



MEMORANDUM

TO: All Trustees
FROM: Joe H. Pickens, J.D.
DATE: April 7, 2026
RE: April Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, April 15** at the **St. Augustine Campus**. We will meet in the Viking Center Multipurpose Room V-112.

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

Thank you.

JHP/sms

Enclosure

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES MEETING

Wednesday, April 15, 2026, 2:00 p.m.,

St. Augustine Campus, Viking Center Multipurpose Room V-112

MISSION STATEMENT:

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community.

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

AGENDA

I. Call to Order

II. Public Comment

III. Old Business

IV. Consent Agenda – Chairperson Rich Komando - Action

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

A. Minutes

1. Approval of Minutes of February 18, 2026, Board Meeting

B. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown *(If you have any questions, please call Dr. Brown’s direct #386-312-4202.)*

1. Approval of Personnel Matters

C. Vice President for Finance/CFO – VP Randy Peterson *(If you have any questions, please call VP Peterson’s direct #386-312-4022.)*

1. Approval of Monthly Financial Report – March 2026

2. Budget Amendments

a. Operating Fund 1

b. Restricted Fund 2

c. Auxiliary Fund 3

d. Capital Outlay/Plant Fund 7

3. Facilities Usage Report – March 2026

4. Write-Offs of Tangible Personal Property

D. Vice President for Academic & Student Affairs – Dr. Ed Jordan (*If you have any questions, please call Dr. Jordan’s direct #386-312-4151.*)

1. Approval of the 2026-2027 Early College Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the District School Board of St. Johns County

V. New Business

A. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown – Action and Informational Agenda Items (*If you have any questions, please call Dr. Brown’s direct #386-312-4202.*)

1. Chief Operating Officer – Dr. Melanie Brown

- a. Information Only: SJR State Website Accessibility Compliance Review

- b. Information Only: After advertising, the following SJR State Board Rules will be brought to the May 2026 Board of Trustees meeting for approval:

- Amendment to Rule 1.10 Board Minutes and Actions
- Amendment to Rule 1.34 The College Catalog
- Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
- Repeal Rule 3.03 Recognition of Meritorious Service
- Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
- Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
- Amendment to Rule 3.08 Website Policy
- Amendment to Rule 3.20 Security and Crime Statistics
- Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors
- Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
- Amendment to Rule 3.26 Volunteers
- Amendment to Rule 3.36 Sexual Misconduct Policy
- Amendment to Rule 4.16 Institutional Membership
- Amendment to Rule 4.39 Bid Protests
- Amendment to Rule 5.02 Terminal Pay
- Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
- Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
- Amendment to Rule 5.15 Keys
- Amendment to Rule 5.29 SJR Campus Security Officers/Duties
- Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct

- Repeal Rule 5.49 COVID-19 Leave Policy
 - Amendment to Rule 6.01 Control and Discipline of Students
 - Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
 - Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant
2. Facilities – AVP of Facilities, Planning, and Capital Projects - Terry Thomas
 - a. Action to Approve the Florida School of the Arts Scherer Construction Contract Change Order #002
- B. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items *(If you have any questions, please call VP Peterson’s direct #386-312-4022.)*
1. Action to Approve a Transfer from Auxiliary Reserves to Unrestricted Fund 1 for purchase of cameras and accessories for Student Housing parking lots
- C. Vice President for Academic & Student Affairs – Dr. Ed Jordan – Information Agenda Items *(If you have any questions, please call Dr. Jordan’s direct #386-312-4151.)*
1. Public Hearing on Change to Admission Criteria for Nursing: RN to BSN
 2. Action to Approve Change to Admission Criteria for Nursing: RN to BSN
 3. Public Hearing on Change to Admission Criteria for Nursing A.S. Degree
 4. Action to Approve Change to Admission Criteria for Nursing A.S. Degree
 5. Public Hearing on Change to Admission Criteria for Nursing: LPN Bridge A.S. Degree
 6. Action to Approve Change to Admission Criteria for Nursing: LPN Bridge A.S. Degree
 7. Public Hearing on Change to Admission Criteria for Diagnostic Medical Sonography A.S. Degree
 8. Action to Approve Change to Admission Criteria for Diagnostic Medical Sonography A.S. Degree
 9. Public Hearing on Change to Admission Criteria for Health Information Technology A.S. Degree
 10. Action to Approve Change to Admission Criteria for Health Information Technology A.S. Degree
 11. Public Hearing on Change to Admission Criteria for Radiologic Technology A.S. Degree
 12. Action to Approve Change to Admission Criteria for Radiologic Technology A.S. Degree

13. Public Hearing on Change to Admission Criteria for Respiratory Care A.S. Degree

14. Action to Approve Change to Admission Criteria for Respiratory Care A.S. Degree

VI. President's Report

A. Special Presentation

VII. Trustees' Comments

A. Discussion and Action to Approve Results of the Board Self-Evaluation (*Confidential – Trustees Only*)

B. Action to Set Date, Time, and Place of Board Meetings for 2026-2027

VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES MEETING MINUTES

February 18, 2026

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Mr. Nick Primrose, Vice Chair
Mr. Cyrus Zomorodian

MEMBERS ABSENT:

Mr. Wendell Davis (excused)
Mr. Jud Sapp (excused)
Ms. Chereese Stewart (excused)

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Charlie Douglas on behalf of Jeremiah Blocker, J.D.,
Board Attorney

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

Meeting Call to Order

The floor was open to Public Comments. Hearing
none, the floor was closed to Public Comments.

Public Comment

There was no Old Business.

Old Business

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

Consent Agenda
Items

A.1 – Approval of Minutes of January 21, 2026, Board
Meeting

B.1 - Chief Operating Officer/Senior Vice President –
Dr. Melanie Brown: Personnel Matters

C.1-2 - Vice President for Finance/CFO – Randy
Peterson: Monthly Financial Report – January 2026;
and Facilities Usage Report – January 2026.

D.1-9 - Vice President for Academic & Student Affairs –
Dr. Ed Jordan:

1. Modification to the 2025-2026 Academic Calendar –
President Pickens noted that a letter was received from
the Florida Department of Education that encouraged
Florida's colleges to close on February 16 in
observance of Washington's birthday. He talked to the
Board Chair and made the decision to close.

2. 2026-2027 Academic Calendar

Academic Affairs:

3. Curriculum revisions effective Fall 2026 for the Arts and Sciences Department: Revised Course(s) - IDS 1110 Honors Explorations, PCB 3043 Ecology, PCB 3043L Laboratory for Ecology, SPN 1120 Foundations of Spanish I, SPN 1121 Foundations of Spanish II; Deleted Course(s) - AMH 1070 Florida Heritage (5 year), ANT 2100 Introduction to Archaeology (5 year), ANT 2511 Human Origins (5 year), POT 2002 Introduction to Political Theory (5 year).
4. Curriculum revisions effective Fall 2026 for the Florida School of the Arts: Deleted Course(s) - DAA 2743 Pilates Body Conditioning (5 year), DIG 2100 Web Design (5 year), GRA 2915C Advertising Design (5 year), THE 2300 Dramatic Literature (5 year), TPP 2119 Acting IV (5 year) TPP 2803 Stage Speech IV (5 year); Revised Programs - Associate in Science in Theater and Entertainment Technology, Acting and Associate in Science in Theater and Entertainment Technology, Theater Technology; Terminate Program - Associate in Science in Theater and Entertainment Technology, Stage Management.
5. Curriculum revisions effective Fall 2026 for the Teacher Education Department: Revised Course(s) - EDF 3430 Measurement, Evaluation, and Assessment in Education, EDF 3940 Clinical Field Experience in Curriculum and Instruction, EEC 4241 Integrated Music, Art, and Movement, RED 3309 Early and Emergent Literacy, RED 4319 Diagnosis and Instructional Intervention in Reading, RED 4342 Foundations of Research Based Practices in Reading, RED 4844 Reading Practicum, TSL 3080 Principles and Practices of ESOL I, TSL 3083 ESOL Issues and Strategies, TSL 4081 Principles and Practices of ESOL II; New Program - Stand-Alone Reading Endorsement Program; Revised Program - Educator Preparation Institute (EPI).
6. Curriculum revisions effective Fall 2027 for the Arts and Sciences Department: Revised Courses - MAC 1147 Precalculus, MAC 1147 Honors Precalculus; Revised Programs - Honors Program, General Education, Associate in Arts Degree.
7. Curriculum revisions effective Fall 2026 for the Allied Health Department: Deleted Course - HCP 0001 Health Career Core (5 year).
8. Curriculum revisions effective Fall 2026 for the Criminal Justice & Public Safety Department: New Program - Crime Scene Technology/Forensic Science, A.S. – Program Learning Outcomes; New

Course(s) - CJE 1641 Crime Scene Technology I, CJE 1642 Crime Scene Technology II, CJE 1671 Latent Fingerprint Development, CJE 1770 Crime Scene Photography, CJE 1772 Crime Scene Photography II, CJE 2649 Forensic Death Investigations; Terminated Program(s) - Correctional Probation Officer Cross-Over Training to Florida Corrections Academy, C.C. – 0548, Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy, C.C. – 0547; Deleted Course(s) - CJE 2130 Criminal Investigations (5 year), CJE 1300 The Patrol Function (5 year), CJE 2790 CJST CMS LE Bridge (5 year).

9. Curriculum revisions effective Fall 2026 for the Business, Industry, & Computer Information Systems Department: New Program - Agribusiness Management, A.S. – Program Learning Outcomes; New Course(s) - ORH 1000 Introduction to Horticulture, ORH 1113C Pest & Disease Control, ORH 1301 Introduction to Irrigation, AEB 2102 Principles of Agribusiness Management, AOM 2316 Agricultural Machinery & Equipment, AEB 1949 Agribusiness Internship; Deleted Course(s) - APA 2502 Payroll Tax (5 year), CGS 1560C Microcomputer Operating Systems, EET 1033C Fundamentals of DC/AC Circuits (5 year).

