	\$86,437	\$107,638
<i>Director of Athletics/Head Baseball Coach</i>			
<i>Director of Campus Safety</i>			
<i>Director of Operations & Production</i>			
<i>Director of Plant Operations</i>			
<i>Director of Purchasing/Auxiliary Services</i>			
<i>Information Operations Director</i>			
<i>Information Systems Director</i>			

PROFESSIONAL SUPPORT

A part-time or temporary Professional Support employee will be paid at least the grade 120 hourly minimum wage or up to a maximum of \$100 per hour.

**ST. JOHNS RIVER STATE COLLEGE
ADMINISTRATIVE SALARY SCHEDULE
2024-2025**

ADMINISTRATIVE - 12 MONTH CONTRACT

Twelve (12) month administrative salaries are determined by formal education, teaching or administrative experience, job responsibilities, and performance of administrative duties at St. Johns River State College. Salaries and salary increases are recommended by the President and approved by the Board of Trustees. All administrative positions are for a one-year period starting on July 1, unless otherwise stated. Grade levels are assigned based on the duties and responsibilities of each administrative position. The titles listed below should be used as a guide in assigning grade level, but deviations may take place as approved by the President. Starting salaries for administrative positions are usually between the minimum and midpoint ranges.

<u>Level</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer, Sr. VP	131	\$116,235	\$154,012	\$191,788
Chief Academic Officer, VP Chief Financial Officer, VP Vice Presidents	130	\$106,235	\$140,762	\$175,288
Associate Vice Presidents Chief Human Resources Officer, AVP Chief Information Officer	129	\$96,235	\$127,512	\$158,788
Assistant Vice Presidents Controller	128	\$86,235	\$114,262	\$142,288
Deans Executive Directors Registrar	127	\$76,235	\$101,012	\$125,788
Associate Deans	126	\$71,235	\$94,387	\$117,538
Directors	125	\$68,235	\$90,412	\$112,588

COMPLIANCE: The College complies with Section 1012.885, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**ST. JOHNS RIVER STATE COLLEGE
NON-BARGAINING UNIT
SALARY SCHEDULE 2024-2025**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

**FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT
2024-2025**

Academic Credentials	Starting Salary – Twelve (12) Month
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

**FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT
2024-2025**

Academic Credentials	Starting Salary – Ten (10) Month
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

**FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT
2024-2025**

Academic Credentials	Starting Salary – Nine (9) Month
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

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

**ST. JOHNS RIVER STATE COLLEGE
PART-TIME INSTRUCTIONAL
For CREDIT COURSES
SALARY SCHEDULE 2024-2025**

\$700 per credit hour (in some cases per contact hour with appropriate VP approval.)

CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION

Part-time or temporary instructors who teach Career and Technical Courses, College Credit Clinicals or non-credit Continuing Education (Continued Workforce Education, Corporate College, and Recreation and Leisure) courses, and Applied Voice Instruction will be paid from at least the prevailing Florida hourly minimum wage up to \$175 an hour.

Part-time Career and Technical course instructors or continued workforce faculty will be paid an hourly amount based on market conditions or tuition recommended by the appropriate Vice President from the range indicated. The range will be adjusted as the market condition or tuition changes and will be approved by the District Board of Trustees.

ADULT EDUCATION INSTRUCTION

Part-time or temporary instructors of Adult Education will be paid \$20.00 - \$30.00 per contact hour. This rate will be adjusted as the market requires and will be approved by the District Board of Trustees.

Recommended Hiring Guidelines for Professional Support and Career Service Employees

1 st quartile	<i>The candidate meets minimum qualifications in experience (assumes at least 1 year necessary if nothing is listed) and education, or equivalent. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (up to 3 additional years)</i>
2 nd quartile	<i>The candidate meets minimum qualifications in experience and education, or equivalent; and preferred if listed (or equivalent). Candidate exceeds minimum qualifications. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 4-6)</i>
3 rd quartile	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, and candidate exceeds minimum qualifications by at least 7 years. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 7-9).</i>
4 th quartile	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, including at least 10 additional years of experience. May increase starting pay between minimum and mid-point of pay range for more than 10 additional years of experience</i>
	<i>When an existing employee is promoted or reclassified to a position that is at least 1 pay grade higher than his/her pay grade, the employee may receive a salary increase to the greater of at least the minimum rate of the new pay range or up to 10% of their current salary as follows: 1 pay grade = 5% 2 pay grades = 7% 3 pay grades or more = 10% *The quartile method may be used where it may be more equitable in cases when an internal candidate has additional experience, degrees, etc.</i>
	<i>Increases of up to \$5,000 may be allowed for professional exempt employees that are given new responsibilities (such as additional supervisory/department responsibilities) that warrant a significantly revised job description.</i>

**ST. JOHNS RIVER STATE COLLEGE
SUPPLEMENTS
2024-2025**

Instructional Technology Certifications

<i>A full-time Information Technology staff member holding the status of Oracle Certified Associate</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Oracle Certified Professional</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Associate</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Professional</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Microsoft MCSE Certification</i>	<i>\$2,000 per year</i>
<i>A full-time Informational Technology staff member holding the status of IBM Certified Administrator-Tivoli Storage Manager</i>	<i>\$3,000 per year</i>
<i>A full-time Information Technology staff member holding the status of VMWare Certified Professional</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of VMWare Certified Design Expert</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of CompTIA Security+</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of CASP/CISSP</i>	<i>\$3,000 per year*</i>

The College will determine the number of supplements available and which positions qualify for supplements. Persons seeking supplements should notify Human Resources in order to determine eligibility and availability of supplemental pay. Supplemental pay requires certifications be current and relevant to the needs of the College.

