



ST. JOHNS RIVER STATE COLLEGE

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

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

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

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

SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: October 11, 2023

RE: October Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, October 18**, at the **Orange Park Campus** in the Thrasher-Horne Center, Suites C & D **beginning at 2:00 p.m.**

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 18, 2023,
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. Approval of Agreement for Attorney Services with Douglas Law Firm Action
Vice President for Legal Affairs & Public Safety / General Counsel – Dr. Gilbert Evans
- III. Public Comment
- IV. Old Business
- V. Consent Agenda – Chairperson Rich Komando Action
The items on the consent agenda are routine business and are not expected to require discussion before action. Items will be enacted by one motion. Any Trustee can request a topic to be removed from the consent agenda and discussed further for separate action.
 - A. Minutes
 1. Approval of Minutes of September 20, 2023, Board Meeting
 - B. Senior V.P./Chief Business Officer – Dr. Lynn Powers
 1. Facilities Usage Report – September 2023
 2. Approval of Monthly Financial Report – September 2023
 3. Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay / Plant Fund 7
 4. Approval of Personnel Matters
 - C. Chief Academic Officer/Provost – Dr. Melanie Brown
 1. Approval of the 2023-2024 Early College Agreement between the District Board of Trustees of St. Johns River State College and the following public school districts:
 - The District School Board of Clay County
 - The District School Board of Putnam County
 - The District School Board of St. Johns County
 - The Florida School for the Deaf and the Blind

2. Approval of two new non-credit Criminal Justice courses:
 - CWL 0328 Advanced Traffic Homicide Investigations (80 hours)
 - CWL 0327 Basic Traffic Homicide Investigations (80 hours)

- VI. Viking Spotlight – Thrasher-Horne Center by Bob Olson, Executive Director
**Tour of THC immediately following conclusion of Board Meeting*

- VII. SJR State’s September 24-28, 2023, SACSCOC On-Site Reaffirmation
 Visit Findings - Chief Academic Officer/Provost – Dr. Melanie Brown Information

- VIII. New Business
 - A. Vice President for Legal Affairs & Public Safety / General Counsel – Dr. Gilbert Evans – Action Agenda Item
 1. 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 United Faculty of Florida Action

 - B. Senior Vice President/Chief Business Officer – Dr. Lynn Powers – Action Agenda Items
 1. Financial Item – presented by VP Randy Peterson Action
 - a. Action to Change Signors on Capital City Bank Accounts

 2. Facilities Items – presented by Director of Capital Assets and Risk Management Terry Thomas
 - a. Action to Approve Ranked Short-List of Architectural Firms from RFQ-SJR-04-2023 for the Palatka Campus Remodel and Addition to the FloArts Buildings Action

 - b. Action to Accept Thrasher-Horne Center Interior Refurbishment Project as complete Action

- IX. President’s Report

- X. Trustees’ Comments

- XI. Adjournment



ST. JOHNS RIVER STATE COLLEGE

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

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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE


MEMORANDUM

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

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

DATE: October 10, 2023

SUBJECT: Action Agenda Item: October 18, 2023, District Board of Trustees Meeting



The following Action item is submitted for the Board of Trustees' approval at the October 18, 2023, meeting:

1. Action to Approve Agreement for Attorney Services with Douglas Law Firm.

AGREEMENT FOR ATTORNEY SERVICES

COME NOW, DOUGLAS LAW FIRM, whose address is 117 N. 2nd Street, Palatka, Florida 32177 ("Attorney"), and ST. JOHNS RIVER STATE COLLEGE, whose address is 5001 St. Johns Avenue, Palatka, Florida 32077 ("College"), who, for good and valuable consideration, including the mutual covenants and promises contained in this Agreement, the adequacy and receipt of which are hereby acknowledged, hereby agree as follows:

A. Scope of Services.

The ATTORNEY shall:

1. Serve as the Attorney for the Board of Trustees in general legal matters.
2. Review and analyze COLLEGE files, data, documents and other materials concerning general legal matters when requested, shall provide advice regarding recommended legal courses, shall attend and participate in meetings, conference calls, inspections and the like and shall report on the status of the legal matters.
3. When requested prepare and file pleadings, motions or briefs, shall initiate and conduct discovery, as required, and shall represent the COLLEGE in any related litigation at trial or on appeal.

B. Compensation: Fees.

1. The COLLEGE shall compensate the ATTORNEY at the monthly rate of \$2,500.00 which rate shall include travel to and attendance at meetings of the Board of Trustees, preparation for meetings of the Board, telephone and in person conferences and consultations on routine matters including travel and rendering of opinions on routine matters.
2. The COLLEGE shall be billed for any additional services at the hourly rate of \$200.00 per hour, and fees in excess of such hourly rate shall not be compensable, except as agreed by the parties. Any paralegal services shall be billed at the hourly rate of \$75.00 per hour. Clerical services shall be included in the ATTORNEY's hourly rate. The ATTORNEY shall notify the COLLEGE, in writing, when fees for billable additional services reach \$10,000.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice. Failure to comply with these provisions will result in non-payment.
3. Billable hours shall be measured in fifteen (15) minute increments. Compensation of attorney hours shall include only actual time spent providing legal services to the COLLEGE.
4. Premium rates shall not be paid for overtime work.
5. Attorney travel time necessary for college business additional services during working hours from 9:00 a.m. until 5:00 p.m. shall be included in the monthly rate.

C. Compensation: Costs.

1. Reimbursement of costs for such items as exhibits, transcripts and witness fees shall be reimbursed based upon prior approval of the College and documented third party vendor charges. The COLLEGE shall not pay for firm surcharges added to third party vendor charges.
2. Routine expenses such as phone calls, facsimile transmissions, postage, copy work, local travel expenses, printed library materials, local courier fees or word processing, clerical or secretarial services shall not be separately compensated.
3. Non-routine office overhead expenses such as long distance telephone calls, long distance facsimile transmissions, long distance courier services, bulk mailings, bulk third party copying, photographs and computer-assisted legal research services must be justified to the COLLEGE and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$1,000.00, prior written approval from the COLLEGE must be obtained. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.
4. The ATTORNEY shall bill the COLLEGE only for a proportionate share of the cost of legal research, attending hearings or engaging in client representation related to litigation of any type.
5. Reimbursable costs shall not exceed \$2,000.00. The ATTORNEY shall notify the COLLEGE in writing when reimbursable costs reach \$2,000.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

D. Format for Invoices.

1. Within 30 days of service provision, each statement for fees and costs shall be submitted in a format that includes, at a minimum, the following information:
 - a. Case name and number, if applicable, or other legal matter reference.
 - b. Invoice number for the particular bill.
 - c. ATTORNEY taxpayer identification number.
 - d. ATTORNEY name and COLLEGE General Counsel's name.
 - e. Inclusive dates of the month covered by the invoice.
 - f. Itemization of the date when services were rendered, hours billed, a concise, meaningful description of the services rendered with sufficient detail to enable the COLLEGE to evaluate the services rendered and costs, the name and position of the person or persons who performed the services billed and their hourly rate.
 - g. A listing of all invoiced costs shall be accompanied by copies of actual receipts.
 - h. The total of the current bill. Prior balances or payment history should be shown separately, if at all.
 - i. A certification statement, signed by the ATTORNEY which reads:

"I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the AGREEMENT between Douglas Law Firm, and St. Johns River State College."

E. Administration of Agreement.

1. The COLLEGE's contract administrator is Dr. Gilbert L. Evans, Jr.
2. The ATTORNEY's contract administrator is Douglas Law Firm.
3. All written and oral approvals must be obtained from the parties' contract administrators.
4. This contract shall be governed by and construed under the laws of Florida.

F. Other Available Services.

Predicated upon receiving approval from the COLLEGE, the ATTORNEY shall use existing COLLEGE service agreements, for work on behalf of the COLLEGE when available and if cost effective, to acquire services, such as computer-assisted legal research, and the assistance of professional service providers, such as court reporters and expert witnesses, at reduced rates.

G. Public Records.

All documents prepared pursuant to this AGREEMENT are subject to Florida's Public Records Law. Refusal of the ATTORNEY to allow public access to such records in compliance with said law shall constitute grounds for unilateral cancellation of the AGREEMENT.

IF THE ATTORNEY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ATTORNEY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE GENERAL COUNSEL AT (386) 312-4106 OR 5001 ST. JOHNS AVENUE, PALATKA, FLORIDA 32177.

H. Special Conditions

1. The ATTORNEY shall undertake affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task and taking other actions to improve efficiency.
2. Multiple staffing at meetings, hearings, depositions, trials or other proceedings by the ATTORNEY shall not be compensated without prior written approval from the COLLEGE.
3. The ATTORNEY agrees that all pertinent documents shall be promptly returned at the termination of the ATTORNEY's involvement in the case or matter at hand.

4. The COLLEGE's in-house staff shall be used in support of the legal matter to the maximum extent possible.
5. The ATTORNEY shall provide immediate notice by facsimile transmission, e-mail or telephone regarding significant case developments which likely will result in media inquiries.
6. The ATTORNEY shall provide the COLLEGE immediate notice of any representation undertaken by the ATTORNEY in matters which may pose a conflict of interest with the ATTORNEY's representation of the COLLEGE.
7. The ATTORNEY, from the inception of the contractual relationship until at least seven (7) years after this contract expires or terminates, shall maintain detailed current records, including documentation of all expenses, disbursements, charges, credits, underlying receipts and invoices and other financial transactions which concern the provision of such attorney services. The ATTORNEY shall make all such records available for inspection and copying upon request in accordance with Chapter 119, Florida Statutes.
8. Jeremiah R. Blocker shall be the primary attorney assigned to COLLEGE to handle all matters under this Agreement. John Preston Steinmetz shall assist the primary attorney only if the primary attorney is not available.
9. This Agreement may be terminated by either party upon thirty (30) days written notice.
10. The term of this Agreement shall be from October 18, 2023, until June 30, 2025, and may be extended on an annual basis upon mutual agreement of the parties.