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

Approved Consent
Agenda Items IV.A-D

Dr. Melanie Brown reviewed and requested approval to cancel the March 11, 2026, SJR State Board of Trustees Meeting.

Mr. Zomorodian moved, seconded by Mr. Primrose, to approve Chief Operating Officer Items V.A.1.a (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Komando, Primrose, Zomorodian – Yes).

Approved Chief
Operating Officer
Items V.A.1.a

Dr. Brown reviewed and requested approval of the 2024-25 Student Housing DSO Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N (Taxable Year Ended March 31, 2025).

Mr. Primrose moved, seconded by Mr. Zomorodian, to approve Chief Operating Officer Items V.A.1.b (a detailed listing is contained in the material submitted by

Approved Chief
Operating Officer
Items V.A.1.b

the Office of Chief Operating Officer). Motion carried (Komando, Primrose, Zomorodian – Yes).

Dr. Brown reviewed for information only the SJR State President's Gala, Thursday, March 5, 2026, 6pm Thrasher Horne Center, Orange Park www.sjstate.edu/presidents-gala.

Chief Operating Officer Item V.A.1.c

Dr. Brown reviewed for information only Vikings Spring into Service, Friday, March 13, 2026. <https://thecenter.sjstate.edu/VikingsDaysofService>.

Chief Operating Officer Item V.A.1.d

Dr. Brown welcomed Tom Reynolds, Director of Facilities Operations, who presented a Construction Update on the Remodel and Addition of the Palatka Campus FloArts Building. The project is scheduled to be completed by July 31.

Chief Operating Officer Item V.A.2.a

AVP Chuck Romer presented an update for information only on the SJR State Faculty Collective Bargaining Unit. The current Collective Bargaining Agreement expires on June 30. A meeting is scheduled on March 6 for bargaining the non-wages articles for the new agreement. Meetings are scheduled in April and May to bargain the wages article. He overviewed the data included in the packet regarding recent union participation. The union has had to recertify each year.

Chief Operating Officer Item V.A.3.a

VP/CFO Randy Peterson reviewed and requested approval of the 2025 Annual Property Inventory.

Mr. Primrose moved, seconded by Mr. Zomorodian, to approve Chief Operating Officer Item V.B.1 (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Komando, Primrose, Zomorodian – Yes).

Approved VP/Chief Finance Officer Item V.B.1

Mr. Peterson reviewed and requested approval of a \$2,850,000.00 Transfer from Board Designated Operating Reserves to the Unexpended Plant Fund.

Mr. Primrose moved, seconded by Mr. Zomorodian, to approve Chief Operating Officer Item V.B.2 (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Komando, Primrose, Zomorodian – Yes).

Approved VP/Chief Finance Officer Item V.B.2

Dr. Ed Jordan reviewed for information only proposed revisions to the following program(s): Admissions criteria for Diagnostic Medical Sonography, A.S. – 2135/2136; Admissions criteria for Respiratory Care,

VP for Academic & Student Affairs Item V.C.1.a-g

A.S. - 2125/2126; Admissions criteria for Radiologic Technology, A.S. - 2155/2156; Admissions criteria for Health Information Technology, A.S. – 0350/0351; Admissions criteria for Nursing, A.S. - 0208/0299; Admissions criteria for Nursing: LPN Bridge to ASN, A.S. - 0208/0298; and Admissions criteria for Nursing: RN to BSN, B.S. – 8700. He noted these items will be brought for approval at the April Board meeting, following being publicly noticed.

Dr. Ros Humerick reviewed and requested approval to Reaffirm the College Mission, Vision and Values for the 2022-2027 Strategic Plan.

Mr. Primrose moved, seconded by Mr. Zomorodian, to approve VP/Chief Institutional Research Officer Item V.D.1 (a detailed listing is contained in the material submitted by the Office of VP/CIRO). Motion carried (Komando, Primrose, Zomorodian – Yes).

Approved VP/CIRO
Item V.D.1

Dr. Ros Humerick reviewed and requested approval to Reaffirm the College Goals and Objectives for the 2022-2027 Strategic Plan.

Mr. Primrose moved, seconded by Mr. Zomorodian, to approve VP/Chief Institutional Research Officer Item V.D.2 (a detailed listing is contained in the material submitted by the Office of VP/CIRO). Motion carried (Komando, Primrose, Zomorodian – Yes).

Approved VP/CIRO
Item V.D.2

Dr. Ros Humerick reviewed for information only Strategic Plan Scorecards and Strategic Plan Performance Measures: 2024-2025 Update.

VP/CIRO Item V.D.3

Dr. Ros Humerick reviewed for information only the Board Self-Evaluation Procedures. She noted it will be electronically administered. The President's Cabinet will also complete a self-evaluation.

VP/CIRO Item V.D.4

Dr. Ros Humerick gave an update on changing Institutional Accreditors. She stated that the application and evidence were submitted in December to the HLC (Higher Learning Commission). In January, the College was notified that we are eligible for the accelerated process. The peer review submission will occur in late fall, with a site visit in the fall 2027.

VP/CIRO Item V.D.5

President Pickens discussed his trip to Tallahassee where he met with Representatives Garrison and Sapp, Senator Leek, and Senator Bradley's staff. He noted the PECO project (the STEM building on the Palatka

President's Report

Campus) is in the Senate budget, but not yet in the House budget. He returned to Tallahassee the following week to meet with Senator Hooper.

President Pickens gave an update on the start of the spring athletic season. Conference games start this weekend.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 2:45 p.m.

Adjournment



MEMORANDUM

TO: Joe Pickens, J.D.
College President

FROM: Melanie Brown, Ph.D.
Chief Operating Officer/Senior Vice President

DATE: April 7, 2026

RE: Consent Agenda Items

April 15, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the April 15, 2026, meeting:

1. Approval of Personnel Matters

DISTRICT BOARD OF TRUSTEES

BOARD MEETING: April 15, 2026

PERSONNEL MATTERS

Name	Job Classification	Type of Pay or Action	Pay Scale or Rate	Dates
Allen, Todd	FT – Career Service	Hire	CS – Grade 110	3/2/2026
Balcanoff, Karen	FT – Professional Support	Position elimination	N/A	4/1/2026
Carroll, Necia	FT – Career Service	Hire	CS – Grade 110	3/2/2026
Castell, Timothy	FT – Faculty	Contract non-renewal	N/A	7/31/2026
Corso, Melody	FT – Administration	Retire	N/A	4/30/2026
Dye, Robert	FT – Professional Support	Resign	N/A	2/28/2026
Dye, Viktoriya	FT – Paraprofessional	Resign	N/A	2/28/2026
Farr, Logan	FT – Professional Support	Resign	N/A	3/31/2026
McCurry, Julia	FT – Faculty	Hire	Masters – 9mo	4/1/2026
Owens, Threasa	FT – Faculty	Resignation	N/A	4/30/2026
Whitmer, Eric	FT – Professional Support	Position elimination	N/A	4/1/2026

MISCELLANEOUS

DROP entries:

- Dr. Melanie Brown

Volunteers:

- Joel Bragg
- Laurie Gregware



MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: April 6, 2026

RE: Consent Agenda Items: April 15, 2026

The following Consent items are submitted for the Board of Trustees' consideration at the April 15, 2026, meeting:

CONSENT AGENDA ITEMS:

1. Approval of Monthly Financial Report – March 2026
2. Budget Amendments
 - a. Operating Fund 1
 - b. Restricted Fund 2
 - c. Auxiliary Fund 3
 - d. Capital Outlay/Plant fund 7
3. Facilities Usage Report – March 2026
4. Approval of Write-offs of Tangible Personal Property



Monthly Financial Report

March 2026

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of March 31, 2026

	TOTAL	FUND TYPE					
		GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
Assets							
Cash	\$ 22,242,492	\$ 1,299,986	\$ 482,767	\$ 5,778,835	\$ 52,005	\$ 2,246,301	\$ 12,382,598
Cash Equivalents	567	567	-	-	-	-	-
Certificates of Deposit	20,000,000	20,000,000	-	-	-	-	-
Accounts Receivable	2,911,590	2,580,598	87,299	45,874	49,289	-	148,530
Inventories	282,763	-	-	282,763	-	-	-
Due From Component Unit	-	-	-	-	-	-	-
Prepaid Assets	10,768	10,768	-	-	-	-	-
Other Assets	2,600	2,600	-	-	-	-	-
Due from State	19,387,154	-	-	-	-	-	19,387,154
Total Assets	64,837,934	23,894,519	570,066	6,107,472	101,294	2,246,301	31,918,281
Deferred Outflow of Resources	8,489,699	8,489,699	-	-	-	-	-
Liabilities							
Net Pension Liability	23,950,733	23,950,733	-	-	-	-	-
Compensated Absences Payable	4,188,531	4,188,531	-	-	-	-	-
Other Post Employment Benefit Payable	1,579,841	1,579,841	-	-	-	-	-
Deferred Revenue	52,730	-	-	52,730	-	-	-
Payables	2,302,022	19,023	11	36,354	333	2,246,301	-
Due to Other Funds	2,135	2,135	-	-	-	-	-
Total Liabilities	32,075,992	29,740,263	11	89,084	333	2,246,301	-
Deferred Inflow of Resources	4,410,853	4,410,853	-	-	-	-	-
Fund Balance	36,840,788	(1,766,898)	570,055	6,018,388	100,961	(0)	31,918,281
Amount Expected to be Financed in Future Years	25,640,259	25,640,259	-	-	-	-	-
Adjusted Fund Balance	62,481,047	23,873,361	570,055	6,018,388	100,961	(0)	31,918,281