*Approved staff members seeking a supplement should notify the Human Resources Office by **April 1** of anticipated licensure/certification status, which would affect their salary. Once status has been attained, documentation should be submitted immediately to the Human Resources Office. Changes in salary will not take effect until new contracts are issued in July. Contracts will not be amended or reissued during the year to reflect changes in licensure/certification status.*

**NOTE: Only one supplement can be awarded at any given time for each of the following certification categories: Oracle Certified, Cisco Certified, VMWare Certified, and Security Credentials.*

Longevity

Once a full-time non-bargaining employee reaches 10 years of service, they will receive a 1% plus \$1,000 increase to their annual salary on July 1st of the next fiscal year.

Club Sponsor Supplement

Employees selected to serve as a student club sponsor may be eligible to receive a stipend. Employees 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 employee club sponsors will be determined by the Office of Student Affairs, 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. Following is the compensation plan for Employee Club Sponsors:

Major Club Sponsor - \$800.00/year

Academic/Service Club Sponsor - \$500/year

Special Interest Club Advisor - \$250.00 max/year

Athletic Supplement

A Professional Support or Career Service Athletic Coach or Assistant Coach may qualify for only one of the athletic supplements in the following schedule. The athletic supplement will be applied to each eligible athletic program and divided among the coaching staff according to a rate established by the President of the College; and paid no later than the month following the event.

Division II Programs:

Win a regular season OR Conference Tournament/Championship title— up to \$5,000

Win both a regular season AND Conference Tournament/Championship title— up to \$7,500

Win a NJCAA Regional Tournament— up to \$12,000

Win a NJCAA National Championship— up to \$20,000

Periodic Salary Supplement

The President may recommend to the District Board of Trustees (the Board) that all full-time non-bargaining unit employees and/or permanent part-time non-instructional employees be paid a one-time, non-recurring salary supplement that is not added to base salary during the fiscal year. This payment is not a performance bonus or pay for service already rendered. The criteria for the payment is solely based on being employed at SJR State. These payments are not subject to FRS deductions.

Board approval of the operating budget including the wage and salary schedules constitutes authority for the President of the College, or his designated representative, to execute all other contracts and appointments.

When approved by the Board, payments of the supplements will be as directed by the President. The President will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the President may recommend to the Board other conditions for the payment of supplements including, but not limited to, College budgetary requirements or restrictions.

Special Services Supplements

Administrative

up to \$10,000 per year

Military and Veteran's Support Liaison

Up to \$750 per Year

This Salary Schedule is subject to revision upon approval by the St. Johns River State College District Board of Trustees; and in accordance with the Fair Labor Standards Act, the Florida Statutes, and all other applicable laws and regulations.

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.



Memorandum

TO: Joe Pickens, J.D. President

FROM: Randy Peterson
Vice President/CFO 

DATE: October 7, 2024

RE: Action Agenda Items: October 16, 2024, District Board of Trustees Meeting

The following Action item is submitted for the Board of Trustees' approval at the October 16, 2024, meeting:

ACTION AGENDA ITEM:

1. Action to approve Operational Audit Report – October 2024



Memorandum

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO 

DATE: October 7, 2024

SUBJECT: Operational Audit Report – October 2024

The Office of the Auditor General for the State of Florida performs a comprehensive operational audit of the College every two to three years. The objectives of this audit are primarily to evaluate management's performance in establishing and maintaining internal controls; following applicable laws, rules, regulations, contracts, grant agreements, and other guidelines; making sure that internal controls encourage compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets; and determining whether management had taken corrective actions on prior audit findings.

The College received three findings relating to:

1. Extra compensation payments
2. Controls over changes to vendor information
3. Information technology user access privileges

Note that finding 3 in this report was also reported as finding 1 in report No. 2022-025, and finding 5 in report No. 2019-053.

This complete Operational Audit Report, including management's response is attached. All Board members also received the preliminary and tentative findings issued via email from the Auditor General's office dated on September 16, 2024.

Please place this item on the October 2024 Board agenda.

Report No. 2025-024
October 2024

STATE OF FLORIDA AUDITOR GENERAL

Operational Audit

ST. JOHNS RIVER STATE COLLEGE



Sherrill F. Norman, CPA
Auditor General

Board of Trustees and President

During the period January through December 2023, Mr. Joe H. Pickens, J.D., served as President of St. Johns River State College and the following individuals served as Members of the Board of Trustees:

	<u>County</u>
Rich Komando, Chair from 8-9-23, Vice Chair through 8-8-23	Confidential ^a
Jan Conrad, Vice Chair from 08-09-23	St. Johns
Wendell D. Davis, Chair through 08-08-23	Clay
Makayla Buchanan through 10-18-23 ^b	Clay
James E. Reid	Putnam
W. J. Sapp Jr.	Clay

^a Confidential pursuant to Section 119.071(4), Florida Statutes.

^b Trustee position vacant from 10-19-23.

Note: One Trustee position was vacant for the entire calendar year.

The team leader was Zhen Yang, CPA, and the audit was supervised by Ivo N. Njabe, 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.

This report and other reports prepared by the Auditor General are available at:

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State of Florida Auditor General

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ST. JOHNS RIVER STATE COLLEGE

SUMMARY

This operational audit of St. Johns River State College (College) focused on selected College processes and administrative activities and included a follow-up on the finding noted in our report No. 2022-025. Our operational audit disclosed the following:

Finding 1: The College awarded 269 employees extra compensation payments totaling \$605,000 that did not meet the statutory requirements of a bonus and were prohibited by State law.