WITNESS our hands and seals on the dates described below:

Douglas Law Firm
Charlie T. Douglas, Managing Partner

Rich Komando
Chairman, Board of Trustees,
St. Johns River State College

Date: _____

Date: _____

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

Date: _____

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

September 20, 2023

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Ms. Jan Conrad, Vice-Chairperson
Ms. Makayla Buchanan
Mr. Wendell Davis
Mr. Jim Reid
Mr. Jud Sapp

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Mr. Ron Brown, Attorney for the Board

Chairperson Komando called the meeting to order at
2:05 pm.

Meeting Call to Order

There were no public comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the
Consent Agenda Items IV.A-C:
A.1 - Minutes of August 9, 2023, Board Meeting

Consent Agenda
Items

B.1-3 – Senior V.P./Chief Business Officer: Facilities
Usage Report for August 2023; Monthly Financial
Report – August 2023; and Personnel Matters.

C.1-4 - Chief Academic Officer/Provost – Dr. Melanie
Brown: 2023-2024 Articulation Agreement Among
Eligible Home Education Students and their
Parents/Guardians and St. Johns River State College;
2023-2024 Articulation Agreement Between the District
Board of Trustees of St. Johns River State College and
the public school districts (District School Board of Clay
County, District School Board of Putnam County,
District School Board of St. Johns County, and Florida
School for the Deaf and the Blind); 2023-2024
Articulation Agreement Between the District Board of
Trustees of St. Johns River State College and the
private schools (Beacon of Hope Christian Academy,
Calvary Christian Academy, Center Academy, Crescent
City Christian Academy, Lighthouse Christian School,
Matanzas Christian Academy, Peniel Baptist Academy,
Putnam Banner Academy, Seamark Ranch, Springs
Academy, St. Johns Country Day School, St. John's
Academy, St. Joseph Academy, The Broach School,

Victory Prep School, and Washington Classical Christian School); and 2023-2024 Memorandum of Understanding for Interpreter Services Between the District Board of Trustees of St. Johns River State College and the Florida School for the Deaf and Blind.

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

Approved Consent
Agenda Items IV.A-C

Dr. Melanie Brown welcomed Dr. Diane Pagano, Dean of Nursing, who gave an update on the St. Augustine Campus Nursing Expansion.

Viking Spotlight

Dr. Melanie Brown gave a presentation and led discussion on the Florida School of the Arts Facility and the St. Augustine Campus Master Plan and Land.

Presentation

First, Dr. Brown informed the Board that an RFQ for architects has been disseminated for a phased plan for the Florida School of the Arts Facility. In phase 1, safety and ADA concerns will be addressed, as well as critical maintenance issues. She overviewed the timeline for the RFQ. The goal is to bring the multi-phased renovation plan to the Board at the January 17, 2024, meeting.

Next, Dr. Brown discussed the current St. Augustine Campus facilities. She overviewed planned growth that is indicated on the Master Plan. President Pickens spoke to this subject. Dr. Brown then reminded the Board of offers to-date to purchase the 75-acres in St. Augustine on the other side of Four Mile Road.

Dr. Brown discussed next steps for the Florida School of the Arts Architect RFQ. She discussed next steps regarding the St. Augustine property offers. It was recommended for the Board's consideration to consider selling the land and using the proceeds to improve the facilities of the Florida School of the Arts and invest in the development of the St. Augustine Campus. Discussion followed.

Chairperson Komando called a public hearing for Amendment to SJR Board Rule 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes. There being no comments, Chairperson Komando adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of Amendment to SJR Board Rule 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes.

Mr. Davis moved, seconded by Ms. Buchanan, to approve Legal Affairs/ General Counsel Item VII.A.2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President of Legal Affairs/ General Counsel). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved V.P. Legal
Affairs/ General
Counsel Item VII.A.2

Chairperson Komando called a public hearing for Amendment to SJR Board Rule 7.22 (R12) Limited Access Programs. There being no comments, Chairperson Komando adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of an Amendment to SJR Board Rule 7.22 (R12) Limited Access Programs.

Mr. Davis moved, seconded by Ms. Buchanan, to approve Legal Affairs/ General Counsel Item VII.A.4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President of Legal Affairs/ General Counsel). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved V.P. Legal
Affairs/General
Counsel Item VII.A.4

Dr. Gilbert Evans reviewed and requested approval of the Annual Review of the Board's Rules and Policies.

Ms. Buchanan moved, seconded by Mr. Davis, to approve Legal Affairs/ General Counsel Item VII.A.5, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President of Legal Affairs/ General Counsel). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved V.P. Legal
Affairs/ General
Counsel Item VII.A.5

Dr. Lynn Powers recognized staff who will be reporting to the Board upon her retirement: Randy Peterson, Chuck Romer, Terry Thomas, and Gregg Gunderson.

VP Randy Peterson reviewed and requested approval of Financial Item College Affordability Report.

Mr. Davis moved, seconded by Ms. Conrad, to approve Senior V.P./Chief Business Officer Financial Item VII.B.1.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior V.P./Chief Business Officer). Motion carried

Approved Chief
Business Officer
Financial Item
VII.B.1.a

(Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

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

Mr. Reid moved, seconded by Ms. Conrad, to approve Senior V.P./Chief Business Officer Financial Item VII.B.1.b, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior V.P./Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Financial Item
VII.B.1.b

VP Peterson presented and then requested approval of Financial Item Annual Financial Report – Fiscal Year 2022-2023.

Mr. Davis moved, seconded by Ms. Conrad, to approve Senior V.P./Chief Business Officer Financial Item VII.B.1.c, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior V.P./Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Financial Item
VII.B.1.c

VP Peterson reviewed for information only a Correction to Write-off Total of Accounts Receivable.

Chief Business Officer
Financial Item
VII.B.1.d

Assistant VP Charles Romer reviewed and requested approval of the Revised Salary Schedule.

Mr. Davis moved, seconded by Ms. Buchanan, to approve Senior V.P./Chief Business Officer Personnel Item VII.B.2.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior V.P./Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Personnel Item
VII.B.2.a

Dr. Ros Humerick gave an update for information only on fall enrollment data.

VP/Chief Institutional
Research Officer Item
VII.C.1

President Pickens asked Dr. Brown to inform the Board about the Days of Service event held this past Friday. Dr. Brown asked Dr. Will to provide the data on hours of service provided. President Pickens spoke to the event.

President's Report

President Pickens thanked Board Attorney Ron Brown for his service to the College, as he is retiring.

Trustee comments were made.

Trustee Comments

Chair Komando referred Board members to the memo from President Pickens requesting approval to change the location of Board meetings: January 17, 2024, from St. Augustine Campus to Palatka Campus, and February 21, 2024, from Palatka Campus to St. Augustine Campus.

Additional Agenda Item

Mr. Davis moved, seconded by Ms. Conrad, to approve the request. Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Location
Change of 2 Meetings

Chairperson Komando adjourned the meeting at 4:05 p.m.

Adjournment

TO: Joe Pickens, J.D.
President

FROM: Lynn Powers, CPA, Ed.D.
Senior Vice President/Chief Business Officer

DATE: October 10th, 2023

RE: Consent Agenda Items: October 18th, 2023, District Board of Trustees Meeting

The following **Consent** items are submitted for the Board of Trustees' consideration at the October 18th, 2023, meeting:

CONSENT AGENDA ITEMS:

1. Facilities Usage Report – September 2023
2. Approval of Monthly Financial Report – September 2023
3. Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant fund 7
4. Approval of Personnel Matters




ST. JOHNS RIVER

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

MEMORANDUM

To: Dr. Lynn Powers
Sr. Vice President / Chief Business Officer

From: Travas Sheridan
Property and Risk Manager 

Date: October 9, 2023

Subject: Report on Facilities Use for September 2023

For the month of September 2023:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
Riverside Wealth Advisors	St. Augustine
CC's Motorcycle Training	Palatka
Hope4Veterans	Orange Park
Fellowship of Christian Athletes	Palatka
Mission Trace HOA	St. Augustine
Peniel Baptist Academy (volleyball)	Palatka



Monthly Financial Report

September 2023

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of September, 30, 2023

			FUND TYPE					
			GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
	TOTAL							
Assets								
1 Cash	\$ 21,787,679	\$	80,503	\$ 495,600	\$ 7,321,191	\$ 365,378	\$ 1,450,099	\$ 12,074,908
2 Cash Equivalents	814		814	-	-	-	-	-
3 Certificates of Deposit	13,000,000		13,000,000	-	-	-	-	-
4 Accounts Receivable	1,297,167		1,205,549	18,505	30,936	10,077	-	32,100
5 Inventories	368,505		-	-	368,505	-	-	-
6 Due From Component Unit	-		-	-	-	-	-	-
7 Prepaid Assets	-		-	-	-	-	-	-
8 Other Assets	2,600		2,600	-	-	-	-	-
9 Due from State	6,216,851		-	-	-	-	-	6,216,851
10 Total Assets	42,673,616		14,289,466	514,105	7,720,632	375,455	1,450,099	18,323,859
11 Deferred Outflow of Resources	7,860,694		7,860,694	-	-	-	-	-
Liabilities								
12 Net Pension Liability	22,185,954		22,185,954	-	-	-	-	-
13 Compensated Absences Payable	2,122,031		2,122,031	-	-	-	-	-
14 Other Post Employment Benefit Payable	2,134,569		2,134,569	-	-	-	-	-
15 Deferred Revenue	3,578		-	-	3,578	-	-	-
16 Payables	1,561,307		21,148	-	29,603	60,457	1,450,099	-
17 Due to Other Funds	-		-	-	-	-	-	-
18 Total Liabilities	28,007,439		26,463,702	-	33,181	60,457	1,450,099	-
19 Deferred Inflow of Resources	2,118,417		2,118,417	-	-	-	-	-
20 Fund Balance	20,408,454		(6,431,959)	514,105	7,687,451	314,998	-	18,323,859
21 Amount Expected to be Financed in Future Years	20,700,277		20,700,277	-	-	-	-	-
22 Adjusted Fund Balance	41,108,731		14,268,318	514,105	7,687,451	314,998	-	18,323,859