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month Ended March 31, 2026

	<u>CURRENT YEAR 2025-2026</u>			FY % 75.0%	<u>PRIOR YEAR 2024-2025</u>
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
Tuition and Fees	\$ 11,362,531	\$ 11,178,413	\$ 184,118	98.4%	\$ 10,372,941
State Support	38,431,358	27,156,024	11,275,334	70.7%	28,467,600
Local Support	2,100,000	2,098,753	1,247	99.9%	1,985,371
Other Sources	1,613,800	1,299,475	314,325	80.5%	1,480,733
Total Revenue	53,507,689	41,732,666	11,775,023	78.0%	42,306,644
Expenditures:					
Salaries	27,624,434	20,797,198	6,827,236	75.3%	20,242,506
Benefits	11,864,603	8,651,413	3,213,190	72.9%	7,205,041
Total Salaries & Benefits	39,489,037	29,448,611	10,040,426	74.6%	27,447,547
Materials and Supplies	2,486,020	1,873,981	1,873,981	75.4%	1,748,665
Contracted Non Instructional	1,707,993	1,067,165	640,828	62.5%	1,124,843
Utilities	1,264,310	901,456	362,854	71.3%	812,761
Repairs and Maintenance	1,474,259	864,867	609,392	58.7%	985,662
Professional Fees	275,650	169,377	106,273	61.4%	169,138
Insurance	961,920	920,913	41,007	95.7%	888,947
Technology Services	192,995	153,806	39,190	79.7%	139,704
Travel	472,066	194,518	277,547	41.2%	178,463
Advertising	139,712	93,392	46,320	66.8%	59,001
Other Services	981,093	628,289	352,803	64.0%	628,538
Other Current Charges	1,175,880	697,333	478,547	59.3%	722,145
Total Current Expenses	11,131,897	7,565,097	4,828,743	68.0%	7,457,866
Capital Outlay	3,022,732	394,867	2,627,866	13.1%	554,781
Transfers	4,500,000	4,500,000	-	100.0%	1,000,000
Total Expenditures	58,143,667	41,908,575	16,235,092	72.1%	36,460,195
Net Revenues and Expenditures	\$ (4,635,978)	\$ (175,909)			\$ 5,846,449
Budgeted Ending Adjusted Fund Balance *	\$ 19,413,292				

* excludes Amount to be Financed in Future Years of \$25,640,259

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
RESTRICTED CURRENT FUND
For the Month Ended March 31, 2026

	<u>CURRENT YEAR 2025-2026</u>			FY % 75.0%	<u>PRIOR YEAR 2024-2025</u>
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
Federal Support	\$ 977,311	\$ 574,021	\$ 403,290	58.7%	\$ 431,017
Student Fees	762,000	774,370	(12,370)	101.6%	729,734
State Support	113,177	81,506	31,671	72.0%	80,193
Other Sources	-	-	-	0.0%	-
Total Revenue	1,852,488	1,429,897	422,591	77.2%	1,240,944
Expenditures:					
Salaries	674,094	540,623	133,471	80.2%	488,064
Benefits	283,559	220,526	63,034	77.8%	162,522
Total Salaries & Benefits	957,653	761,149	196,504	79.5%	650,586
Materials and Supplies	242,274	157,498	84,776	65.0%	187,081
Contracted Non Instructional	53,588	40,725	12,863	76.0%	31,450
Repairs and Maintenance	418	418	-	0.0%	2,691
Professional Fees	28,065	9,445	18,620	33.7%	27,341
Technology Services	-	-	-	0.0%	-
Travel	168,515	117,785	50,730	69.9%	75,720
Advertising	-	-	-	0.0%	649
Other Services	110,926	65,265	45,661	58.8%	86,909
Other Current Charges	20,584	17,495	3,089	85.0%	-
Total Current Expenses	624,369	408,630	215,739	65.4%	411,842
Capital Outlay	344,544	98,116	246,428	28.5%	5,221
Total Expenditures	1,926,566	1,267,895	658,671	65.8%	1,067,649
Net Revenues and Expenditures	<u>\$ (74,078)</u>	<u>\$ 162,002</u>			<u>\$ 173,295</u>

**St. Johns River State College
Budget Amendment Request
Fund 1: Unrestricted Fund**

Fiscal Year: 2025-26

Month: March

Amendment Number: 3

Be it resolved that the District of 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:

Category	Current Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	24,049,279	0.00	0.00	24,049,279
Revenues	<u>53,507,689</u>	<u>0.00</u>	<u>0.00</u>	<u>53,507,689</u>
Total Available	77,556,968	0.00	0.00	77,556,968
Salaries and Benefits	39,461,596	27,441	0.00	39,489,037
Current Expenses	15,554,786	77,111	0.00	15,631,897
Capital Outlay	<u>3,110,791</u>	<u>0.00</u>	<u>88,059</u>	<u>3,022,732</u>
Total Expenditures	58,127,173	104,552	88,059	58,143,666
Ending Fund Balance	19,429,795	0.00	0.00	19,413,302

Justification:

Categorical reclassification for Pipeline fund, and category changes as requested by departments for general operations.

**St. Johns River State College
Budget Amendment Request
Fund 2: Restricted Fund**

Fiscal Year: 2025-26

Month: March

Amendment Number: 3

Be it resolved that the District of 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:

Category	Current Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	408,053	0.00	0.00	408,053
Revenues	1,852,488	0.00	0.00	1,852,488
Total Available	2,260,541	0.00	0.00	2,260,541
Salaries and Benefits	956,043	754	420	956,377
Current Expenses	603,698	31,816	9,869	625,645
Capital Outlay	335,009	9,535	0.00	344,544
Total Expenditures	1,894,750	42,105	10,289	1,926,566
Ending Fund Balance	365,791	0.00	0.00	333,975

Justification:

Increase current expenses for Volleyball State and National Tournament for Fall 2025. Adjust expenditures budget categories for grant operating needs, and category changes allowed by grantor.

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

Fiscal Year: 2025-26

Month: March

Amendment Number: 3

Be it resolved that the District of 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:

Category	Current Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	6,943,633	0.00	0.00	6,943,633
Revenues	5,400,800	25,000	0.00	5,425,800
Total Available	12,344,433	25,000	0.00	12,369,433
Salaries and Benefits	1,146,087	0.00	0.00	1,146,087
Current Expenses	4,503,063	13,490	0.00	4,517,033
Capital Outlay	32,336	0.00	0.00	32,336
Total Expenditures	5,681,486	13,940	0.00	5,695,426
Ending Fund Balance	6,662,947	0.00	0.00	6,674,007

Justification:

Increase Thrasher Horne Center budgets to reflect actual mid-year receipts, and projections. Increase for bookstore upgrade to Prism Web Template.

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

Fiscal Year	2025-26
Month	April

Amendment Number:	3
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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
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Category	Approved Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$22,515,443			\$22,515,443
Revenues	\$22,719,361	\$11,386,963		\$34,106,324
Expenditures:				
Capital Improvement Fee	\$3,781,886			\$3,781,886
Sale of Assets	57,875			57,875
Local Transfers	10,289,442	1,500,000		11,789,442
Capital Outlay & Debt Service (CO&DS)	775,454			775,454
Renovation/Remodel (PECO)	120,693			120,693
24/25 Reno Clasrm Bldg Wkfrc Ctr Add	9,999,124	9,386,963		19,386,087
State Deferred Maintenance	694,886	500,000		1,194,886
Total Expenditure Budget	\$25,719,361	\$11,386,963		\$37,106,324
Estimated Ending Fund Balance	\$19,515,444			\$19,515,444

Justification:	Fund 1 to Fund 7 State Deferred Maintenance Transfer in the amount of \$500,000. Fund 3 to Fund 7 Transfer to the Remodel and Additions to the FloArts Building Project in the amount of \$1,500,000. Renovation of Classroom Building and Workforce Center Addition PECO Project – Second Allocation in the amount of \$9,386,963. Contingency funds as needed for scope of work changes.
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Certified:	Date:
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Vice President/Chief Financial Officer

<u>REVENUE BUDGET</u>	<u>2025-26 APPROVED BUDGET</u>	<u>BUDGET AMENDMENT THREE</u>	<u>2025-26 AMENDED BUDGET</u>
Capital Improvement Fee	\$3,781,886		\$3,781,886
21/22 Rem/Ren/Add Instructional & Support-Orange Park Campus	120,693		120,693
Capital Outlay & Debt Service (CO&DS)	775,454		775,454
State Deferred Maintenance	694,886	500,000	1,194,886
24/25 Reno Classroom Building Workforce Center Addition	9,999,124	9,386,963	19,386,087
Other Income	57,875		57,875
College Funds	10,289,442	1,500,000	11,789,442
2025-26 Capital Outlay Revenue Budget	\$25,719,361	\$11,386,963	\$37,106,324
<u>EXPENDITURE BUDGET</u>			
<u>Capital Improvement Fee</u>			
Student Safety Improvements	\$177,725		\$177,725
SAC Building V (Viking Center) Furnishings & Equipment	23,780		23,780
Classroom Eq-Learning Resources	20,097		20,097
Academic Departmental Capital Equipment Needs	17,355		17,355
Technology Refresh 2024-25	413,193		413,193
Technology Refresh 2025-26	600,000		600,000
C/W Carpet Replacement	15,192		15,192
PAC FloArts Black Box Renovation	8,474		8,474
Student Related Capital Purchases – Expenses	17,010		17,010
Cisco Phone Upgrade	12,134		12,134
Remodel/Addition to FloArts Building	275,000		275,000
Unallocated Funding	2,148,490		2,148,490
	\$3,728,451		\$3,728,451
<u>Capital Improvement Fee - PSAV</u>			
Unallocated Funding	\$53,435		\$53,435
<u>Sales of Assets</u>			
Miscellaneous Projects	\$11,497		\$11,497
Sales of Assets Expenses	4,575		4,575
Unallocated Funding	41,804		41,804
	\$57,875		\$57,875
<u>Local-Transfer</u>			
PAC Building A (Admin.) Renovation	\$2,250		\$2,250
Tree Campus	4,021		4,021
SAC Building V (Viking Center) Addition/Renovation	25,769		25,769
Security Updates			
Facilities Planning	\$1,466		1,466
Remodel/Additions to FloArts Building	7,910,759	1,500,000	9,410,759
Unallocated Funding			
	\$7,944,265	\$1,500,000	\$9,444,265
<u>Local-Deferred Maintenance</u>			
C/W Sidewalk Repairs	\$4,573		\$4,573
C/W Miscellaneous Maintenance Projects	1,059,235	350,000	1,409,235
PAC Miscellaneous Deferred Maintenance (Beautification)	715,115		715,115
C/W Elevator Upgrades	64,376		64,376
PAC, Gymnasium Projects	500,000	150,000	650,000
Unallocated Funding	1,879		1,879
	\$2,345,178	\$500,000	\$2,845,178