Finding 2: College controls over changes to vendor information need improvement.

Finding 3: As noted in our report No. 2022-025, some unnecessary information technology user access privileges existed that increased the risk for unauthorized disclosure of sensitive personal information to occur.

BACKGROUND

St. Johns River State College (College) is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education rules. A board of trustees (Board) governs and operates the College. The Board constitutes a corporation and is composed of seven members appointed by the Governor and confirmed by the Senate. The College President serves as the Executive Officer and the Corporate Secretary of the Board and is responsible for the operation and administration of the College.

The College has campuses in Orange Park, Palatka, and St. Augustine. Additionally, credit and noncredit classes are offered in public schools and other locations throughout Clay, Putnam, and St. Johns Counties.

FINDINGS AND RECOMMENDATIONS

Finding 1: Extra Compensation

State law¹ prohibits the College from making extra compensation payments to employees after services have been rendered. Although State law² provides for bonuses, any policy, ordinance, rule, or resolution designed to implement a bonus scheme must base the award of a bonus on work performance; describe the performance standards and evaluation process by which a bonus will be awarded; notify all employees of the policy, ordinance, rule, or resolution before the beginning of the evaluation period on which a bonus will be based; and consider all employees for the bonus.

In August 2023, the Board approved a non-recurring, one-time payment of \$2,500 to all full-time non-bargaining unit employees and a non-recurring one-time payment of \$1,000 to all permanent

¹ Section 215.425(1), Florida Statutes.

² Section 215.425(3), Florida Statutes.

part-time non-instructional employees. The payments were based on the Board-approved salary schedule, which annually authorizes the Board to approve non-recurring, one-time salary supplements to all full-time non-bargaining unit employees and permanent part-time non-instructional employees. To be eligible for the payment, a full-time non-bargaining unit employee had to be employed on or before September 30, 2023, and remain employed through the payment date of November 30, 2023. A permanent part-time non-instructional employee was required to work a minimum of 80 hours between the close of the September 2023 and November 2023 pay periods.

On November 30, 2023, the College disbursed the extra compensation payments totaling \$605,000 to 269 eligible full-time and part-time employees. As shown in Table 1, the College also made similar payments with similar eligibility requirements in the 2021 and 2022 calendar years.

Table 1
Extra Compensation Payments
For Calendar Years 2023, 2022, and 2021

Calendar Year	Amount
2023	\$ 605,000
2022	911,000
2021	900,000
Total	<u>\$2,416,000</u>

Source: College records.

In response to our inquiries, College personnel indicated that they thought the payments complied with State law because the employees held a qualifying position when the Board approved the payments and remained employed on the payment date. Notwithstanding this response, the payments did not meet the statutory requirements of a bonus and represent extra compensation prohibited by State law.

Recommendation: The College should abstain from making extra compensation payments that do not meet the statutory requirements of a bonus.

Finding 2: Vendor Information Changes

State law³ requires each college to establish and maintain internal controls designed to, among other things, detect fraud, promote and encourage compliance with applicable contracts and best practices, and safeguard assets. Such controls should include properly documented and independently verified and authorized vendor information (e.g., address) changes before payments to vendors are made to confirm the propriety of the changes and to reduce the likelihood of fraud or errors associated with the payments. According to College personnel, the College only pays vendors by checks through the mail.

For the 2023 calendar year, the College documented 230 vendor address changes. To authorize vendor address changes, College procedures⁴ require use of a vendor business profile form, which is to be completed and signed by the individual requesting the change and independently verified and approved of record by a supervisor in the College Business Office. However, College personnel indicated that, in

³ Section 1010.01(5), Florida Statutes.

⁴ College Procedure No.4.13, *Establishing and Updating Vendors*.

practice, vendors were not always asked to, and vendors did not, use the form or otherwise document approval of vendor information changes.

According to College personnel, vendors did not usually respond to requests to use the form and requiring use of the form caused delays in the vendor payment process. Typically, when vendors initiate information change requests, College personnel contact the vendor to verify the change. Notwithstanding, although we requested, College records were not provided to demonstrate College efforts to confirm the propriety of changes with the respective vendors. Subsequent to our inquiry, the College hired a purchasing director who will be responsible for ensuring that the form is used to document vendor information changes, verifying the information on the form, and authorizing payments to vendors before the payments are made.

We examined College records supporting payments to the vendors with address changes and determined that the payments were sent to the appropriate addresses; however, our procedures do not substitute for College management's responsibility to implement adequate controls over these changes. Absent effective policies and procedures over vendor information changes, College records do not demonstrate compliance with College procedures or that appropriate measures have been taken to reduce the risk of fraud or errors associated with vendor payments.

Recommendation: The College should continue efforts to ensure that, before changes to vendor information are made, the change requests are properly documented, independently verified, appropriately authorized, and reviewed.

Finding 3: Information Technology User Access Privileges

The Legislature has recognized in State law⁵ that social security numbers (SSNs) can be used to acquire sensitive personal information, the release of which could result in fraud against individuals or cause other financial or personal harm. Therefore, public entities are required to provide extra care in maintaining the confidential status of such information. Effective controls restrict employees from accessing information unnecessary for their assigned job duties and provide for documented, periodic evaluations of information technology (IT) access privileges.