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month Ended September 30, 2023

CURRENT YEAR 2023-2024				FY % 25.0%	PRIOR YEAR 2022-2023
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Tuition and Fees	\$ 9,112,390	\$ 4,143,682	\$ 4,968,708	45.5%	\$ 3,934,204
2 State Support	36,875,027	7,989,482	28,885,545	21.7%	5,506,081
3 Local Support	1,624,979	268,691	1,356,288	16.5%	215,029
4 Other Sources	1,474,500	361,887	1,112,613	24.5%	68,011
5 Total Revenue	49,086,896	12,763,742	36,323,154	26.0%	9,723,325
Expenditures:					
6 Salaries	24,001,963	5,500,742	18,501,221	22.9%	4,933,633
7 Benefits	8,385,608	1,853,005	6,532,603	22.1%	1,639,653
8 Total Salaries & Benefits	32,387,571	7,353,747	25,033,824	22.7%	6,573,286
9 Materials and Supplies	2,531,988	796,265	1,735,723	31.4%	703,240
10 Contracted Non Instructional	1,715,016	407,525	1,307,491	23.8%	426,321
11 Utilities	1,256,191	315,586	940,605	25.1%	286,723
12 Repairs and Maintenance	1,213,612	436,112	777,500	35.9%	263,842
13 Professional Fees	331,693	43,657	288,036	13.2%	54,399
14 Insurance	1,095,000	608,338	486,662	55.6%	580,861
15 Technology Services	238,551	60,041	178,510	25.2%	75,958
16 Travel	337,405	36,524	300,881	10.8%	32,769
17 Advertising	138,849	31,851	106,998	22.9%	37,091
18 Other Services	767,580	219,575	548,005	28.6%	166,539
19 Other Current Charges	905,618	320,326	585,292	35.4%	291,525
20 Total Current Expenses	10,531,503	3,275,800	7,255,703	31.1%	2,919,268
21 Capital Outlay	1,802,956	305,699	1,497,257	17.0%	204,566
22 Transfers	-	-	-	0.0%	-
23 Total Expenditures	44,722,030	10,935,246	33,786,784	24.5%	9,697,120
Net Revenues and					
24 Expenditures	\$ 4,364,866	\$ 1,828,496			\$ 26,205
Budgeted Ending Adjusted					
25 Fund Balance *	\$ 16,804,689				
* excludes Amount to be Financed in Future Years of \$20,700,277					

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
RESTRICTED CURRENT FUND
For the Month Ended September 30, 2023

<u>CURRENT YEAR 2023-2024</u>				FY % 25.0%	<u>PRIOR YEAR 2022-2023</u>
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Federal Support	\$ 201,079	\$ 21,257	\$ 179,822	10.6%	\$ 198,521
2 Student Fees	634,590	292,914	341,676	46.2%	275,708
3 State Support	174,820	22,188	152,632	12.7%	21,472
4 Other Sources	-	-	-	0.0%	127
5 Total Revenue	1,010,489	336,359	674,130	33.3%	495,828
Expenditures:					
6 Salaries	308,619	124,166	184,453	40.2%	153,846
7 Benefits	81,272	40,026	41,246	49.2%	41,375
8 Total Salaries & Benefits	389,891	164,192	225,699	42.1%	195,221
9 Materials and Supplies	417,930	72,400	345,530	17.3%	33,264
10 Contracted Non Instructional	-	-	-	0.0%	-
11 Repairs and Maintenance	2,319	2,319	-	0.0%	-
12 Professional Fees	32,700	-	32,700	0.0%	-
13 Technology Services	-	-	-	0.0%	22,898
14 Travel	205,335	10,520	194,815	5.1%	12,362
15 Advertising	-	-	-	0.0%	-
16 Other Services	131,790	35,968	95,822	27.3%	21,354
17 Other Current Charges	11,444	10,365	1,079	90.6%	-
18 Total Current Expenses	801,518	131,572	669,946	16.4%	89,878
19 Capital Outlay	927	599	328	64.6%	72,622
20 Total Expenditures	1,192,336	296,363	895,973	24.9%	357,721
21 Net Revenues and Expenditures	\$ (181,847)	\$ 39,996			\$ 138,107



Budget Amendments

Fiscal Year 2023-2024

St. Johns River State College

Budget Amendment Request

Fiscal Year 2023-24
Month September

Reason for Amendment

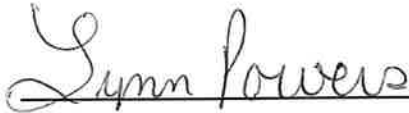
Amendment Number: 1 Fund Balance not Above 5% _____
Transfer from Fund 1 _____
Other (SBOE approval not required) x

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

Fund Name: General Fund Number: 1

Category	Initial Budget	Increase	Decrease	Amended Budget
Begin Fund Balance	12,439,823			12,439,823
Revenues	49,011,917	74,979		49,086,896
Total Available	61,451,740	74,979	0	61,526,719
Personnel	32,482,124		94,553	32,387,571
Expenses	10,344,330	187,173		10,531,503
Equipment	1,617,773	185,183		1,802,956
End Fund Balance	17,007,513			17,007,513
Total Accountable	61,451,740	372,356	94,553	61,729,543

Justification: Increase revenue projections for interest earnings and dual enrollment. Adjust personnel budgets to actual amounts rolled forward from the staffing table. Increase expense and equipment budgets for purchase orders carried forward. Category changes as requested by departments for general operations.

Certified:  Date: **10/10/23**
Sr. Vice President/Chief Business Officer

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

Fiscal Year 2023-24
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	\$ 474,110			\$ 474,110
Revenues				
Student Fees	633,560	1,030		634,590
Federal Support	618,777		417,698	201,079
State Support	178,253		3,433	174,820
Other Sources	-			-
Total Revenue Budget	1,430,590	1,030	421,131	1,010,489
Expenditures:				
Salaries and Benefits	404,909	153,917	168,935	389,891
Current Expenses	354,275	449,176	1,933	801,518
Capital Outlay	671,406		670,479	927
Total Expenditure Budget	1,430,590	603,093	841,347	1,192,336
Increase(Decrease) in Fund Balance	-	(602,063)	(420,216)	(181,847)
Estimated Ending Fund Balance	<u>\$ 474,110</u>			<u>\$ 292,263</u>

Justification: Decreasing revenues and expenditures pending official grant award notice documentation. Transfer from Federal Work Study Program to SEOG. Category changes allowed by grantor.

Certified:  **Date:** 10-9-23
Vice President for Finance

ST. JOHNS RIVER STATE COLLEGE
2023-24 RESTRICTED FUNDS
BUDGET ADMMENDMENTS AS OF SEPTEMBER 30, 2023

	2023-24 ESTIMATED BUDGET	BUDGET AMENDMENTS	CURRENT ADJUSTED BUDGET	
<u>Revenue Budget</u>				
Carl Perkins	323,777	(321,294)	2,483	
Adult Education Family Literacy	195,000	(73,999)	121,001	
Federal Work Study Program	100,000	(22,405)	77,595	201,079
Criminal Justice Trust Fund	102,240		102,240	
Florida Job Growth Grant Fin Tech	65,013		65,013	
Open Door Grant	3,000	(1,933)	1,067	
Wellness Program	8,000	(1,500)	6,500	174,820
Student Activities	625,000		625,000	
Criminal Justice Selection Center	8,560	1,030	9,590	634,590
Total Revenue	1,430,590	(420,101)	1,010,489	

	2023-24 CURRENT BUDGET	PERSONNEL EXPENSES	CURRENT EXPENSES	CAPITAL OUTLAY	CURRENT ADJUSTED BUDGET
<u>Expenditure Budget</u>					
Carl Perkins	323,777	(72,531)	421,716	(670,479)	2,483
Adult Education Family Literacy	195,000	(73,999)			121,001
Federal Work Study Program	100,000	(22,405)			77,595
Criminal Justice Trust Fund	102,240		3,372		105,612
Fin Tech	65,013				65,013
Criminal Justice Selection Center	8,560		7,090		15,650
Open Door Grant-State 22-23	3,000		(1,933)		1,067
Wellness Program	8,000		16,998		24,998
Student Activities	625,000	153,917			778,917
Total Expenditures	1,430,590	(15,018)	447,243	(670,479)	1,192,336

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

Fiscal Year 2023-2024
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	Initial Budget	Increase	Decrease	Amended Budget
Est. Begin Fund Balance	\$ 7,781,431			7,781,431
Revenues	4,724,250			4,724,250
Total Available	12,505,681			12,505,681
Personnel	819,040	7,936		826,976
Current Expenses	3,804,273	63,997		3,868,270
Equipment/Leases	75,808	725,183	63,997	736,994
Total Expenditures	4,699,121			5,432,240
Total Budgeted Reserves	\$ 7,806,560			\$ 7,073,441

Justification: Adjustment in Personnel budget to reflect beginning original salary/benefits HR load. Increase to capital outlay for purchase order carryforward. Increase capital expense budget for Thrasher Horne Center dance floor repair. Category changes as requested by departments for general operations.