Capital Outlay & Debt Service			
Furniture Replacement	24,794		\$24,794
C/W Roof Repair			
Infrastructure & Site Improvements	234,958		234,958
PAC Storm Water Master Plan	50,000		50,000
Civil Rights Assessment – ADA Compliance	5,483	14,015	19,498
Unallocated Funding	<u>460,219</u>	<u>-14,015</u>	<u>474,234</u>
	\$775,454	\$0	\$775,454
21/22 OPC Ren/Rem (PECO)			
OPC Chiller Project for Thrasher Home Center (Special Needs Shelter)	\$120,693		\$120,693
State Deferred Maintenance			
PAC Building V Roof Replacement	\$		\$
PAC Library Restroom/Window Wall System, ADA/Life Safety	1,067		1,067
SAC Chiller Replacement	6,997		6,997
OPC Chiller and Cooling Tower Replacement	230,550		230,550
PAC Sewer Piping Repair/Replacement	<u>456,273</u>		<u>456,273</u>
	\$694,886		\$694,886
24/25 PAC Ren/Add (PECO)			
PAC Ren/Add Classroom Building and Workforce Addition	\$9,999,124	\$9,386,963	19,386,087
2025-26 Capital Outlay Expenditure Budget	\$25,719,361	\$11,386,963	\$37,106,324



MEMORANDUM

TO: Randy Peterson, VP for Finance
FROM: Amy Tincher, Senior Accountant
DATE: April 7, 2026
RE: Report on Facilities Use for February and March 2026

Facilities use for the month of February 2026:

Organization	Campus
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
United Way of Northeast Florida VITA Tax Preparation	Palatka
First Coast Financial Group	St Augustine
United Way of Northeast Florida VITA Tax Preparation	St Augustine
United Way of St Johns County VITA Tax Preparation	Orange Park

Facilities use for the month of March 2026:

Organization	Campus
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
United Way of Northeast Florida VITA Tax Preparation	Palatka
Creekside High School Baseball	Palatka
Baldwin Middle-Senior High School Baseball	Palatka
Clay County High School Baseball	Palatka
Middleburg High School Baseball	Palatka

Keystone Heights High School Baseball	Palatka
Bishop Moore Catholic School Baseball	Palatka
Bucholz High School Baseball	Palatka
North Marion High School Baseball	Palatka
St Johns Country Day School Baseball	Palatka
Office of the Florida Attorney General	St Augustine
Mission Trace HOA	St Augustine
United Way of Northeast Florida VITA Tax Preparation	St Augustine
Council of Financial Education	Orange Park
Florida Department of Education	Orange Park
United Way of St Johns County VITA Tax Preparation	Orange Park



MEMORANDUM

TO: Randy Peterson
FROM: Cindy Reed
DATE: April 6, 2026
RE: Consent on Write-Off of Tangible Personal Property


The write-off of tangible personal property must be approved by the Board of Trustees on April 15, 2026, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

Property Number	Description	Reason for Write-Off	Acquisition Date
28310	John Deere Mower	Item Obsolete	07/07/2004
31155	Server	Item Obsolete	10/23/2012
31564	Server	Item Obsolete	07/21/2015
31781	Server	Item Obsolete	07/21/2015
31782	Server	Item Obsolete	07/21/2015
32224	Server	Item Obsolete	08/21/2018



MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: March 31, 2026

RE: Consent Agenda Item – April 15, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the April 15, 2026, meeting:

- Approval of the 2026-2027 Early College Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the District School Board of St. Johns County

**2026-2027 Early College Program Contract Between
St. Johns County School District 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. St. Johns County School District, 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 Early College Programs 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 in 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/DEList.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 towards 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 2026-2027, 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 or full-time instructor teaching as an overload: \$700.00 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 2026-2027 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.

**2026 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 _____ 2026

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 ____ day of _____ 2026.

for School Board of St. Johns County, Florida:

Chairman, St. Johns County School District

Superintendent, St. Johns County School District

**2026 Early College Program Contract Execution Between
St. Johns County School District and St. Johns River State College**

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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 _____ 2026

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 ____ day of _____ 2026.

for School Board of St. Johns County, Florida:

Chairman, St. Johns County School District

Superintendent, St. Johns County School District

**2026 Early College Program Contract Execution Between
St. Johns County School District and St. Johns River State College**

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Signed on this ____ day of _____ 2026

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 ____ day of _____ 2026.

for School Board of St. Johns County, Florida:

Chairman, St. Johns County School District

Superintendent, St. Johns County School District

**2026 Early College Program Contract Execution Between
St. Johns County School District and St. Johns River State College**

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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 _____ 2026

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 ____ day of _____ 2026.

for School Board of St. Johns County, Florida:

Chairman, St. Johns County School District

Superintendent, St. Johns County School District



2026 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 _____ ²⁰²⁵~~2026~~

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 18th day of November ²⁰²⁵~~2026~~

for School Board of St. Johns County, Florida:

Chairman, St. Johns County School District

Superintendent, St. Johns County School District

**2026 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.

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Chairman, St. Johns River State College


President, St. Johns River State College

Signed on this 18th day of November ²⁰²⁵~~2026~~

for School Board of St. Johns County, Florida:



Chairman, St. Johns County School District



Superintendent, St. Johns County School District

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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 18th day of November ~~2026~~ ²⁰²⁵

for School Board of St. Johns County, Florida:



Chairman, St. Johns County School District



Superintendent, St. Johns County School District

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

Chairman, St. Johns River State College

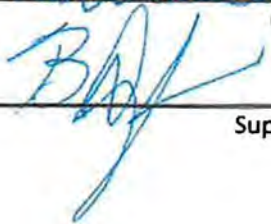
President, St. Johns River State College

Signed on this 18th day of November ²⁰²⁵~~2026~~

for School Board of St. Johns County, Florida:



Chairman, St. Johns County School District



Superintendent, St. Johns County School District



MEMORANDUM

TO: Joe Pickens, J.D.
College President

FROM: Melanie Brown, Ph.D.
Chief Operating Officer/Senior Vice President

DATE: April 7, 2026

RE: Action Agenda Items

April 15, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the April 15, 2026, meeting:

1. Chief Operating Officer, Dr. Melanie Brown
 - a. Information Only: SJR State Website Accessibility Compliance Review
 - b. Information Only: After advertising, the following SJR State Board Rules will be brought to the May 2026 Board of Trustees meeting for approval:
 - Amendment to Rule 1.10 Board Minutes and Actions
 - Amendment to Rule 1.34 The College Catalog
 - Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
 - Repeal Rule 3.03 Recognition of Meritorious Service
 - Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
 - Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
 - Amendment to Rule 3.08 Website Policy
 - Amendment to Rule 3.20 Security and Crime Statistics
 - Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors
 - Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
 - Amendment to Rule 3.26 Volunteers

- Amendment to Rule 3.36 Sexual Misconduct Policy
- Amendment to Rule 4.16 Institutional Membership
- Amendment to Rule 4.39 Bid Protests
- Amendment to Rule 5.02 Terminal Pay
- Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
- Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
- Amendment to Rule 5.15 Keys
- Amendment to Rule 5.29 SJR Campus Security Officers/Duties
- Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct
- Repeal Rule 5.49 COVID-19 Leave Policy
- Amendment to Rule 6.01 Control and Discipline of Students
- Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
- Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

2. Facilities

- a. Action to approve the Florida School of the Arts Scherer Construction Contract Change Order #002

CURRENT

Rule 1.10: Board Minutes and Actions

Approved unknown

Amended 06/01/05

Specific Authorities: FS 1001.65 (17), Chapter 119, FS, Article 1, Section 24,
Constitution of the State of Florida

The President, as Secretary, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the Board. The typed minutes of each meeting shall be considered, corrected if necessary and approved at the next regular meeting or during an intervening special meeting if the Board so desires. The minutes shall be signed by the Chairman and the President immediately after correction, if necessary, and approval, and shall be kept as a public record in a permanently bound book in the custody of the President.

The minutes shall show the vote of each member present on all matters on which the Board takes action. It shall be the duty of each member to see to it that both the matter and his vote thereon are properly recorded in the minutes, it shall be presumed that the vote of each member present supported any action taken by the Board.

It shall also be presumed that the policies, appointments, programs and expenditures not recorded in the minutes, but made and actually in effect at the College, were made and put into effect at the direction of the Board.