The College collects and uses SSNs for various purposes, such as to register newly enrolled students, comply with Federal tax reporting requirements and other Federal and State requirements related to financial and academic assistance, and to perform other College responsibilities such as processing employee payrolls. The College established a unique identifier, other than the SSN, to identify each student and also maintained student information, including SSNs, in the College IT system. The College also maintains an imaging system that contains copies of various documents, including some with student SSNs, such as applications for enrollment and IRS tax return transcripts for student financial aid.

According to College personnel, applicable College administrators and delegated staff members are responsible for approving employee access to sensitive data to help protect student and employee sensitive information from unauthorized disclosure, modification, or destruction. To ensure the privileges

⁵ Section 119.071(5)(a), Florida Statutes.

remain appropriate, College procedures⁶ require administrators and delegated staff members to annually review employee IT user access privileges.

As of June 2024, the College IT system contained SSNs for a total of 181,516 current, former, and prospective students and College employees. Also, as of that date, the College maintained an imaging system that contained copies of various documents, including some with student SSNs, such as applications for enrollment and student transcripts.

In response to our inquiry, College personnel provided records that 93 employees had IT user access to student and employee SSNs, including 52 employees with access through the imaging system, 26 employees with access through the College IT system, and 15 employees with access through both systems. However, according to College personnel, neither the College IT system nor the imaging system have a mechanism to differentiate user access privileges to employee or student SSNs or the SSNs of current, former, or prospective students and, therefore, did not limit access based on employee job duties. As a result, 34 employees had unnecessary access to certain SSNs in the imaging system, 9 employees had unnecessary access to certain SSNs in the College IT system, and 3 employees had unnecessary access to certain SSNs in both systems.

College personnel indicated that SSNs for prospective students are retained because previous attempts to purge SSNs made it difficult to match new applications to existing records of students who had previously applied. Effective June 2024, the College started purging prospective student data over 5 years old while maintaining the rest of the student information pursuant to the State *General Records Schedules* required retention period of 5 years.⁷

The existence of unnecessary access privileges to sensitive personal information increases the risk of unauthorized disclosure of the information and the possibility that the information may be used to commit a fraud against College students and others. Similar findings were noted in our report Nos. 2022-025 and 2019-053.

Recommendation: To ensure access to sensitive student and employee information is properly safeguarded, the College should:

- **Upgrade the College IT and imaging systems to include a mechanism to differentiate IT user access privileges to current student information from access privileges to employees and former and prospective student information.**
- **Continue efforts to purge prospective student information over 5 years old.**
- **After the College IT and imaging system upgrades, enhance periodic reviews of IT user access privileges to student and employee SSNs to determine whether such privileges are necessary, and timely remove any inappropriate or unnecessary access privileges detected.**

⁶ IT Standard Operating Procedures IT0302, *Access Control Verification*.

⁷ The Florida Department of State, Division of Library and Information Services - General Records Schedule GS5 For Public Universities and College, Item #97, requires a minimum retention period of 5 years for certain records be maintained for students who apply for admission but are denied or who did not register.

PRIOR AUDIT FOLLOW-UP

The College did not take corrective action for the finding included in our report No. 2022-025 as Finding 3 in this report was also reported in that report as Finding 1 and in our report No. 2019-053 as Finding 5.

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.

We conducted this operational audit from March 2024 through July 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.

This operational audit focused on selected College processes and administrative activities. For those areas, our audit objectives were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Determine whether management had taken corrective actions for the finding included in our report No. 2022-025.
- 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 those areas included within the scope of the audit, weaknesses in management's internal controls significant to our audit objectives; instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements, 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 those programs, activities, and functions 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 program, 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 January 2023 through December 2023 and selected College actions taken prior and 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 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:

- Reviewed applicable laws, rules, College policies and procedures, and other guidelines, and interviewed College personnel to obtain an understanding of applicable processes and administrative activities and the related requirements.
- Reviewed College information technology (IT) policies and procedures to determine whether the policies and procedures addressed certain important IT control functions, such as security, systems development and maintenance, disaster recovery, and incident response and recovery.
- Evaluated College procedures for maintaining and reviewing employee access to IT data and resources. We examined access privileges to the finance and human resources applications during the audit period for 25 of the 153 total users to determine the appropriateness and necessity of the access based on the employees' job duties and user account functions and the adequacy with regard to preventing the performance of incompatible duties. We also examined administrator account access privileges granted and procedures for oversight of administrator accounts for the network, operating system, and application to determine whether these accounts had been appropriately assigned, managed, and monitored.
- Evaluated College procedures that prohibit former employees' access to College IT data and resources. We examined the access privileges for the 53 former employees who separated from College employment during the audit period to determine whether their access privileges had been timely deactivated.
- Evaluated College procedures for protecting sensitive personal information of students and employees, including social security numbers. We examined College records supporting the access privileges granted to the 93 employees who had continuous access to sensitive personal information of students and employees during the audit period to determine the appropriateness and necessity of the access privileges based on the employees' assigned job responsibilities.
- Evaluated the appropriateness of the College comprehensive IT disaster recovery plan effective during the audit period and determined whether it had been recently tested.
- Reviewed operating system, database, network, and application security settings to determine whether authentication controls were configured and enforced in accordance with IT best practices.