Certified:


Vice President for Finance

FUND 3: AUXILIARY FUND BUDGET DETAILS
9/30/2023

	31100 Bookstore	31130 Food/Vending	31140 TH Cultural Art	31150 TH Rentals	TOTAL
1 Begin Fund Balance	5,174,558	175,643	1,718,831	712,399	7,781,431
2 Budgeted Revenue-Beginning	1,545,500	17,000	2,924,500	237,250	4,724,250
3 Total Budgeted Revenue	1,545,500	17,000	2,924,500	237,250	4,724,250
4 Budgeted Expenses					
5 Personnel	344,975	-	335,123	138,942	819,040
6 HR Budget Load	1,608		4,267	2,061	7,936
7 Total Personnel	346,583	-	339,390	141,003	826,976
8 Operating	1,364,408	10,000	2,383,392	46,473	3,804,273
9 Furniture & Letter Signage Install			3,997		3,997
10 Audio Equipment			60,000		60,000
11 Total Operating	1,364,408	10,000	2,447,389	46,473	3,868,270
12 Equipment	6,020	-	69,788	-	75,808
13 Purchase Order Carryforward			475,155	247,565	722,720
14 Furniture & Letter Signage Install			(3,997)		(3,997)
15 Replace Dance Floor			2,463		2,463
16 Audio Equipment			(60,000)		(60,000)
17 Total Equipment	6,020	-	483,409	247,565	736,994
18 Total Budgeted Expenses	1,717,011	10,000	3,270,188	435,041	- 5,432,240
19 Increase(Decrease) in Fund Balance	(252,494)	(6,000)	41,058	6,251	- (211,185)
20 Estimated Ending Fund Balance	4,922,064	169,643	1,759,889	718,650	7,570,246

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

Fiscal Year 2023-24
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	\$ 18,367,869			\$ 18,367,869
Revenues	\$ 15,546,051	\$ 694,554		\$ 16,240,605
Expenditures:				
Capital Improvement Fee	\$ 2,529,085	\$ 207,222		\$ 2,736,307
Sale of Assets	35,446	2,976		38,422
Local Transfers	6,332,856	447,869		6,780,725
Capital Outlay & Debt Service (CO&DS)	431,813	36,487		468,300
Renovation/Remodel (PECO)	273,019			273,019
State Deferred Maintenance	<u>5,943,832</u>			<u>5,943,832</u>
Total Expenditure Budget	\$ 15,546,051	\$ 694,554	\$ -	\$ 16,240,605
Estimated Ending Fund Balance	<u>\$ 18,367,869</u>			<u>\$ 18,367,869</u>

Justification: Adjust initial budgets for end of prior fiscal year purchases, expenses, and scope of work changes.

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

Certified:


Chief Business Officer

Date: 10/10/23

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

	2023-24 APPROVED BUDGET	BUDGET AMENDMENT ONE	2023-24 AMENDED BUDGET
<u>REVENUE BUDGET</u>			
Capital Improvement Fee	\$ 2,529,085	\$ 207,222	\$ 2,736,307
21/22 Rem/Ren/Add Instructional & Support-Orange Park Campus	273,019	-	273,019
Capital Outlay & Debt Service (CO&DS)	431,814	36,487	468,301
State Deferred Maintenance	5,943,832	-	5,943,832
Other Income	35,446	2,976	38,422
College Funds	6,332,855	447,869	6,780,724
2023-24 Capital Outlay Revenue Budget	\$ 15,546,051	\$ 694,554	\$ 16,240,605
<u>EXPENDITURE BUDGET</u>			
<u>Capital Improvement Fee</u>			
FloArts Equipment Purchases	\$ -	\$ 23,302	\$ 23,302
PAC Building A (Admin.) Renovation (Academic Areas)	275,000	-	275,000
Student Safety Improvements	177,725	-	177,725
SAC Building V (Viking Center) Furnishings & Equipment	23,781	(1)	23,780
Classroom Eq-Learning Resources	20,097	-	20,097
Academic Departmental Capital Equipment Needs	18,405	37,493	55,898
Technology Refresh 2022-23	324,178	154,442	478,620
Technology Refresh 2023-24	-	250,000	250,000
C/W Carpet Replacement	20,090	-	20,090
PAC FloArts Black Box Renovation	22,697	-	22,697
Student Related Capital Purchases - Expenses	21,098	17,914	39,012
Unallocated Funding	1,608,171	(286,277)	1,321,894
	\$ 2,511,242	\$ 196,873	\$ 2,708,115
<u>Capital Improvement Fee - PSAV</u>			
Unallocated Funding	\$ 17,843	\$ 10,349	\$ 28,192
	\$ 17,843	\$ 10,349	\$ 28,192
<u>Sales of Assets</u>			
Miscellaneous Projects	\$ 11,497	\$ -	\$ 11,497
Sale of Assets Expenses	3,548	1,027	4,575
Unallocated Funding	20,401	1,949	22,350
	\$ 35,446	\$ 2,976	\$ 38,422
<u>Local-Transfer</u>			
PAC Building A (Admin.) Renovation	953,188	2,251	955,439
Tree Campus	-	5,000	5,000
SAC Building V (Viking Center) Addition/Renovation	37,265	-	37,265
Security Updates	127,762	(4,810)	122,952
Facilities Planning	-	894	894
PAC Covered Walkway	-	1,872	1,872
PAC Softball Batting Cage	4,440	(920)	3,520
Unallocated Funding	-	2,801	2,801
	\$ 1,122,655	\$ 7,088	\$ 1,129,743
<u>Local-Workforce</u>			
OPC Construction (Building L Ren/Add)	\$ 1,970	\$ 8,516	\$ 10,486
	\$ 1,970	\$ 8,516	\$ 10,486
<u>Local-Deferred Maintenance</u>			
C/W Sidewalk Repairs	\$ 4,573	\$ -	\$ 4,573

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

PAC Covered Walkway	2,643	3,440	6,083
C/W Roof Repairs/Diagnostic Scans	337		337
C/W Miscellaneous Maintenance Projects	1,233,386	132,507	1,365,893
PAC Miscellaneous Deferred Maintenance (Beautification)	1,539,044	293,436	1,832,480
C/W Elevator Upgrades	112,360		112,360
PAC Site Improvements Project	2,000,000	-	2,000,000
	<u>\$ 4,892,343</u>	<u>\$ 429,382</u>	<u>\$ 5,321,725</u>

Local-Capital Projects

SAC Chiller/Cooling Tower Replacement	\$ -	\$ 9,730	9,730
PAC Sewer Lift Station Replacement	150,000	-	150,000
PAC Sewer Line & Manhole Replacement Phase 1	122,080	-	122,080
Unallocated Funding	43,808	(6,847)	36,961
	<u>\$ 315,888</u>	<u>\$ 2,883</u>	<u>\$ 318,771</u>

Capital Outlay & Debt Service

Furniture Replacement	\$ 5,010	\$ -	\$ 5,010
C/W Roof Repair		183	183
Infrastructure & Site Improvements	234,958	-	234,958
PAC Storm Water Master Plan	50,000	-	50,000
Civil Rights Assessment - ADA Compliance	600	14,753	15,353
Unallocated Funding	141,245	21,551	162,796
	<u>\$ 431,813</u>	<u>\$ 36,487</u>	<u>\$ 468,300</u>

21/22 OPC Ren/Rem (PECO)

Unallocated Funding	273,019	-	273,019
	<u>\$ 273,019</u>	<u>\$ -</u>	<u>\$ 273,019</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	-	1,697,195
SAC Chiller Replacement	1,400,000	-	1,400,000
OPC Chiller and Cooling Tower Replacement	1,300,000	-	1,300,000
PAC Sewer Piping Repair/Replacement	1,200,000	-	1,200,000
	<u>\$ 5,943,832</u>	<u>\$ -</u>	<u>\$ 5,943,832</u>

2022-23 Capital Outlay Expenditure Budget	\$ 15,546,051	\$ 694,554	\$ 16,240,605
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DISTRICT BOARD OF TRUSTEES**PERSONNEL MATTERS****BOARD MEETING: October 18, 2023**

NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Lynn Powers	FT - Administrator	Retire from FT	N/A	10/31/23
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Lynn Powers	PT- Administrator	Rehire	\$7,500/month	11/01-12/31/23
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Breann Adams	FT - Professional Support	Hire	PS - Grade 120	10/16/23
Natasha Chapman	FT - Professional Support	Hire	PS - Grade 119	10/16/23
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Joseph Stewart	PT - Professional Support	Hire	\$16.65/hr	09/27-12/08/23
NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Marilyn Lancaster	PT - Career Service	Hire	\$15.23/hr	09/20-12/19/23

MISCELLANEOUS

2. Request approval for the below to volunteer as ASL interpreters for the College beginning 9/15/2023:

Katherine Bechtold				
Bridget Monahan				
Elizabeth Anthony				



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: Melanie Rosen Brown, Ph.D. 
Chief Academic Officer/Provost

DATE: October 10, 2023

RE: **CONSENT** Agenda Items
October 18, 2023, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the October 18, 2023, meeting:

1. Approval of the 2023-2024 Early College Agreement between the District Board of Trustees of St. Johns River State College and the following public school districts:

- The District School Board of Clay County
- The District School Board of Putnam County
- The District School Board of St. Johns County
- The Florida School for the Deaf and the Blind

****Please Note:** As requested by the Board in previous years, the full agreement is included for The District School Board of Clay County and the remaining public school districts' signature pages only are included in the Board Packet as all public school agreements are identical.*

2. Approval of two new non-credit Criminal Justice courses:

- CWL 0328 Advanced Traffic Homicide Investigations (80 hours)
- CWL 0327 Basic Traffic Homicide Investigations (80 hours)

ST. JOHNS RIVER
STATE COLLEGE
DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2024 Early College Program Contract Between
The School Board of Clay County and
District Board of Trustees of St. Johns River State College**

Section 1007.273, Florida Statutes, specifies the development of a contract between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of establishing an Early College Program. The purpose of the contract is to provide a primary framework within which all future Early College Program objectives and activities shall be described. The School Board of Clay County, Florida hereinafter referred to as the School District, and the District Board of Trustees of St. Johns River State College, hereinafter referred to as SJR State, desire to implement the above statute.