PROPOSED AMENDMENT

Rule 1.10: Board Minutes and Actions

Approved unknown

Amended XXXX; 06/01/05

Specific Authorities: FS 1001.65 (17), Chapter 119, FS, Article 1, Section 24,
Constitution of the State of Florida

The President, as Secretary, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the Board. The typed minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting or during an intervening special meeting if the Board so desires. The approved minutes shall be signed by the Chairman and the President immediately after correction, if necessary, and approval, and shall be kept as a public record in a permanently bound book in the custody of the President.

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NEW CLEAN COPY

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Approved unknown

Amended XXXX; 06/01/05

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It shall also be presumed that the policies, appointments, programs and expenditures not recorded in the minutes, but made and actually in effect at the College, were made and put into effect at the direction of the Board.

CURRENT

Rule 1.34: The College Catalog

Approved 01/18/06

Amended 9/15/10; 08/16/06

Specific Authorities: FS 1001.64 (4) (b), FS 1001.64 (6) through (8) (g), FS 1006.50 (1) through (3)

The St. Johns River State College Catalog published at least annually will be approved by the Board of Trustees before dissemination of the Catalog to persons not on the College staff.

PROPOSED AMENDMENT

Rule 1.34: The College Catalog/Student Handbook

Approved 01/18/06

Amended XXXX; 9/15/10; 08/16/06

Specific Authorities: FS 1001.64 (4) (b), FS 1001.64 (6) through (8) (g), FS 1006.50 (1) through (3)

The St. Johns River State College Catalog/Student Handbook, published on the College's website at least annually, will be approved by the Board of Trustees before dissemination of the Catalog to persons not on the College staff.

NEW CLEAN COPY

Rule 1.34: The College Catalog/Student Handbook

Approved 01/18/06

Amended XXXX; 9/15/10; 08/16/06

Specific Authorities: FS 1001.64 (4) (b), FS 1001.64 (6) through (8) (g), FS 1006.50 (1) through (3)

The St. Johns River State College Catalog/Student Handbook, published on the College's website at least annually, will be approved by the Board of Trustees before dissemination to persons not on the College staff.

CURRENT

Rule 2.15: Contracting for Architectural and Other Professional Services

Approved 05/17/06

Amended 4/18/12

Specific Authorities: FS 287.017, FS 287.055(3)(a), Chapter 440, FS, FS 287.133(3)(a)

Professional architectural and other professional services will be acquired by the College pursuant to the Consultants' Competitive Negotiation Act (CCNA) (F.S. 287.055).

When professional services must be purchased for a project the basic cost of which is estimated to exceed the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for CATEGORY TWO, except in cases of valid public emergencies as certified by the Board of Trustees, the College will verify that any firm or individual desiring to provide professional services is fully qualified to render the required services. Factors to be taken into consideration include, but are not limited to, the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

The College may enter into continuing contract for professional services with a firm or firms, whereby the firm provides professional services in accordance with the thresholds provided for in the Consultants' Competitive Negotiation Act for continuing contract. Continuing contracts may be amended to be consistent with CCNA thresholds as they are revised. Firms under continuing contracts shall not be required to bid against one another for the rendering of services.

Public announcement, qualification procedures, competitive selection, and competitive negotiation will be conducted in accordance with the procedures set forth in the Consultants' Competitive Negotiation Act. The President or the President's designee will appoint a review team to evaluate the qualification data for each firm. The Senior Vice President/General Counsel and/or the Vice President for Finance and Administration/CFO will take the review team's recommendations to the Board for action by the Board.

Based on the review team's recommendations, the Board will approve or disapprove the recommended ranking of the three (3) most qualified firms, and direct the staff to commence contract negotiations beginning with the top ranked firm. After the ranking of the firms has been approved by the Board, the Senior Vice President/General Counsel or the Vice President for Finance and Administration/CFO will conduct fee and contract negotiations beginning with the most qualified firm. The parties to the negotiation will agree upon the full scope of services to be supplied and the compensation. In the event that no agreement is reached with the top ranked firm, or in the event that additional firms are desired for continuing contract, negotiations will commence with the next ranked firm.

Failing accord with the second ranked firm, or in the event that additional firms are desired for continuing contract, negotiations will begin with the next ranked firm.

When an agreement or agreements on the scope of services and fees is reached through negotiations, the President is authorized to execute the contract for services.

In the event that negotiations are not successful with any of the selected firms, additional firms may be recommended to the Board for approval in the order of their ranking in order to continue contract negotiations until an agreement is reached, or the Board may elect to repeat the selection process from the beginning.

All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, (F.S. 287.055), will carry and maintain during the period they are performing services for the College, at minimum, the insurance coverage and limits as recommended by the College's Risk Management Consortium or those in accordance with insurance industry standards.

PROPOSED AMENDMENT

Rule 2.15: Contracting for Architectural and Other Professional Services

Approved 05/17/06

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NEW CLEAN COPY

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Approved 05/17/06

Amended XXX; 4/18/12

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CURRENT

Rule 3.03: Recognition of Meritorious Service

Approved unknown

Amended 06/01/05

Specific Authorities: FAC 6A-14.060; FS 1001.64

It shall be the policy of this Board to honor individuals who have gone beyond the call of normal duties to contribute substantially to the promotion and welfare of St. Johns River State College.

Recognition of meritorious service may be in the form of naming a campus building or other facility for the individual and/or election to the College Hall of Fame, provided the following conditions are met:

1. The naming of a campus building for an individual must be awarded for devotion and service to the College.
2. The election to the College Hall of Fame may be awarded to an individual, living or deceased, who has substantially contributed either material wealth or service.
3. Anyone may make nominations, but only the majority vote of the Board can approve the award.

REPEAL

Rule 3.03: Recognition of Meritorious Service—REPEALED

Approved unknown

Amended 06/01/05

Repealed XXXX

Specific Authorities: FAC 6A-14.060; FS 1001.64

~~It shall be the policy of this Board to honor individuals who have gone beyond the call of normal duties to contribute substantially to the promotion and welfare of St. Johns River State College.~~

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- ~~2.—The election to the College Hall of Fame may be awarded to an individual, living or deceased, who has substantially contributed either material wealth or service.~~
- ~~3.—Anyone may make nominations, but only the majority vote of the Board can approve the award.~~

CURRENT

Rule 3.04 (C): Administration of the Dr. Philip Benjamin Academic Improvement Trust Fund

Approved 01/18/06

Specific Authorities: FS 1011.85; Council of Presidents Guideline and Procedure # 2

The District Board of Trustees of St. Johns River State College establishes the St. Johns River State College Foundation as the recipient of all gifts and state matching dollars under the Dr. Philip Benjamin Academic Improvement Trust Fund established in FS 1011.85. However, the Board of Trustees shall approve each gift or donation to the Foundation's Academic Improvement Trust Fund to ensure alignment with the unique missions of the College. The Board of Trustees will link all requests for matching dollars to the goals and missions of the College and the Academic Improvement Trust fund as established in FS 1011.85 (11).

As the repository for gifts, donations and state matching dollars, the Board of Trustees directs the Foundation Board of Directors to:

1. Establish its own matching grant program fund as a depository for the private contributions and matching state funds received as part of the Academic Improvement Trust Fund [FS 1011.85 (9)].
2. Report all gifts and donations approved by the Board of Trustees and eligible for state matching dollars to the State Board of Education by Feb. 1 of each year [FS 1011.85 (4) (a) through (c)].
3. Certify to the Board of Trustees and the State Board of Education in an annual report the receipt of eligible cash contributions that were previously unmatched by the State [FS 1011.85 (4) (a) through (c)].
4. Submit to the Board of Trustees and the State Board of Education an annual expenditure report tracking the use of all contributions and the related matching dollars received as part of the Academic Improvement Trust Fund [FS 1011.85 (4) (a) through (c)].
5. Ensure that the annual audit of the Foundation includes a certification of accuracy in the amount reported for matching dollars, the amount expended from the Academic Improvement Trust Fund, and that the expenditures meet the guidelines established in FS 1011.85 (11) [FS 1011.85 (4) (a) through (c)].

PROPOSED AMENDMENT

Rule 3.04 (C): Administration of the Dr. Philip Benjamin Matching Grant Program Academic Improvement Trust Fund

Approved 01/18/06

Amended XXXX

Specific Authorities: FS 1011.85; Council of Presidents Guideline and Procedure # 2

The District Board of Trustees of St. Johns River State College establishes the St. Johns River State College Foundation as the recipient of all gifts and state matching dollars under the Dr. Philip Benjamin Matching Grant Program Academic Improvement Trust Fund established in FS 1011.85. However, the Board of Trustees shall approve each gift or donation to the Foundation's Matching Grant Program Academic Improvement Trust Fund to ensure alignment with the unique missions of the College. The Board of Trustees will link all requests for matching dollars to the goals and missions of the College and the Matching Grant Program Academic Improvement Trust Fund as established in FS 1011.85 (11).

As the repository for gifts, donations and state matching dollars, the Board of Trustees directs the Foundation Board of Directors to:

1. Establish its own matching grant program fund as a depository for the private contributions and matching state funds received as part of the Matching Grant Program Academic Improvement Trust Fund [FS 1011.85 (9)].
2. Report all gifts and donations approved by the Board of Trustees and eligible for state matching dollars to the State Board of Education by Feb. 1 of each year in by all established deadlines [FS 1011.85 (4) (a) through (c)].
3. Certify to the Board of Trustees and the State Board of Education in an annual report the receipt of eligible cash contributions that were previously unmatched by the State [FS 1011.85 (4) (a) through (c)].
4. Submit to the Board of Trustees and the State Board of Education an annual expenditure report tracking the use of all contributions and the related matching dollars received as part of the Matching Grant Program Academic Improvement Trust Fund [FS 1011.85 (4) (a) through (c)].
5. Ensure that the annual audit of the Foundation includes a certification of accuracy in the amount reported for matching dollars, the amount expended from the Matching Grant Program Academic Improvement Trust Fund, and that the expenditures meet the guidelines established in FS 1011.85 (11) [FS 1011.85 (4) (a) through (c)].