- From the population of 39 payments totaling \$128,157 made during the audit period from the College to its direct-support organization, examined College records supporting 14 selected payments totaling \$73,722 to determine whether the transactions were authorized as described in Section 1004.70(1)(a)2., (3), and (4), Florida Statutes.
- From the population of 3,932.50 full time equivalent student enrollment, examined College records for 30 selected students to determine the validity of the student enrollments for State reporting purposes.
- Determined whether student fees totaling \$11.5 million during the audit period were properly assessed and authorized, accurately calculated, and correctly recorded in accordance with Board policy, statutory, and State Board of Education (SBE) requirements. Specifically, we:
 - Examined College records for 30 selected students and their related fees totaling \$7,682 during the Spring, Summer, and Fall 2023 Semesters to determine whether the College had correctly assessed tuition in compliance with Sections 1009.23 and 1009.25, Florida Statutes, and SBE Rules 6A-14.0301 and 14.054, Florida Administrative Code.
 - Determined whether the College had established procedures to cancel the registration of students who did not timely pay fees and record deferred fees as a receivable.
- Examined College records supporting the 991 distance learning courses with fee revenue totaling \$597,052 during the audit period to determine whether distance learning fees were assessed, collected, and separately accounted for in accordance with Section 1009.23(16)(a) and (b), Florida Statutes.
- Reviewed the College's 5-year capital improvement plan for the 2022-23 through 2026-27 fiscal years to determine whether the College properly reported the capital outlay project funding sources in accordance with Division of Florida Colleges instructions for consideration in the Florida Department of Education annual legislative budget request for Public Education and Capital Outlay funding submitted to the Legislature.
- From the population of 79 rental agreements with rental fee collections totaling \$224,266 during the audit period, examined facility use agreements and other supporting documentation for 22 selected events with rental receipts totaling \$126,509 to determine whether the agreements conformed to good business practices and were properly approved, receipts were consistent with agreements and fee schedules, and College records evidenced appropriate insurance for the facility rentals.
- From the population of 1,880 course sections offered during the audit period, examined College records supporting textbook adoptions to determine whether College textbook affordability procedures complied with Section 1004.085, Florida Statutes.
- From the population of compensation payments totaling \$31.8 million made to 1,026 employees during the audit period, selected payments totaling \$170,556 made to 30 employees and examined College records supporting the payments to determine whether the rate of pay was accurate, employment contracts were valid, performance evaluations were completed, and leave records were accurate.
- Examined severance pay provisions in 27 of the 220 employee contracts to determine whether the provisions complied with Section 215.425(4)(a), Florida Statutes.
- Examined College records supporting the extra compensation totaling \$605,000 paid to 269 employees during the audit period to determine whether the payments were in accordance with Section 215.425(3), Florida Statutes.
- Examined College records to determine whether selected expenses were reasonable, correctly recorded, and adequately documented; for a valid College purpose; properly authorized and approved; and in compliance with applicable laws, contract terms, and Board policies.

Specifically, from the population of expenses totaling \$33.6 million for the audit period, we examined College records supporting 30 selected payments for general expenses totaling \$619,787.

- From the population of 3,728 purchasing card (P-card) transactions totaling \$858,648 during the audit period, examined College records supporting 30 selected P-card transactions totaling \$78,643 to determine whether the P-card program was administered in accordance with Board policies and College procedures and transactions were not of a personal nature.
- Examined P-card records for the 15 cardholders who separated from College employment during the audit period to determine whether the College timely canceled the cardholders' P-cards.
- Reviewed Board policies and College procedures related to identifying potential conflicts of interest. We also researched Department of State, Division of Corporations, records; statements of financial interest; and reviewed College records for the 6 College Board Members and the 6 College management staff to identify any relationships that represented a potential conflict of interest with vendors used by the College.
- Examined College records for the audit period to determine whether the College properly documented and independently verified and authorized vendor information (e.g., address and bank account) changes before payments to vendors are made to confirm the propriety of the changes and to reduce the likelihood of fraud or errors associated with the payments.
- From the population of 255 adult general education instructional students reported for 10,554 contact hours for the Spring, Summer, and Fall 2023 Semesters, examined College records supporting 1,399.5 reported contact hours for 30 selected students to determine whether the College reported the instructional contact hours in accordance with the Florida Department of Education requirements.
- From the population of 291 industry certifications reported for performance funding that were attained by students during the 2022-23 fiscal year, examined 30 industry certifications to determine whether the College maintained documentation for student attainment of the industry certifications.
- Determined whether the College's unencumbered balance in the general fund as of June 30, 2023, was below the threshold established in Section 1011.84, Florida Statutes.
- Inquired whether the College had any expenses or entered into any contracts under the authority granted by a state of emergency, declared or renewed during the audit period.
- 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

Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each College on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is written in a cursive style with a large initial 'S'.

Sherrill F. Norman, CPA
Auditor General

MANAGEMENT'S RESPONSE



ST. JOHNS RIVER
STATE COLLEGE

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5001 ST. JOHNS AVENUE | PALATKA, FL 32177-3807
(386) 312-4113 | JoePickens@SJRState.edu

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SJRState.edu
EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

September 24, 2024

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

Dear Ms. Norman:

Pursuant to Section 11.45(4)(d), Florida Statutes, St. Johns River State College is submitting to you a written statement of explanation concerning the findings, including our actual or proposed corrective action to each preliminary and tentative finding of the operational audit of the St. Johns River State College, dated September 16, 2024.

Finding 1: Extra Compensation

College Response: St. Johns River State College acknowledges Finding 1. Future extra compensation payments recommended to and approved by the Board of Trustees, if any, will meet the statutory requirements of a bonus.