1. Parent and student notification process about student participation in the Early College Program:

The School District and SJR State will work collaboratively to notify eligible students and their parents of all Dual Enrollment acceleration mechanisms. The School District shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State shall work with each high school to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with high school guidance staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment students on each of SJR State's campuses. The Director of Dual Enrollment will also host Information Sessions at the high school sites by request.

2. Programs and courses available to students eligible for Dual Enrollment:

A. Program Description: The Early College Program is an option for public high school seniors to earn CAPE Industry certifications (Section 1008.44) and to successfully complete a minimum of 30 college credit hours through the dual enrollment program. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree."

St. Johns River State College has an Early College Program at the following schools: Orange Park High School, Middleburg High School, Palatka High School, Interlachen High School, Pedro Menendez High School, and Toco Creek High School. SJR State's Early College Programs allow admitted students to complete a full 60-credit hours of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon completing four years of high school. Students begin the program in the ninth grade, and in grades ninth-eleventh they take both college-level and high school coursework at their high school site, and in the twelfth grade, all coursework is completed on one of St. Johns River State College's campuses (Orange Park, Palatka, St. Augustine, or online).

B. Early College Program Dual Enrollment Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at <http://www.fldoe.org/articulation/pdf/DELlist.pdf>). All courses in the

Statewide Course Numbering System, except for remedial courses and physical education skills courses, can be used for Early College Program/Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. Dual Enrollment students must be A.A. degree, A.S. degree, or Career and Technical Certificate seeking students.

C. Online Course Availability: Early College Program students may take online dual enrollment courses assuming seating availability exists.

D. Delineation of the high school credit earned for the passage of each Dual Enrollment course: Students enrolled in Dual Enrollment courses shall earn both high school credit from the School District and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3), or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List*.

3. Student eligibility requirements for participation in the Early College Program:

A. Initial Eligibility Criteria for Student Participation: Students can begin the Early College Program in the ninth grade. Students eligible to apply for the lottery to participate in one of the Early College Programs must have a cumulative unweighted GPA of 3.0 in all academic coursework. Students must have a cumulative unweighted GPA of 3.0 in at least one academic high school course taken as an 8th grader. Early College Program students will be required to complete the P.E.R.T., PreACT, ACT, PSAT and/or SAT (or other alternative methods) to demonstrate readiness for college coursework. No student shall be enrolled in a college credit mathematics or English dual enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., PreACT, ACT, PSAT or SAT (a placement test score chart is available online on the College's website at <http://www.sjrstate.edu/catalog/placementtest.pdf>).

B. Continued Eligibility Criteria for Student Participation: Early College Program students who earn below a "C" (including a "W" grade) in any Dual Enrollment course will be subject to dismissal from the Early College Program and Dual Enrollment programs. All Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Early College Program and Dual Enrollment programs and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation. Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

C. Graduating seniors: Students who graduate prior to completion of the postsecondary course may not register for the course through the Early College Program/Dual Enrollment Program. Graduating seniors who successfully participated in dual enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion

of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

4. Process for students and their parents to elect to participate in the Early College Program:

A. *Application Procedure:* To participate in the Early College Program at SJR State, eligible rising 8th grade students are required to attend one of SJR State's Early College Program Information Sessions. The completed lottery application must be submitted, with all necessary signatures, by the posted deadline. The School District will confirm that the student is eligible to participate in the Early College Program. All application deadlines will be published by the respective School District and posted on SJR State's website each spring
<https://www.sjrstate.edu/dual.html>.

B. *Registration (Enrollment) Process:* The Early College Program registration policies will follow the same registration policies for the Dual Enrollment courses that are addressed in the SJR State and the School District's Dual Enrollment articulation agreement. Parties involved with the Early College Program will need to refer to the SJR State and the School District's Dual Enrollment articulation agreement for the following areas: Acknowledgement of Principles of Participation, Registration Process, Disabilities Accommodation, Schedule Changes, Withdrawing from a course, Weighting of DE course, College Academic Calendar, and Grade Forgiveness.

5. Identification of instructional methods and instructors for all courses, Early College Program/Dual Enrollment Instructors:

Teachers of Dual Enrollment/Early College Program courses will have college teaching credentials established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Appropriate School District and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State shall appoint all instructors.

6. Identification of student advising and progress monitoring mechanisms:

A. *High School Guidance Services:* The School District's guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Early College Program students to confirm GPA qualifications are met. To ensure seamless articulation and coordination, high school guidance counselors will meet at least once per year with SJR State's college advisors.

B. *College Guidance Services:* Prior to the beginning of the fall term, SJR State's Dual Enrollment Office will host Dual Enrollment Orientation Sessions on the College campus/or high school sites for new and returning Dual Enrollment students. The purpose of the Dual Enrollment Orientation Sessions will be to introduce the Dual Enrollment students to the College campus; highlight the SJR State guidance, career, library, and college planning services available; and clarify College policies and procedures. A key advising point that will be shared with parents and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. At this time, all high school Dual Enrollment students will be assigned a MySJRState account. Through this online portal, the College will send the student communications about educational and career development activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and early admission students are encouraged to meet regularly with college counselors and to develop a post-secondary

plan and major during information and orientation sessions. Dual Enrollment/Early College/Early Admission students will be required to meet with a college advisor after completion of 20 college credits.

- C. **Progress Monitoring Mechanism:** Parties involved with the Early College Program will need to refer to the SJR State and the School District's Dual Enrollment articulation agreement for the following areas: Responsibility for Student Screening and Student Policies, Procedures, and Behavioral Expectations.

7. **Program Management and Quality Assurance:**

Early College Program/Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, the School District and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at <http://www.fldoe.org/articulation/pdf/DualEnrollmentStatementStandards.pdf>) that was codified in State Board of Education Rule 6A-14.064, FAC.

8. **Student Grades and Records:**

- A. **Student Grades:** Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by the School District and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).
- B. **Student Records:** The School District and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

9. **Responsibility for Costs:**

For dual enrollment courses offered on the College campus and online, the School District shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For dual enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, the school district shall be responsible for the college's actual costs associated with dual enrollment. For 2023-2024, the following per credit hour rates will apply:

- Course taught on SJR State Campus: \$71.98/credit hour
- Course taught online: \$71.98/credit hour
- Course taught on the high school campus by a qualified instructor paid by the district: No fee due to SJR State
- Course taught on the high school campus by an SJR State adjunct with a Master's Degree or full-time instructor teaching as an overload with a Master's Degree: \$580.00 per credit hour
- Course taught on the high school campus by an SJR State adjunct with a Doctoral Degree or full-time instructor teaching as an overload with a Doctoral Degree: \$664.00 per credit hour

Parties involved with the Early College Program will need to refer to the SJR State and the School District's Dual Enrollment articulation agreement for the following areas: Add/Drop and Withdrawal Policy, Student Fees, Instructional Materials, Instructor Fees, Facility and Laboratory Fees, Disability Services, and Student Transportation.

9. Cost Savings to Students:

Based on SJR State's 2023-2024 in-state tuition rate for Florida residents of \$110 per credit hour, for 30 credit hours, the tuition cost savings to students would be \$3,300, and the estimated textbook cost savings to students would be \$1,420, for a total cash savings of \$4,720. For students who complete the full SJR State Early College Program, completing 60 college credits and earning the Associate in Arts degree, the tuition cost savings to students would be \$6,600, and the estimated textbook cost savings to students would be \$2,840, for a total cash savings of \$9,440.



**2024 Early College Program Contract Execution Between
The School Board of Clay County and St. Johns River State College**

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and The School Board of Clay County.

Signed on this _____ day of _____ 2023

for the District Board of Trustees of St. Johns River State College:

Chairman, St. Johns River State College

President, St. Johns River State College

Signed on this 5th day of October 2023

for School Board of Clay County, Florida:

Shelby Milhouse

Chairman, The School Board of Clay County

David Boerke

Superintendent, The School Board of Clay County

**2024 Early College Program Contract Execution Between
Putnam County School District and St. Johns River State College**

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Putnam County School District.

Signed on this _____ day of _____ 2023

for the District Board of Trustees of St. Johns River State College:

Chairman, St. Johns River State College

President, St. Johns River State College

Signed on this 20th day of June 2023

for School Board of Putnam County, Florida:

Sandra Gilbride
Chairman, Putnam County School District

Rich Smiley
Superintendent, Putnam County School District



DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2024 Early College Program Contract Execution Between
St. Johns County School District and St. Johns River State College**

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and St. Johns County School District.

Signed on this _____ day of _____ 2023

for the District Board of Trustees of St. Johns River State College:

Chairman, St. Johns River State College

President, St. Johns River State College

Signed on this 11th day of July 2023.

for School Board of St. Johns County, Florida:


Chairman, St. Johns County School District


Superintendent, St. Johns County School District



**2023-2024 Early College Program Contract Execution Between
Florida School for the Deaf and Blind and St. Johns River State College**

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Florida School for the Deaf and Blind.