NEW CLEAN COPY

Rule 3.04 (C): Administration of the Dr. Philip Benjamin Matching Grant Program

Approved 01/18/06

Amended XXXX

Specific Authorities: FS 1011.85; Council of Presidents Guideline and Procedure # 2

The District Board of Trustees of St. Johns River State College establishes the St. Johns River State College Foundation as the recipient of all gifts and state matching dollars under the Dr. Philip Benjamin Matching Grant Program established in FS 1011.85. However, the Board of Trustees shall approve each gift or donation to the Foundation's Matching Grant Program to ensure alignment with the unique missions of the College. The Board of Trustees will link all requests for matching dollars to the goals and missions of the College and the Matching Grant Program as established in FS 1011.85 (11).

As the repository for gifts, donations and state matching dollars, the Board of Trustees directs the Foundation Board of Directors to:

6. Establish its own matching grant program fund as a depository for the private contributions and matching state funds received as part of the Matching Grant Program [FS 1011.85 (9)].
7. Report all gifts and donations approved by the Board of Trustees and eligible for state matching dollars to the State Board of Education by all established deadlines [FS 1011.85 (4) (a) through (c)].
8. Certify to the Board of Trustees and the State Board of Education in an annual report the receipt of eligible cash contributions that were previously unmatched by the State [FS 1011.85 (4) (a) through (c)].
9. Submit to the Board of Trustees and the State Board of Education an annual expenditure report tracking the use of all contributions and the related matching dollars received as part of the Matching Grant Program [FS 1011.85 (4) (a) through (c)].
10. Ensure that the annual audit of the Foundation includes a certification of accuracy in the amount reported for matching dollars, the amount expended from the Matching Grant Program, and that the expenditures meet the guidelines established in FS 1011.85 (11) [FS 1011.85 (4) (a) through (c)].

CURRENT

Rule 3.07: Guidelines for Acceptable Computer Lab and Internet Use

Approved unknown

Amended 09/19/12; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1006.60; FS 1001.64 (45)

Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR students and authorized users, subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR as well as the following statements regarding acceptable use of the computer lab and Internet resources.

1. User may access the computers by entering their SJR State username and password.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's SJR State username and password.
10. User may not trespass into or in any way alter anyone else's folders, documents or files.
11. User may not load or play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received or stored on College equipment are private.
15. Users should ask their instructor about having the I.T. Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

PROPOSED AMENDMENT

Rule 3.07: Guidelines for Acceptable Computer Lab and Internet Use

Approved unknown

Amended XXXX; 09/19/12; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1006.60; FS 1001.64 (45)

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1. User may access the computers by entering their SJR State username, and password, and multi-factor authentication, if required.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's SJR State username and password.
10. User may not trespass into or in any way alter anyone else's folders, documents or files.
11. User may not load or play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received or stored on College equipment are private.
15. Users should ask their instructor about having the I.T. Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

NEW CLEAN COPY

Rule 3.07: Guidelines for Acceptable Computer Lab and Internet Use

Approved unknown

Amended XXXX; 09/19/12; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1006.60; FS 1001.64 (45)

Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR students and authorized users, subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR as well as the following statements regarding acceptable use of the computer lab and Internet resources.

1. User may access the computers by entering their SJR State username, password, and multi-factor authentication, if required.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's SJR State username and password.
10. User may not trespass into or in any way alter anyone else's folders, documents or files.
11. User may not load or play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
13. User may not eat, drink, or smoke in the lab.
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15. Users should ask their instructor about having the I.T. Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

CURRENT

Rule 3.08: Website Policy

Approved unknown

Amended 05/17/17; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1001.64 (45)

The St. Johns River State College website exists to support the College's mission and organizational goals, respond to the needs of students, faculty and community members and to support the educational and administrative efforts of SJR State faculty and staff.

The SJR State website is an official publication of the College and, as such, the College reserves the right to control published content and links. All information on the College website must comply with local, state and federal laws including, but not limited to, copyright, license and confidentiality of student records; the SJR State Website Privacy Statement, College policy and procedures; and reflect the mission and goals of the College.

The College's website and its components, which includes design, images, written content, and all other content, are copyrighted by SJR State College and may not be copied, modified, used on other sites or re-purposed without express, written permission from the College.

PROPOSED AMENDMENT

Rule 3.08: Website Policy

Approved unknown

Amended XXXX; 05/17/17; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1001.64 (45)

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NEW CLEAN COPY

Rule 3.08: Website Policy

Approved unknown

Amended XXX; 05/17/17; 06/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b); FS 1004.65; FS 1001.64 (45)

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CURRENT

3.20: Security and Crime Statistics

Approved unknown

Amended 6/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23), (FS 775.21, FS; FS 1006.67, 1009.23 (4), FS 1012.88

The College recognizes the importance of ensuring that its campuses and sites are secure, and that its classrooms and College premises are safe for the College community. As such, the College is committed to providing a safe, secure, crime and drug free academic environment for all students, faculty members, and College officials with a strong philosophy of proactive crime prevention, problem solving, and quality College community oriented security services.

The College security policy and other related College policies and procedures are established for the safety and security of everyone on any of the College's campuses or sites. Each campus has security services under the supervision or coordination of the College Chief of Security, who shall report directly to the Senior Vice President of the College.

The College will strive to maintain an excellent working relationship with local law enforcement, and it is the College's policy to report all felonies occurring on campus to local law enforcement agencies. Misdemeanor crimes that impact the safety of the College community or adversely impact the quality of campus life may be reported to local law enforcement agencies. Felonies occurring off campus or misdemeanor cases occurring on or off campus and reported to College security or contract security or a College official will be reported to local law enforcement agencies at the victim's request.

Members of the College community are urged to report criminal offenses or security incidents to College security, or contract security, or the Vice President for Student Affairs, or Campus Executive Director or any College official. The College security office coordinates CAMPUS WATCH, which is a College crime/security incident prevention program. All members of the College community are urged to assist security and make the College safe by reporting any suspicious person(s) or incidents to security.

The College Security Office monitors and records crime statistics and security incidents on the College campuses and has personal safety and crime prevention programs. The College counseling staff, under the direction of the Vice President for Student Affairs, will make available the appropriate referrals for counseling and other available support and victim services to a student or employee who is a victim of sexual assault. The full text of the College security policies and crime statistics are available in the office of the Senior Vice President or the College Security Office. Crime statistics are prepared annually and a summary of the information is published in the appropriate publications, posted on

campus bulletin boards, distributed to College administrators, faculty, and staff, and can be accessed on the College web site - www.sjrstate.edu.

The College annual campus crime and security survey statistics are entered into the U.S. DOE campus data collection site in compliance with the “Clery Act”, required under section 485 of the Federal Higher Education Act. These statistics can be accessed at <http://ope.ed.gov/Security>. The College complies with the Florida Sexual Predator and Offender Law and the Federal Campus Sex Crimes Prevention Act and has available to the campus community information concerning the presence of registered sexual predators or sex offenders on College campuses. Additional information can be obtained from the F.D.L.E./Sexual Offender/Predator unit web site; www.fdle.state.fl.us .

PROPOSED AMENDMENT

3.20: Security and Crime Statistics

Approved unknown

Amended XXXX; 6/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23), (FS 775.21, FS; FS 1006.67, 1009.23 (4), FS 1012.88

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NEW CLEAN COPY

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Amended XXXX; 6/01/05

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CURRENT

Rule 3.21: Emergencies – Illness or Injury of Faculty, Staff, Students or Visitors

Approved unknown

Amended 01/18/06; 6/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23)

The Board of Trustees directs the President and appropriate College staff to develop procedures to address an illness, injury or other emergency situation involving College staff, students, and visitors. The procedures will be posted in conspicuous places throughout each of the College sites and will also be included in the College Operating Guidelines and Procedures. Except as provided by state law, the College assumes no liability for injury, illness, related incidents or the cost of medical care.

PROPOSED AMENDMENT

Rule 3.21: Emergencies – Illness or Injury of Faculty, Staff, Students or Visitors

Approved unknown

Amended XXXX; 01/18/06; 6/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23)

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NEW CLEAN COPY

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Approved unknown

Amended XXXX; 01/18/06; 6/01/05

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1001.64 (23)

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CURRENT

Rule 3.22: Hurricanes and Other Disasters, and Disaster Preparedness

Approved 01/18/06

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1006.61, FS 1006.65, FS 1001.65 (19)

To ensure the safety of College faculty, staff and students, the Board of Trustees directs the College President and appropriate staff to prepare operating procedures and guidelines to address the occurrence of tornados, hurricanes, and other natural disasters; bomb threats; fires; acts of civil disobedience; acts of terrorism; acts of violence; and any other circumstance which may put students, faculty and staff in harm's way. The plan will include:

1. Provisions for the maximum protection possible for faculty, staff and students to ensure their safety first.
2. Provisions for the maximum protection of College property second.
3. The appointment of Disaster Preparedness and Control Teams.
4. Plans for the orderly evacuation of the College campuses and sites in harm's way.
5. Coordination with state and local law enforcement and other disaster preparedness agencies.
6. The specific responsibilities of College Administration and others appointed to the Disaster Preparedness and Control Teams and their responsibilities to delegate authority and activities.
7. Specific procedures and lines of authority to handle bomb threats, civil disobedience, acts of terrorism, acts of violence, and the displacement of hazardous materials.
8. At least once annually, provisions to provide local law enforcement and fire departments floor plans of each building operated by the College pursuant to FS 1001.65 (19).
9. Other strategies which will minimize or eliminate the ensuing threats to faculty, staff and students, and College property.