Finding 2: Vendor Information Changes

College Response: St. Johns River State College acknowledges Finding 2. College Procedure No. 4.13, *Establishing and Updating Vendors*, has been updated to reflect the newly created "Vendor Update" form which eliminates the reliance on vendor responsiveness to make vendor updates. Once verification has been confirmed, the completed form is further verified for accuracy by secondary Purchasing staff. The updated College Procedure No. 4.13 has been implemented and will be consistently enforced to ensure adequate controls over vendor updates. Although the College has not had an incident where a check was sent to the wrong address, Procedure No. 4.13 was updated to reduce the likelihood of fraud or errors associated with vendor payments.

Finding 3: Information Technology User Access Privileges

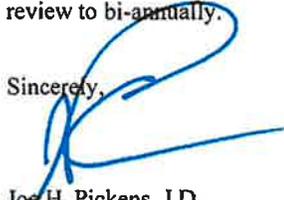
College Response: St. Johns River State College acknowledges Finding 3. Our ERP system does not differentiate current student information from access privileges to employees and former and prospective student information. Our only recourse is to use compensating controls to mitigate this risk. These compensating controls are multi-layered and as inclusive as we can make them. Our controls are constantly evolving and have improved over the course of time. The first control is forms access. All access in the ERP is role based. The roles grant users access to the necessary forms. The verification is a multistep process. The college verifies the forms associated with each role. Then the college verifies which users belong in which role. The college also verifies access to the imaging system and access to fine grained permissions. Verifications are performed yearly and obtain appropriate approval for the access provided. The second control is fine grained permissions. By default, SSN is masked on all forms. A user needs fine grained permission to view the unmasked SSN. The third control was recently

added, it is a process to delete the SSNs for prospective students that have not registered for a class in the last five years.

The imaging system is completely different from the administrative forms. There are some documents in the imaging system that are sensitive, but not all. We are working on processes to delete unnecessary information in the imaging system. We are also working on redacting certain sensitive information that has been scanned into the imaging system. Both endeavors are large projects and will not be completed soon.

The college will continue these processes and evolving the protections to include additional controls. The college is exploring removing SSN numbers from past employees, if those records no longer serve a purpose or are not required to meet a retention period. The college will also adjust its annual security review to bi-annually.

Sincerely,



Joe H. Pickens, J.D.
President
St. Johns River State College

cc: Dr. Melanie Brown
Randy Peterson
Charles Romer
Richard Anderson

TO: Joe Pickens, J.D.
College President

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

DATE: October 7, 2024

RE: Agenda Item: October 16, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the October 16, 2024, meeting:

Action

- 1. Approval of Updates to the Board Certification of the FCS Annual Institutional General Education Review**

TO: Joe Pickens, J.D.
College President

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

DATE: October 7, 2024

RE: Updates to the Board Certification of the FCS Annual Institutional General Education Review

Pursuant to Rule 6A-14.0303, Florida Administrative Code, the college was required to identify our list of general education courses that the college offers beginning with the fall semester of 2024 and to submit certification of Board of Trustee approval of the list. During our June 2024 Board of Trustees meeting, the college's list of 2024-2025 general education courses was approved and certified. The approved list was then sent to the Florida College System (FCS) Office of K-20 Articulation for review. On September 19, 2024, Vice Chancellor Clifford Humphrey informed FCS academic officers that pending the results of the FCS general education course reviews, institutions may have courses flagged for discrepancies and that, upon correction and Board of Trustee approval, those courses would need to be resubmitted by October 31, 2024.

This month's Board request is for the review of our updated course spreadsheet submission and the approval/certification of our compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

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

Thank you.



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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: October 8, 2024

RE: Informational Agenda Item
October 16, 2024, District Board of Trustees Meeting

The following **information** item is submitted for the District Board of Trustees' consideration at the October 16, 2024, meeting:

INFORMATIONAL AGENDA ITEM:

- 1. INFORMATION**
Presentation: Preparing to Change Institutional Accreditors

Board of Trustees

Initial Discussion: Preparing to Change Institutional Accreditors

Board Meeting: October 16, 2024

Purpose:

1

Review recent laws and regulations requiring SJR State to change institutional accreditors.

2

Provide initial information on the timeline and requirements.

3

Present an initial comparison of options for potential accreditors.

Types of Accreditation

Institutional: accredits entire institution.

- **Former Regional Accreditors:** Operate primarily in a specific geographical area. Typically accredits a wide range of degree-granting institutions (associate through doctoral, non-profit or for-profit).
- **Former National Accreditors:** Most institutions are private and have faith-related or career-related missions (often for-profit, single-purpose institutions).

Programmatic: accredits specific programs.

- Evaluates programs within institutions, often in specialized fields such as healthcare. Typically tied to professional standards and may be required for licensure or certification in certain careers.

Institutional Accreditation

PURPOSE:

- Improves institutional quality, assures the public of quality, serves as gatekeeper of federal financial aid.

SCOPE:

- Looks at all aspects of the institution including governing board, finances, qualifications, curriculum, library, facilities, etc.

TAKING ACTION ON A MEMBER:

- Candidacy and Reaffirmation processes vary by agency. Includes comprehensive review of compliance with accreditation requirements and an on-site visit.