Signed on this _____ day of _____ 2023

for the District Board of Trustees of St. Johns River State College:

Chairman, St. Johns River State College

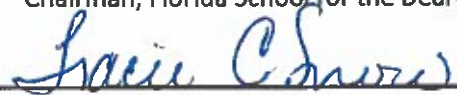
President, St. Johns River State College

Signed on this 1 day of June 2023

for Florida School for the Deaf and Blind in St. Augustine, Florida:



Chairman, Florida School for the Deaf and Blind



Superintendent, Florida School for the Deaf and Blind

St. Johns River State College

Course Outline for Assessment of Learning Outcomes

I. Course Symbol and Title (include credit/contact hours)

CWL0328 Advanced Traffic Homicide Investigations 80 Hours

II. Course Description

This course is part of the Criminal Justice Standards and Training Commission Advanced Training Program. Courses in the Advanced Training Program are designed to enhance an officer's knowledge, skills, and abilities for job performance. This course is the second course in a series of three traffic crash investigation courses. This course will provide the traffic crash investigators with additional advanced skills to perform in-depth crash investigations and learn how to interpret physical evidence at the scene of a traffic crash. Students will benefit from having completed Advanced Course 098, Basic Traffic Homicide Investigations, before taking this course. Ideally, students will build upon the foundational skills learned in 098 (CWL0327) Basic Traffic Homicide Investigations, then complete this course 087 (CWL0328) Advanced Traffic Homicide Investigations, before proceeding to 088 (CWL0329) Traffic Crash Reconstruction.

III. Program Mission Statement

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

IV. Program Outcomes

Students who complete the Advanced Traffic Homicide Investigations course in this Criminal Justice Advanced and Specialized curriculum will:

- 1) Develop a more advanced skill set to build upon the foundation developed in Basic Traffic Homicide Investigations needed to enhance their ability to analyze data collected at a traffic crash scene in order to recreate the events that caused or contributed to a fatal traffic crash and accurately document the facts related to the crash;
- 2) Continue to learn and develop increasingly complex physics and mathematical concepts and formulas required to collect, analyze and document data necessary to complete a complicated traffic homicide investigation. These complex concepts include the calculation of many factors such as speed loss, acceleration/deceleration, grade, elevation, vehicle dynamics, conservation of linear momentum and energy, airborne events and human factors which are crucial in accurately determining the cause and contributing factors of a complex traffic crash;
- 3) Utilize and expand upon the mathematics and physics concepts learned in Basic Traffic Homicide Investigations by continuing to develop and utilize additional formulas and calculations; and
- 4) Develop the knowledge, skills and abilities to perform advanced traffic crash investigations starting the moment they arrive on scene and ending at the closure of the case, which may include courtroom testimony.

Possession of the aforementioned skills and knowledge is necessary to provide a higher level of service to members of the community in performing this critical law enforcement activity.

V. Course/Student Learning Outcomes

Upon completion of this course, the student will be able to:

- 1) Understand advanced scientific and mathematical methods and techniques used to measure and collect evidence and data related to the traffic crash;

- 2) Use increasingly complex formulas to evaluate and analyze data collected;
- 3) Create documents and reports necessary to organize and evaluate pertinent data and information;
- 4) Utilize collected data and analysis for case preparation and courtroom testimony; and
- 5) Possess the advanced foundational skill set to progress to the next class in this series which is Traffic Crash Reconstruction.

VI. Course Content

MAJOR TOPICS (from SCNS.FLDOE.ORG)

Advanced Traffic Homicide Investigations
Legal Issues (inc. Application of Florida Statutes)
Interviewing Subjects / Witnesses
Identifying / Collecting Evidence
Mathematical Application of Formulas
Vehicle Damage Analysis
Advanced Measuring and Diagramming
Conservation of Linear Momentum and Energy
Commercial Motor Vehicle Crashes
Motorcycle Crashes
Analysis / Interpretation of Data
Documentation / Reporting of Facts and Findings
Case Preparation and Testimony

VII. Special Course Requirements

Written end of course examination

VIII. Course Support Materials

Criminal Justice Standards and Training Commission; Advanced Traffic Homicide Investigations Course Guide.

IX. Criteria for Student Evaluation

Classroom participation, scenarios, and class projects. Students must also receive a minimum of 80% on the end of course written examination.

X. Course Assessment Methods

Written examination; scenarios

Revised by: Captain Hancel Woods

Date: 4/17/2023

St. Johns River State College

Course Outline for Assessment of Learning Outcomes

I. Course Symbol and Title (include credit/contact hours)
CWL0327 Basic Traffic Homicide Investigations 80 Hours

II. Course Description

This course is part of the Criminal Justice Standards and Training Commission Advanced Training Program. Courses in the Advanced Training Program are designed to enhance an officer's knowledge, skills, and abilities for job performance. This course is the first course in a series of three traffic crash investigation courses. This course will provide the traffic crash investigators with the foundational skills to perform fatal crash investigations and learn how to interpret physical evidence at the scene of a fatal traffic crash. Students will benefit from having Basic Traffic Homicide Investigations before taking the more advanced courses. Ideally, students will take 098 (CWL0327) Basic Traffic Homicide Investigations, then complete 087 (CWL0328) Advanced Traffic Homicide Investigations, before proceeding to 088 (CWL0329) Traffic Crash Reconstruction.

III. Program Mission Statement

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

IV. Program Outcomes

Students who complete the Basic Traffic Homicide Investigations course in this Criminal Justice Advanced and Specialized curriculum will:

- 1) Develop a foundational skill set needed to analyze data collected at a traffic crash scene in order to recreate the events that caused or contributed to a fatal traffic crash and accurately document the facts related to the crash;
- 2) Learn and develop complex physics and mathematical concepts and formulas required to collect, analyze and document data necessary to complete a traffic homicide investigation. These concepts include the calculation of many factors such as speed loss, acceleration/deceleration, grade and elevation which are crucial in accurately determining the cause and contributing factors of a fatal traffic crash;
- 3) Utilize and apply the mathematics and physics concepts learned to accurately collect and analyze data; and
- 4) Develop the knowledge, skills and abilities to perform fatal traffic crash investigations starting the moment they arrive on scene and ending at the closure of the case, which may include courtroom testimony.

Possession of the aforementioned skills and knowledge is necessary to provide a higher level of service to members of the community in performing this critical law enforcement activity.

V. Course/Student Learning Outcomes

Upon completion of this course, the student will be able to:

- 1) Understand scientific and mathematical methods and techniques used to measure and collect evidence and data related to the traffic crash;
- 2) Use formulas, measurements and calculations to evaluate and analyze data collected;
- 3) Create documents and reports necessary to organize and evaluate pertinent data and information;
- 4) Utilize collected data and analysis for case preparation and courtroom testimony; and
- 5) Possess the foundational skill set to progress to the next class in this series which is Advanced Traffic Homicide Investigations.

VI. Course Content

MAJOR TOPICS (from SCNS.FLDOE.ORG)

Basic Traffic Homicide Investigations
Scene Safety and Security
Legal Issues (inc. Application of Florida Statutes)
Interviewing Subjects / Witnesses
Identifying / Collecting Evidence
Mathematical Application of Formulas
Analysis / Interpretation of Data
Documentation / Reporting of Facts and Findings
Case Preparation and Testimony

VII. Special Course Requirements

Written end of course examination

VIII. Course Support Materials

Criminal Justice Standards and Training Commission; Basic Traffic Homicide Investigations Course Guide.

IX. Criteria for Student Evaluation

Classroom participation, scenarios, and class projects. Students must also receive a minimum of 80% on the end of course written examination.

X. Course Assessment Methods

Written examination; scenarios

Revised by: Captain Hancel Woods

Date: 4/17/2023



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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

TO: Joe Pickens, J.D.
College President

FROM: Melanie Rosen Brown, Ph.D. *MRBrown*
Chief Academic Officer/Provost

DATE: October 10, 2023

RE: **INFORMATION** Agenda Item
October 18, 2023, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the October 18, 2023, meeting:

Information Only: SJR State's September 24-28, 2023, SACSCOC On-Site Reaffirmation Visit Findings

From: Humerick, Dr. Rosalind M. <RosalindHumerick@sjrstate.edu>
Sent: Thursday, September 28, 2023 9:39 AM
To: SJRSTATE <SJRSTATE@sjrstate.edu>
Subject: Highly successful SACSCOC on-site visit

Congratulations, SJR State!!

The College successfully completed its SACSCOC on-site visit with Zero (0) recommendations from the on-site committee. This is a great achievement for the College!!

SACSCOC's Board of Trustees will vote on SJR State's reaffirmation in June 2024.

The SACSCOC Committee was extremely complementary:

- They enjoyed the visits to various campuses and dual enrollment sites and were impressed by the students, faculty, staff, and facilities.
- The committee praised the Quality Enhancement Plan (QEP), *The Viking Experience: Core to Career* and the strong engagement and excitement amongst faculty, staff, and students.
- Committee members were AMAZED by the hospitality, the food and its thoughtful presentation, as well as excellent logistics coordination.

Thank you and kudos to all! More than 150 Vikings were directly involved in the site tours, group meetings, lunches, interviews, organization, and logistics. Countless more participated in the writing of the documents and QEP development.

Specific shout-outs to:

- QEP Crusaders: Dr. Edward Jordan, Co-Directors, Dr. Summer Garrett, and Anastacia Hohrath, Faculty leaders at the meetings, Dr. Cheryl Giacomelli, Dr. Jill Nawrocki, and Dr. Kim Van Vliet, as well as the faculty and staff serving on the QEP committees and supporting the project.
- Kara McKinley, Ann Spinler, Brianne Gilmore, Jennifer Anderson, Susan Sutliff, and Toni Mast for making sure the Committee had everything they needed from lunch to paperclips as well as returning spaces to normal operations.
- Adam Brazzeal and IT for ensuring smooth IT operations and technical support.
- Our cadre of safe drivers for taking the Committee around town and to/from the Airport: Ed Butler, Dominique Davila, Dr. Gilbert Evans, Brian Hawkins, Brian Keith, Wayne Lassiter, Joanna Melton, Michele Menadue, Dr. Jay Patterson, President and Carole Pickens, Renee Ruffalo, Callie Tilton, and Stephen Tomasovitch.
- Gregg Gunderson, Mike Canaday, and Terry Thomas who provided the facilities tour of Palatka.
- Dual Enrollment and school partners for organizing and leading the visits to high school sites.

SACSCOC Reaffirmation tests the mettle of an institution. It puts a spotlight on what we do every day to promote teaching and learning, to support students, and to engage in improvement.