SJR State Accreditation

Institutional:

- SJR State is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is one of seven institutional (former regional) accrediting commissions.
- Reaffirmed June 2024

Programmatic:

- Selected nursing, allied health, and Florida School of the Arts programs:
 - ACEN (Nursing ASN and BSN)
 - CAHIIM (Health Information Technology)
 - MAERB (Medical Assisting)
 - CoAEMSP (Paramedic)
 - JRCERT (Radiologic Technology)
 - CoARC (Respiratory Care)
 - NASAD (Visual Art)

Recent Changes in Accreditation



- **2020 U.S. Department of Education:** regulatory changes eliminated distinction between regional and national accreditors—removed geographic boundaries
- **2022 F.S. 1008.47:** In the year following reaffirmation or fifth-year review by its accrediting agencies or associations, each public postsecondary institution must seek and obtain accreditation from an accrediting agency or association identified by the Board of Governors or State Board of Education, respectively, before next reaffirmation or fifth-year review date.
 - Limited to a one-time change in accreditation.
 - Expires December 31, 2032.
 - Quarterly progress reports required.
 - Work down the list until granted candidacy, if refused go to US ED list. If refused by all by 5th year/reaffirmation, remain with current.

SBOE List of Potential Accreditors

F.S. 1008.47 indicates that FCS institutions must choose from agencies identified by SBOE.

- 38 potential accrediting agencies were screened for match to FCS mission
- Five (5) were identified for more detailed review:
 1. Higher Learning Commission (HLC)
 2. Middle States Commission on Higher Education (MSCHE)
 3. Northwest Commission on Colleges and Universities (NWCCU)
 4. New England Commission of Higher Education (NECHE)
 5. Western Association of Schools and Colleges Senior College and University Commission (WASC)



SBOE List of Potential Accreditors

Detailed review focused on:

- Quality of Standards
- Accreditation Agency's Fit / Alignment to Institutional Mission (with special focus on articulation and Florida's 2+2 system)
- Ability to Strengthen FCS and SUS Institutional Quality
- Cost
- Timeline for Accreditation



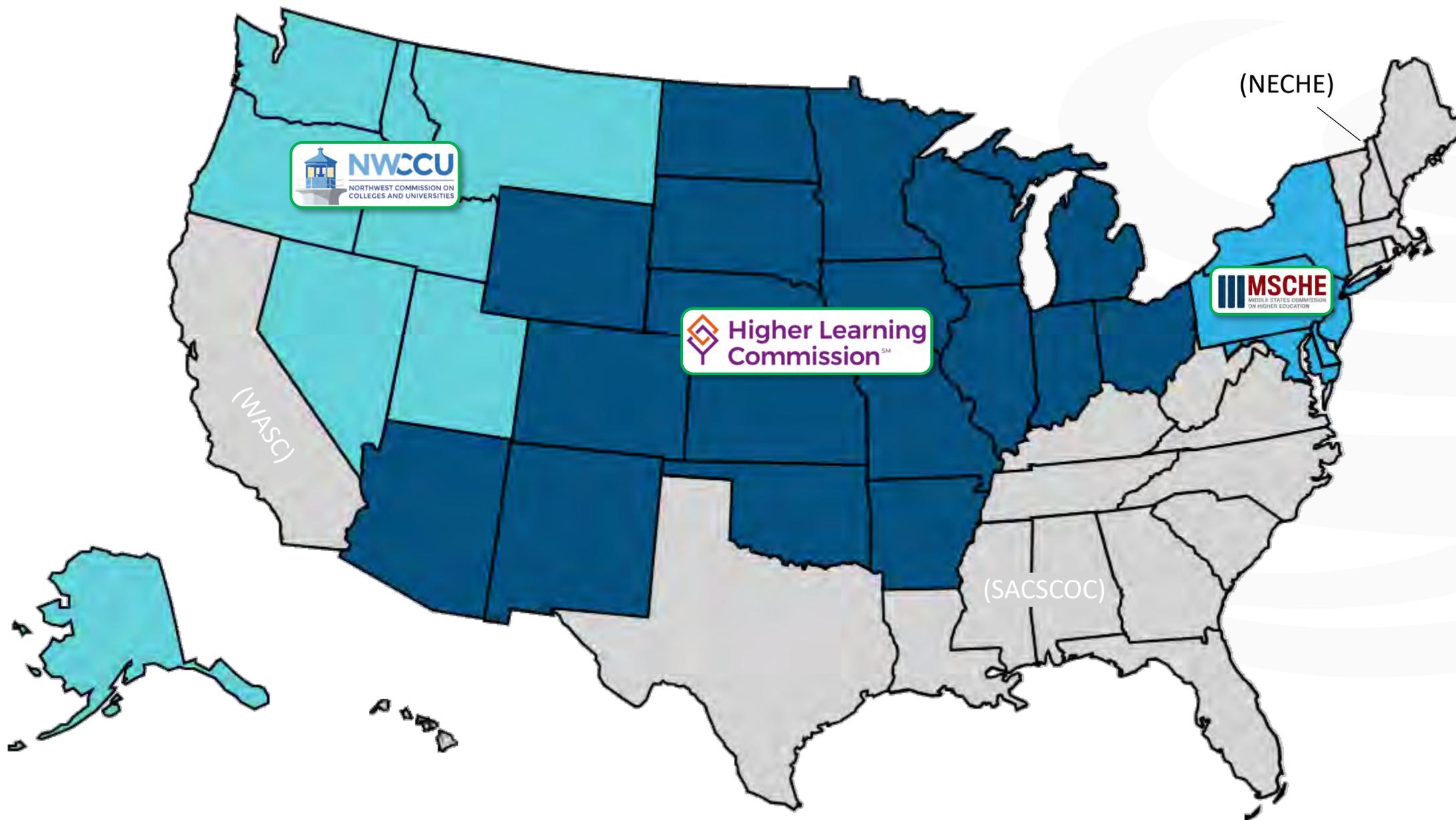
SBOE List of Potential Accreditors

Based on Review, SBOE approved:

1. Higher Learning Commission (HLC)
2. Middle States Commission on Higher Education (MSCHE)
3. Northwest Commission on Colleges and Universities (NWCCU)



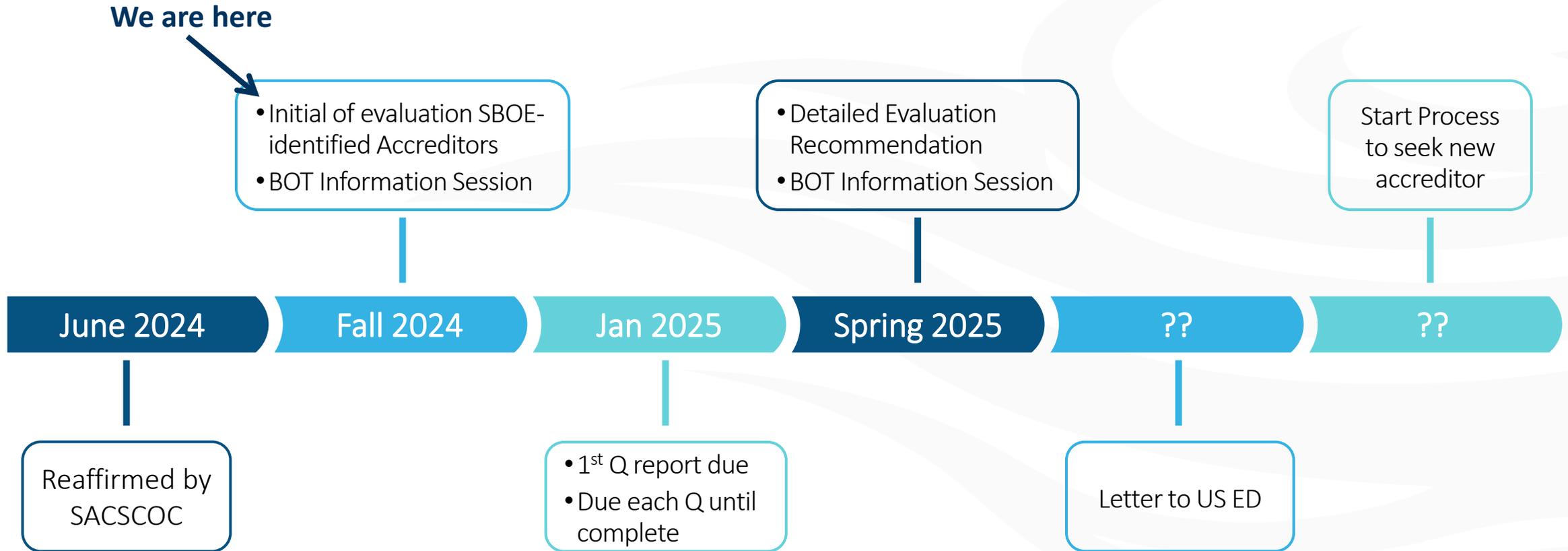
MAP of SBOE Approved List of Accreditors



SJR State Process for Compliance

- Statute requires change to SBOE-identified accreditor by SJR State's 5th year interim report to SACSCOC (2029)
- SACSCOC accreditation must be maintained while seeking a new accreditor
- Request for change must be voluntary & demonstrate reasonable cause to US ED
- Timeline depends on selecting new accreditor (BOT approval), receiving US ED approval, and candidacy process (~2-4yrs).

SJR State Timeline for Compliance



Next Steps for SJR State

- **SJR State-focused review of each agency with emphasis on:**
 - Accreditation Agency's Fit / Alignment to SJR State Mission
 - Quality of Standards—ability to drive greater quality
 - Crosswalk of Standards (current v. potential accreditor)
 - Timeline to membership and for reaffirmation
 - Other criteria (e.g. costs, capacity, experience of institutions)
- **Assemble case and reasonable cause for a recommendation to BOT (Spring 2025)**

High Level Comparison

				
Cycle; Interim review:	10-yr; 4-yr	8-yr; 4-yr	7-yr; 3-yr	10-yr; 5-yr
Membership:	~1,000; Midwest / SW	~525; Mid-Atlantic	~150; W / NW	~800; South
Process/Timeline to approval:	Expedited if already accredited; ~18 m	Not expedited; ~26-30 m	Expedited if already accredited; ~3-36 m	Not available

SBOE information indicates the three agencies:

- Are a suitable fit and have capacity for Florida
- Have costs and quality standards comparable to SACSCOC

SJR State must evaluate these criteria from an institutional perspective

SJR State Accreditor Comparison

Fit to SJR State Mission:

- R/IE will evaluate accreditors' match to specific & unique aspects of SJR State mission
 - 2+2; Dual Enrollment; Multi-site/Multi-county; AA and WF; Online

Quality Standards:

- All meet minimum requirements of US ED
- R/IE will evaluate differences in emphasis & implementation
- Identify best quality and fit for SJR State

Experience of other Institutions:

- Feedback from FCS and/or institutions similar to SJR State on experience with the agencies
- Identify which agencies serve a critical mass of institutions similar to SJR State.

Timeline and Costs:

- Important to ensure SJR State can meet the timeline and afford the membership.
- Barring any extreme differences, these are secondary to the criteria focused on quality

Next up: Return in Spring with a recommendation and supporting evidence for selecting a new accreditor.



Questions?
Comments?