Working together, Vikings Conquer Reaffirmation!!

Rosalind Humerick, Ph.D.

Vice President & Chief Institutional Research Officer

St. Johns River State College

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Visit us on the Web at [SJRstate.edu](https://www.sjrstate.edu)



ST. JOHNS RIVER STATE COLLEGE

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

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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

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

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

DATE: October 10, 2023

SUBJECT: Action Agenda Item: October 18, 2023, District Board of Trustees Meeting

The following Action item is submitted for the Board of Trustees' approval at the October 18, 2023, meeting:

1. 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 United Faculty of Florida.

COLLECTIVE BARGAINING AGREEMENT

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



**and the
United Faculty of Florida**



NEW AGREEMENT EFFECTIVE JULY 1, 2023

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

ARTICLE 21 BENEFITS AND LEAVE REVISED

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

ARTICLE 21

BENEFITS AND LEAVE

1. Health Insurance Benefits

During the term of this Article, the College will contribute 100 percent towards the employee only monthly health insurance premium or the Dental/Vision (DV) insurance plan adopted by the College through the Florida College System Risk Management Consortium. The bargaining unit member is responsible for dependent coverage, but the College may supplement a portion of dependent coverage.

The College is a participating member of the Florida College System Risk Management Consortium for health insurance programs through the Florida College System Risk Management Consortium. As such, College offerings for bargaining unit members are subject to continued offerings and availability of such health insurance programs through the Florida College System Risk Management Consortium.

Bargaining unit members may select one of the three health plans offered by the College or opt for dental-vision coverage only, during qualifying enrollment periods, with the College covering 100% of the premium cost of employee-only coverage. Should the bargaining unit member elect dependent coverage, the College will contribute the full cost of the employee-only coverage plus additional funds to supplement dependent coverage based on the bargaining unit member's plan choice. The full cost (Rate), SJR State Contribution, and bargaining unit member contributions per month are as follows (2023 rates are displayed for reference):

Plan	Rate Tiers	2023 Rate	2024 Rate	2023 SJR State Contribution	2024 SJR State Contribution	2023 Member Contribution	2024 Member Contribution
PPO G	Employee (EE)	\$578.00	\$611.00	\$578.00	\$611.00	\$0.00	\$0.00
	EE+Spouse	\$1,215.00	\$1,285.00	\$704.70	\$737.70	\$510.30	\$547.30
	EE+Children	\$1,041.00	\$1,101.00	\$603.78	\$636.78	\$437.22	\$464.22
	EE+Family	\$1,678.00	\$1,774.00	\$973.24	\$1,006.24	\$704.76	\$767.76
PPO B	Employee (EE)	\$473.00	\$500.00	\$473.00	\$500.00	\$0.00	\$0.00
	EE+Spouse	\$995.00	\$1,052.00	\$577.10	\$604.10	\$417.90	\$447.90
	EE+Children	\$853.00	\$902.00	\$494.74	\$521.74	\$358.26	\$380.26
	EE+Family	\$1,374.00	\$1,453.00	\$796.92	\$823.92	\$577.08	\$629.08
HSA	Employee (EE)	\$551.00	\$583.00	\$551.00	\$583.00	\$0.00	\$0.00
	EE+Spouse	\$1,157.00	\$1,224.00	\$775.19	\$807.19	\$381.81	\$416.81
	EE+Children	\$992.00	\$1,049.00	\$664.64	\$696.64	\$327.36	\$352.36
	EE+Family	\$1,599.00	\$1,691.00	\$1,071.33	\$1,103.33	\$527.67	\$587.67

The rates in this addendum are in effect from January 1, 2024, through December 31, 2024.

2. 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 \$200,000. A bargaining unit member may purchase, at their expense, additional coverage as offered by the carrier; up to \$20,000 in life insurance on their

spouse; and up to \$10,000 on their children from age 6 months to 25 years and up to \$500.00 on their children from age 14 days to 6 months. Payroll deductions shall be used for the payment of any insurance premiums not covered by the College's contribution. The College is a participating member of the Florida College System Risk Management Consortium for life insurance programs. As such, College offerings for bargaining unit members are subject to continued offerings and availability of such life insurance programs through the Florida College System Risk Management Consortium.

3. **Supplemental Insurance Plans**

Bargaining unit members shall be entitled to participate in any supplemental insurance plans authorized by the College.

4. **Educational Opportunities**

A. **Employee and Dependent Scholarship Program**

Bargaining unit members 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 four 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 a full consecutive year 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.

5. **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. The College is a participating member of the Florida College System Risk Management Consortium for employee assistance programs. As such, College offerings for bargaining unit members are subject to continued offerings and availability of such employee assistance programs through the Florida College System Risk Management Consortium.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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 form to their supervisor or department office.

11. 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.

12. 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.

13. 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.

14. 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.

15. Professional Leave

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

16. 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.

17. **Administrative Leave**

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

18. **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.

19. **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 2023-2024**

**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 2023.

**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: Jennifer Bass, Bruce Fox, Dr. James Maggio, Clay Moore

Article 21 Revision Ratified on _____, 2023

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

By: _____
Rich Komando
Chairman, District Board of Trustees

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

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

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

Article 21 Revision Ratified on October 18, 2023



Memorandum

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

FROM: Lynn M. Powers, CPA, Ed.D.
Senior Vice President/Chief Business Officer

DATE: October 10th, 2023

RE: Action Agenda Items: October 18th, 2023, District Board of Trustees Meeting

The following Action items are submitted for the Board of Trustees' approval at the October 18th, 2023, meeting:

ACTION AGENDA ITEMS:


- 1. FINANCIAL ITEM (Presented by Vice President Randy Peterson):**
 - a. **Action** to change signors on Capital City Bank Accounts.
- 2. FACILITIES ITEMS (Presented by Director of Capital Assets and Risk Management Terry Thomas):**
 - a. **Action** to approve the ranked short-list of architectural firms from RFQ-SJR-04-2023 for the Palatka Campus Remodel and Addition to the FloArts Building.
 - b. **Action** to accept Thrasher Horne Center Interior Refurbishment Project as complete.



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

Memorandum

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

FROM: Randy Peterson, Vice President for Finance 

DATE: October 9, 2023

SUBJECT: Capital City Bank Accounts Signature Changes

In preparation for the retirement of Dr. Lynn Powers, effective November 1, 2023, I am requesting that the College Board of Trustees take action to remove Dr. Lynn Powers, Senior Vice President/Chief Business Officer as a signor on all bank accounts at Capital City Bank and replace her with Dr. Melanie Brown, Senior Vice President/Chief Academic Office. All other signors on the bank accounts will remain the same.

Please place this as an agenda item for the October Board of Trustees meeting.




ST. JOHNS RIVER

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

MEMORANDUM

To: Dr. Lynn Powers
Sr. Vice President/Chief Business Officer

From: Terry Thomas 
Director of Capital Assets and Risk Management

Date: October 10, 2023

Subject: Action Item: Award of RFQ-SJR-04-2023 – Short-list of Architects for Palatka Campus – Remodel and Addition to the FloArts Building

Please place on the October Board meeting agenda, action on RFQ-SJR-04-2023 to approve the ranked short-list of architectural firms as listed on the attached short-list recommendation for award, and request authorization to begin contract negotiations in rank order.

A Request for Qualifications (RFQ) was issued for the purpose of procuring architectural services for the remodel and addition to the FloArts Building on the Palatka Campus in accordance with the "Consultants' Competitive Negotiations Act" (Florida Statute 287.055), State Requirements for Educational Facilities (SREF) and College policy. The RFQ was advertised in each newspaper in the College's service district of Putnam, Clay and St. Johns counties.

A committee comprised of staff from Academic Affairs, FloArts, Facilities, and the Business Office evaluated the eight written responses and interviewed the top three firms. The Director of Capital Assets and Risk Management facilitated the process. The three firms scoring the highest ratings are recommended as the short-list of architects for this project. The committee evaluations are also attached for review.

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

Attachments (2)

REQUEST FOR QUALIFICATIONS (RFQ)
for
ARCHITECTURAL SERVICES
RFQ-SJR-04-2023

Project Name: Remodel and Addition to the FloArts Building - Palatka Campus

NOTICE OF INTENT TO AWARD

Action to approve the following ranked short-list of architectural firms by the District Board of Trustees of St. Johns River State College is expected at their regularly scheduled meeting on October 18, 2023, at the Orange Park Campus of SJR State, 283 College Drive, Orange Park, FL. Upon approval, contract negotiations will commence in rank order with the top ranked firm.

RANKED SHORT-LIST OF ARCHITECTURAL FIRMS

FIRM	RANKING
Kasper Architects + Assoc. 10175 Fortune Parkway, Suite 701 Jacksonville, FL 32256	1
Harvard Jolly PBK 2105 Park Avenue, Suite 5 Orange Park, FL 32073	2
PQH Group 4141 Southpoint Dr. E. Suite 200 Jacksonville, FL 32216	3

PQH Group, Jacksonville Florida											
Member #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Member #2	3.00	10.00	19.00	5.00	5.00	6.00	5.00	14.00	8.00	10.00	9.00
Member #3	3.00	7.00	15.00	4.50	4.00	5.00	4.50	13.00	8.00	10.00	9.00
Member #4	2.70	7.00	16.00	6.00	3.50	6.00	4.50	12.00	9.00	8.00	8.00
Member #5	3.00	7.00	16.00	5.00	4.00	5.00	4.50	14.00	9.50	10.00	9.50
Member #6	2.50	10.00	18.00	6.00	4.00	6.00	4.50	13.00	8.00	9.00	8.00
Member #7	2.00	8.00	16.00	5.00	3.00	5.00	4.00	13.00	8.00	9.00	8.00
Total	16.20	49.00	100.00	31.50	23.50	33.00	27.00	79.00	50.50	56.00	51.50
Average	2.31	7.00	14.29	4.50	3.36	4.71	3.86	11.29	7.21	8.00	7.36
Cumulative Total of Average			73.89					Overall Ranking Based on Highest Points			3

RFQ-SJR-04-2023 Architectural Services

Remodel Addition to the FloArts Building, Palatka Campus

Spiezle, Maitland Florida

Member #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Member #2	2.90	10.00	20.00	5.00	3.00	6.00	5.00	
Member #3	2.80	8.00	15.00	5.00	4.00	5.00	4.50	
Member #4	2.70	7.00	16.00	4.00	3.00	6.00	5.00	
Member #5	3.00	7.00	15.00	4.00	2.00	5.00	5.00	
Member #6	2.50	8.00	18.00	6.00	4.00	6.00	5.00	
Member #7	2.00	8.00	17.00	5.00	2.00	5.00	4.00	
Total	15.90	48.00	101.00	29.00	18.00	33.00	28.50	
Average	2.27	6.86	14.43	4.14	2.57	4.71	4.07	Overall Ranking Based on Highest Points
Cumulative Total of Average			39.06					

WJ Architects, St. Petersburg Florida

Member #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Member #2	2.80	10.00	20.00	5.00	3.00	6.00	5.00	
Member #3	2.50	7.00	18.00	5.00	3.00	5.00	4.50	
Member #4	2.70	7.00	17.00	4.50	2.00	6.00	5.00	
Member #5	2.75	8.00	17.00	5.00	1.00	5.00	5.00	
Member #6	1.00	8.00	15.00	4.00	4.00	2.00	2.00	
Member #7	2.00	9.00	18.00	5.00	2.00	5.00	4.00	
Total	13.75	49.00	105.00	28.50	15.00	29.00	25.50	
Average	1.96	7.00	15.00	4.07	2.14	4.14	3.64	Overall Ranking Based on Highest Points
Cumulative Total of Average			37.96					

Zyscovich, LLC, Jacksonville Florida

Member #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Member #2	3.00	10.00	20.00	4.00	4.00	6.00	5.00	
Member #3	3.00	7.00	16.00	5.00	4.00	4.00	4.70	
Member #4	3.00	7.00	15.00	3.00	3.50	6.00	5.00	
Member #5	3.00	6.00	16.00	4.50	4.00	5.50	5.00	
Member #6	3.00	8.00	19.00	6.00	4.00	6.00	5.00	
Member #7	3.00	9.00	17.00	5.00	3.00	5.00	4.00	
Total	18.00	47.00	103.00	27.50	22.50	32.50	28.70	
Average	2.57	6.71	14.71	3.93	3.21	4.64	4.10	Overall Ranking Based on Highest Points
Cumulative Total of Average			39.89					




ST. JOHNS RIVER

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

MEMORANDUM

To: Dr. Lynn Powers
Sr. Vice President/Chief Business Officer

From: Terry Thomas 
Director of Capital Assets and Risk Management

Date: October 10, 2023

Subject: Action Item: Thrasher Horne Center Interior Refurbishment Project – Orange Park Campus – Thomas May Construction Company

This is an action item for the Board of Trustees at their meeting on October 18, 2023. During the month of August, Thomas May Construction completed their contract for the Thrasher Horne Center Interior Refurbishment project on the Orange Park campus.

This project included the base bid for flooring and wall finishings (painting, wall molding and/or decorative paneling) for the Conference Center and both levels of the Grand Lobby (upper and lower). Project also included Alternate #1 for additional work (wall molding layout) in the Conference Center and Alternate #2 for carpeting and trim work in the Auditorium and adjoining support spaces.

I am requesting the Trustees accept this project as complete and approve the final pay application for work completed by Thomas May Construction Company in the amount of \$33,768.72.

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

Attachments (1)

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER	ST JOHNS RIVER STATE COLLEGE 5001 ST. JOHNS AVENUE ATTN: ACCOUNTS PAYABLE PALATKA FL 32177	PROJECT:	SJRSC THRASHER HORNE INTERIOR 283 COLLEGE DRIVE ORANGE PARK FL 32065	APPLICATION NO:	3	Distribution to:	
				PERIOD TO:	08/30/2023		
FROM CONTRACTOR:	THOMAS MAY CONSTRUCTION COMPANY VIA ARCHITECT: HARVARD JOLLY, INC. 310 COLLEGE DRIVE ORANGE PARK FL 32065		6196 LAKE GRAY BLVD., STE 105 JACKSON FL 32244	CONTRACT FOR:	SJRSC THRASHER HORNE INTERIOR	<input checked="" type="checkbox"/>	OWNER
				CONTRACT DATE:	04/24/2023	<input checked="" type="checkbox"/>	ARCHITECT
				PROJECT NOS:	22063	<input type="checkbox"/>	CONTRACTOR
						<input type="checkbox"/>	CONSULTANT

CONTRACTOR'S APPLICATION FOR PAYMENT

1 ORIGINAL CONTRACT SUM	718,520.00
2. Net change by Change Orders	-43,145.75
3 CONTRACT SUM TO DATE (Line 1+2)	675,374.25
4. TOTAL COMPLETED & STORED TO DATE (Column G on detailed sheet)	675,374.25
5 RETAINAGE:	
a. 0.00 % of Completed Work (Column D + E on detailed sheet)	0.00
b. 0.00 % of Stored Material (Column F on detailed sheet)	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of detailed sheet)	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	675,374.25
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	641,605.53
8. CURRENT PAYMENT DUE	33,768.72
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in Previous month by Owner	0.00	0.00
Total approved this Month	0.00	0.00
NET CHANGES by Change Order	5,585.25	-48,731.00
TOTAL	-43,145.75	

CONTRACTOR'S CERTIFICATION OF WORK

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

THOMAS MAY CONSTRUCTION COMPANY

CONTRACTOR: _____ Date: 08/29/2023

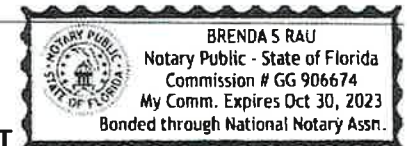
State of: FLORIDA County of: CLAY

Subscribed and sworn to before me this 29TH day of AUGUST, 2023

PERSONALLY KNOWN TO ME

Notary Public: Brenda S. Rau

My Commission Expires: OCTOBER 30, 2023



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 33,768.72

(Attach explanation if amount certified differs from amount applied for). Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.

Harvard Jolly Architecture

ARCHITECT:

By: DW. Sanavadeh

Date: 10-09-2023

This Certificate is non negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor on this Contract.

CONTINUATION SHEET

Schedule of Work Completed

APPLICATION NO: 3
APPLICATION DATE: 08/29/2023
PERIOD TO: 08/30/2023
ARCHITECT'S PROJECT NO: 22063

A	B	C	D	E	F	G	H	I
Item	Description of	Scheduled	From Previous	Work Comp	Stored	Total Completed	%	Balance to
No.	Work	Value	Applications	This Period	Materials	& Stored to Date		Finish
					(Not in D or E)	(D+E+F)	(G/C)	(C-G)
1	MOBILIZATION	3,500.00	3,500.00			3,500.00	100.00	
2	GENERAL CONDITIONS	52,950.00	52,950.00			52,950.00	100.00	
3	BONDS/INSURANCE	23,099.00	23,099.00			23,099.00	100.00	
4	WOOD TRIM	69,795.00	69,795.00			69,795.00	100.00	
5	GYP SUM ASSEMBLIES	24,147.00	24,147.00			24,147.00	100.00	
6	CARPET	244,825.00	244,825.00			244,825.00	100.00	
7	PAINTING	164,400.00	164,400.00			164,400.00	100.00	
8	WALL PANELS	48,731.00	48,731.00			48,731.00	100.00	
9	OH&P	87,073.00	87,073.00			87,073.00	100.00	
10								
11								
12								
13	CHANGE ORDER #1							
14	DEDUCT TEXTURED WALL PANE	-48,731.00	-48,731.00			-48,731.00	100.00	
15								
16								
17	CHANGE ORDER #2							
18	COP #2 - ROOM G-211	1,205.16	1,205.16			1,205.16	100.00	
19	COP #3 - ROOM LM-204 & LM-212	3,032.37	3,032.37			3,032.37	100.00	
20	COP #4 - ROOM G-166	1,347.72	1,347.72			1,347.72	100.00	
Totals:		675,374.25	675,374.25			675,374.25	100.00	

WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT

The undersigned lienor, in consideration of the final payment
in the amount of \$ 33,768.72 , hereby waives and releases
its lien and right to claim a lien for labor, services or
materials furnished to THOMAS MAY CONSTRUCTION COMPANY on the
project for ST. JOHNS RIVER STATE COLLEGE , for the
(Owner of Property)

following described property:

Project: SJRSC THRASHER HORNE INTERIOR REMODEL JOB #23030

Location: 283 COLLEGE DRIVE ORANGE PARK, FL. 32065

This waiver and release does not cover any retention of labor,
services, or materials furnished after the date specified.

Dated on 08/29 20 23 THOMAS MAY CONSTRUCTION COMPANY
(Lienor's Name)

310 COLLEGE DRIVE
(ADDRESS)

ORANGE PARK, FL 32065

By: 

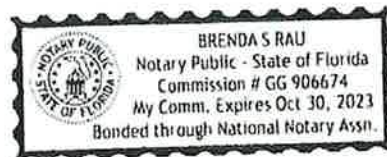
Name: KEITH R. WARD

Title: PRESIDENT

Sworn to and subscribed before me on this:

29TH day of AUGUST A.D., 20 23

Brenda S. Rau
(Notary Public)



My Commission Expires: OCTOBER 30, 2023

Personally known to me: X

Produced Identification:

Driver's License #

Note: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.