These operating procedures and guidelines will be published in the College's *Operating Guidelines and Procedures* and will be reviewed with College staff at least once annually. These operating procedures and guidelines will also be posted in conspicuous places throughout the College campuses and sites. Once annually, the Board will also review these operating procedures and guidelines.

PROPOSED AMENDMENT

Rule 3.22: Hurricanes and Other Disasters; and Disaster Preparedness

Approved 01/18/06

Amended XXXX

Specific Authorities: FS 1001.64 (4) (a) and (b), FS 1006.61, FS 1006.65, FS 1001.65 (19)

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1. Provisions for the maximum protection possible for faculty, staff and students to ensure their safety first.
2. Provisions for the maximum protection of College property second.
3. The appointment of ~~Disaster Preparedness and Control Teams~~ Crisis Management Team.
4. Plans for the orderly evacuation of the College campuses and sites in harm's way.
5. Coordination with state and local law enforcement and other disaster preparedness agencies.
6. The specific responsibilities of College Administration and others appointed to the ~~Disaster Preparedness and Control Teams~~ Crisis Management Team and their responsibilities to delegate authority and activities.
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NEW CLEAN COPY

Rule 3.22: Hurricanes and Other Disasters and Disaster Preparedness

Approved 01/18/06

Amended XXXX

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1. Provisions for the maximum protection possible for faculty, staff and students to ensure their safety first.
2. Provisions for the maximum protection of College property second.
3. The appointment of Crisis Management Team.
4. Plans for the orderly evacuation of the College campuses and sites in harm's way.
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9. Other strategies which will minimize or eliminate the ensuing threats to faculty, staff and students, and College property.

These operating procedures and guidelines will be published in the College's *Operating Guidelines and Procedures* and will be reviewed with College staff at least once annually. Once annually, the Board will also review these operating procedures and guidelines.

CURRENT

Rule 3.26: Volunteers

Approved 1/18/06

Specific Authorities: FS 1001.64, FS 1001.65

It is the policy of St. Johns River State College to utilize the services of volunteers, when and where appropriate, to further the interests of St. Johns River State College and its students.

Volunteers are defined as any person who of his or her own free will provides services to the St. Johns River State College with no monetary or material compensation.

The President, or his designated representative, shall determine the use, number, and scope of duties of volunteers assigned to any St. Johns River State College program.

Volunteers shall not be authorized to travel on behalf of the College unless prior written authorization is given by the President or his designated representative.

The Board directs the President to develop a "Volunteer Manual" to be included in the College's Operating Guidelines and Procedures which delineates the process for the use of volunteers and outlines the rules and regulations to which volunteers must adhere.

PROPOSED AMENDMENT

Rule 3.26: Volunteers

Approved 1/18/06

Amended XXXX

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The Board directs the President to develop a "Volunteer Manual Handbook" to be included in the College's Operating Guidelines and Procedures which delineates the process for the use of volunteers and outlines the rules and regulations to which volunteers must adhere.

NEW CLEAN COPY

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Approved 1/18/06

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Volunteers shall not be authorized to travel on behalf of the College unless prior written authorization is given by the President or his designated representative.

The "Volunteer Handbook" included in the College's Operating Guidelines and Procedures delineates the process for the use of volunteers and outlines the rules and regulations to which volunteers must adhere.

CURRENT

Rule 3.36: Sexual Misconduct Policy

Approved 01/12/15

Amended 05/18/22; 03/24/21; 11/20/17

Specific Authorities: 1001.64 (4) (b), 1001.64 (8) (f), 1001.64 (18), FS 1001.65 (16), FS 775.21 (Sexual Predators Act), FS 1006.60

Introduction

SJR State College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of gender and sex discrimination. Every member of the College community should be aware that SJR State is strongly opposed to sexual misconduct and harassment and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct, to include sexual assault, sexual harassment, domestic/ dating/physical violence, and/or stalking and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct or harassment, prevent its reoccurrence, and address its effects.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. SJR State is committed to providing an educational environment, programs, and activities free from sex discrimination.

Purpose of Policy

This policy is intended to educate the SJR State community, students, faculty and staff who have been affected by sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, whether as a reporting party, responding party, or third party.

When used in this policy, reporting party refers to the person(s) who reports to the College that they have been the subject of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking. Responding party refers to the person(s) who is/are reported to have committed acts of sexual misconduct/harassment, domestic/dating/physical violence and/or stalking. A third party refers to any other participant in the process, including a witness to the misconduct or harassment or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

1. Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
2. Define domestic/dating/physical violence and stalking that violate our community standards;
3. Identify resources and support for all members of the SJR State community (see Appendix – Resources);
4. Identify the Title IX coordinator and the scope of his/her role;
5. Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
6. Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
7. Provide information on how a report against a member of the SJR State community will be investigated, evaluated and adjudicated.

Scope of Policy

This policy applies to all members of the SJR State community, including, but not limited to, faculty, staff students, and volunteers. All faculty, staff, students, and volunteers are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the community.

Vendors, independent contractors, visitors, and others who conduct business with SJR State or on College property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking to ensure the safety of the SJR State community and to provide an environment free from gender and sex discrimination.

Applicants and Volunteers

College policy prohibits applicants, new employees and volunteers from being alone with a minor child pending completion of a FDLE background check. Until this process is complete and new employees or volunteers have been cleared and begin employment or volunteer work at the College, another adult must be present at all times when a minor child is present. The College maintains the explicit right to terminate an employee or remove a volunteer if the FDLE background check results reveal adverse information.

The Notice of Non-Discrimination

The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non-Discrimination as follows: St. Johns River State College does not discriminate against any employee, prospective employee, student, or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic

information, or disability. (Any changes to Policy SJR 3.12 will update herein as amended from time to time.)

SJR State does not discriminate on the basis of sex in its educational programs and activities or in the context of employment. Sexual misconduct and harassment as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual misconduct and harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Statement of Privacy and Confidentiality

SJR State is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and/or harassment. The College will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and broader community and maintain an environment free from sexual misconduct and harassment.

Faculty, staff, students, and volunteers wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see Appendix – Resources).

With the exception of the confidential resources identified pursuant to this policy, all other College staff and faculty who receive a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking are required to elevate the report to the Title IX Coordinator for investigation and response. The Title IX Coordinator will ensure that the College responds to all reports in a timely, effective, and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct and/or harassment will be shared only with those College employees who "need to know" to assist in the investigation and/or resolution of the complaint. All College employees who are involved in the review, investigation, or resolution of a report have specific training regarding the safeguarding of private information.

Where the College has received a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking but the reporting party requests that the matter remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the SJR State community. The College is required to take all reasonable steps to investigate and respond to a complaint, but the

ability to do so may be limited by the reporting party's request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the College may conduct further investigation, or take other appropriate measures without the reporting party's consent. The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of sexual misconduct and/or harassment poses an immediate threat to the SJR State community and timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the SJR State community. Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective action.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual misconduct.

Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
2. Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

A single isolated incident of sexual misconduct and/or harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the sexual misconduct and/or harassment is physical.

Sexual misconduct and/or harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility

based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

Sexual Assault: Sexual assault is a type of discrimination. It is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault can include sexual misconduct involving minors. Sexual assault includes the following acts:

- Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);

- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping tom");
- Knowingly or recklessly transmitting an STD or HIV to another person.

Stalking: A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Domestic Violence: Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer. Domestic violence is a crime committed by:

- Current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act).

Dating Violence: The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with

the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:

- Physical - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Psychological/Emotional - this means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual - this is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.

Intimate Partner Violence: A situation in which one partner is physically, emotionally and/or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

Retaliation: Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation

Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:

1. Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
2. If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

3. Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
4. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
5. Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
6. An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions

indicating a willingness to engage in sexual activity, and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Title IX Coordinator's Role

The College has a designated Title IX Coordinator to oversee its' response to all reports of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The name and contact information for the SJR State College Title IX Coordinator can be found on the College website (www.sjrstate.edu) and on the Resources Pages (see Appendix) maintained pursuant to this policy.

Reporting

The College encourages the college community, including but not limited to, faculty, staff, all students, and volunteers to report information about any type of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct or harassment of which they become aware. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects or has the potential to adversely affect the SJR State community also falls under this policy. The College will promptly respond to all reports of sexual misconduct and harassment.

The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sexual misconduct, sexual assault, and/or harassment is made.

Ways to File a Report:

- Title IX Coordinator: The Title IX Coordinator is available to receive a report of sexual misconduct, sexual assault, or harassment, 386-312-4074.
- Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:
 - Orange Park Campus: 904-626-5885
 - Palatka Campus: 386-937-2052
 - St. Augustine Campus: 904-626-5956
- A report can also be made to a Campus Security Authority (Campus Security Authorities include Campus Safety and Security Officers, Advisors, Student Activity

Coordinators, Athletic Coaches, College club advisors and certain College Administrators).

- A reporting party or third party can request a Campus Safety and Security officer to respond and take a report.

Community Standards and Responsibility: An individual can file a report with the College by utilizing the Silent Witness Report on the Campus Safety and Security's website - <https://web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS> or <http://www.sjrstate.edu/silentwitness>.

Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

Because the goals and objectives of the College's to sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy differ from those of the civil and criminal justice systems, proceedings under the College's sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy are independent of civil and criminal processes and may be carried out prior to, simultaneously, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the local law enforcement will generally result in the reporting party and, in some cases the responding party, being contacted by a police officer. Law enforcement determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking (as described in the definitions above) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with local law enforcement, a SJR State staff member is available to assist. The College will not file a police report about the incident on the reporting party's behalf unless compelling circumstances, as outlined

in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

In all cases of a report of sexual misconduct, sexual assault, and/or harassment involving a minor, the College will also notify local law enforcement, the College Title IX Coordinator, General Counsel, Campus Security and the College's Liability Insurance Carrier.

Amnesty

Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although SJR State acknowledges that extreme emotions and stress often accompany incidents of sexual misconduct and harassment, the College does not condone any person engaging in any type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to the Title IX Coordinator, Vice President for Academic and Student Affairs or designee, and the Director of Campus Safety and Security, and the Vice President for Legal Affairs/General Counsel. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy. College policy prohibits any form of retaliation against anyone making a good faith report.

False Reports

Submitting of a good faith complaint, concern or report of harassment will not affect the reporting party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Interim Measures to Protect Safety and Well-Being

After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the "Campus and Community Resources" section in the Appendix. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

1. No contact order: The reporting party or responding party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
2. Academic, Employment, or Living Arrangements: The reporting party or responding party may request a change in academic, employment or, if relevant, living arrangements. Upon request, the College will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. In some cases, the College may initiate these changes without a request. These may include, but are not limited to:
3. Changing class or work schedule, including the ability to withdraw from a course without penalty;
4. Limiting access to certain College facilities or activities pending resolution of the matter;
5. Granting a voluntary leave of absence;
6. Providing an escort to ensure safe movement between classes and activities; and/or
7. Providing academic support services.
8. Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information, see the Resources pages maintained in the Appendix pursuant to this policy.

Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports

The College will respond promptly and equitably when any incident of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking is alleged against a faculty, staff, or student. This includes a direct complaint or if the College becomes aware of the situation by other reliable means. The College's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the complainant or others, conducting a Title IX inquiry or review, investigating, and imposing corrective action. The roles involved in an investigation are:

1. Title IX Coordinator
2. Title IX Advisor
3. Title IX Investigator
4. Title IX Hearing Officer
5. Title IX Appeal Officer

The Title IX Investigator will conduct the investigation. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process. During the investigation, both the reporting party and the responding party will have the opportunity to be heard and to respond, the opportunity to have an advisor present during investigation meetings, and the opportunity to provide

names of relevant witnesses. The reporting party and the responding party will not be in the same room at the same time during the investigation process.

During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.

At the conclusion of the investigation, the investigator will determine responsibility based on the relevant information presented during the investigation and the unique facts of the case. The level of proof necessary to support a finding of responsibility is "more likely than not".

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Academic and Student Affairs or designee will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College. If the responding party is an employee, the Employee's Supervisor in conjunction with the Title IX Coordinator will determine the corrective action which could result in termination of employment.

Specific to this policy, both the reporting party and the responding party are given the opportunity to appeal the outcome of the investigation. The appeal will be reviewed by the Title IX Appeal Officer. Prior to an appeal, if either party believes that there is new evidence or relevant facts that were not brought out in the investigation, which may be sufficient to alter the finding, they may make a request that this information be considered. Appeals may be based on the following grounds:

1. Procedural misconduct during the investigation.
2. The sanction(s) imposed is/are inappropriate for the violation of College policy.
3. The preponderance of evidence standard was or was not met.

The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process.

If the report includes multiple alleged policy violations, multiple processes may be used (i.e., Title IX investigation process and the College grievance procedure). The College will

determine which process(es) will be used. If multiple processes are used, the College will also determine the order of the processes.

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.

Appendix – Sexual Misconduct Policy Resources

As of April 1, 2022

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence or stalking:

Any member of the SJR State community who is affected by sexual misconduct/harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion sexual violence, sexual battery and stalking, is encouraged to immediately notify law enforcement and/or seek immediate medical attention. Campus Safety and Security can provide free transportation upon request.

The SJR State College Title IX Coordinator is Charles Romer. His office is located in the Administration Building (Office A0145), and his mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. His contact information is 386-312-4074, charlesromer@sjrstate.edu.

Emergency Response: 911 or Local Law Enforcement

Orange Park Campus (Clay County Sheriff's Office - 904-264-6512)

Palatka Campus (Putnam County Sheriff's Office -Palatka Police Department, 328-329-0801)

St. Augustine Campus (St. Johns County Sheriff's Office - 904-824-8304)

Health and Safety:

Orange Park Campus (Orange Park Medical Center - 904-639-8500)

Palatka Campus (HCA Florida Putnam Hospital - 386-328-5711)

St. Augustine Campus (Flagler Hospital - 904-819-5155)

Campus Assistance:

Orange Park Campus Officer on Duty - 904-626-5885

Palatka Campus Officer on Duty - 386-937-2052

St. Augustine Campus Officer on Duty - 904-626-5956

Resources, Support and Reporting Options

All individuals in the College community including, but not limited to, faculty, staff, students, and volunteers are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

In all cases of a report of sexual misconduct involving a minor child, the College will report to local law enforcement, the College's Title IX Coordinator, Vice President for Legal Affairs/General Counsel, Campus Security and the College's liability insurance carrier.

Confidential Resources and Support:

- Counseling and Psychological Services: CARE Counselor – Dr. Douglass Lobo: 386-312-4305, website: http://www.sjrst.edu/cares_counselor.html
- Employee Assistance Program (Employees): (800) 433-7916 website: <https://sjrsc.lifeworks.com> login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program:
- 1-888-956-RAPE (7273)
- Behavioral Health Services:
- Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
- Orange Park Campus- Clay Behavioral Health Center- 904-291-5561
- St. Augustine Campus- EPIC Behavioral Healthcare- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233))
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
- Florida Department of Health, Palatka (800-440-0420 or 386-326-3200)
- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or www.loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

Campus Assistance:

- Title IX Coordinator-386-312-4074

- CARE Counselor - 386-312-4305
- Orange Park Campus Security -904-626-5885
- Palatka Campus Security - 386-937-2052
- St. Augustine Campus Security - 904-626-5956
- Assistant Vice President for Student Affairs - 386-312-4293
- Vice President for Legal Affairs/General Counsel - 386-312-4106
- Vice President for Academic and Student Affairs – 386-312-4151

Order of Protection:

- Local Law Enforcement Victim Advocate:
 - Palatka Campus - Putnam County Sheriff’s Office - 328-329-0801
 - Orange Park Campus - Clay County Sheriff’s Office - 904-264-6512
 - St. Augustine Campus - St. Johns County Sheriff’s Office - 904-824-8304
- State Attorney’s Office Victim Advocate:
 - Palatka Campus - 386-329-0259
 - Orange Park Campus - 904-284-6319
 - St. Augustine Campus - 904-823-2300
- Clerk of Court Victim Advocate:
 - Palatka Campus - 386-326-7640
 - Orange Park Campus - 904-269-6363
 - St. Augustine Campus - 904-819-3600

Campus and Community Resources

The College is committed to treating all individuals with dignity, care and respect. The reporting party and responding party will have equal access to support and counseling services through the College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

Health and Safety:

The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
 - Orange Park Campus - Orange Park Medical Center, 904-639-8500
 - Palatka Campus – HCA Florida Putnam Hospital, 386-328-5711
 - St. Augustine Campus - Flagler Hospital, 904-819-5155

Confidential Resources:

The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident

of sexual misconduct or harassment confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- County Health Departments: Students may seek medical attention, Plan 8, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: 386-326-3200, Clay County: 904-272-3177, and St. Johns County: 904-209-3250.
- Silent Witness Report is available at:
<https://web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS> or
<http://www.sjrstate.edu/silentwitness>
- A reporting party or third party can file
- Employee Assistance Program (Employees): (800) 433-7916 website:
<https://sjrsc.lifeworks.com> login: SJRSC
- Counseling and Psychological Services:
 - CARE Counselor – Dr. Douglass Lobo – 386-312-4305, website:
http://www.sjrstate.edu/cares_counselor.html
 - Florida Department of Health Violence Intervention and Prevention Program:
1-888-956-RAPE (7273)
- Behavioral Health Care:
 - Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
 - Orange Park Campus- Clay Behavioral Health Care- 904-291-5561
 - St. Augustine Campus- Epic Behavioral Health Care- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney’s Office Victim Advocate:
 - Palatka Campus (386-329-0259)
 - Orange Park Campus (904-284-6319)
 - St. Augustine Campus (904-823-2300)

Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is www.ndbh.com, login SJRSC, and their phone number is 1-800-624-5544.

Other College Resources - Please be advised that the following resources may not be able to maintain your confidentiality:

- Title IX Coordinator: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.
- Campus Safety and Security: Assistance is available from the College
- 24 hours a day (Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956), seven days a week by calling

Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.

- **Campus Security Authorities:** College faculty and staff members who have significant responsibility for student and campus activities are CSA's. Campus Security Authorities include Campus Safety and Security Officers, Advisors, Student Activity Coordinators, Athletic Coaches, College Club Advisors and certain College Administrators.
- **Faculty and Staff:** The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.
- **Office of Student Affairs (386) 312-4127:** The Assistant Vice President for Student Affairs can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.
- **Director of Human Resources (386) 312-4074:** The Human Resources Department can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.
- **Vice President for Legal Affairs/General Counsel (386) 312-4106.**

PROPOSED AMENDMENT/NEW CLEAN COPY:

UPDATE TITLE AND REPLACE CURRENT TEXT (WHICH IS MORE PROCEDURE THAN RULE) WITH NEW TEXT RESULTING IN THE FOLLOWING:

Rule 3.36: Sexual Misconduct; Sex Discrimination; Title IX

Approved 01/12/15

Amended XXXX; 05/18/22; 03/24/21; 11/20/17

Specific Authorities: FS 1001.64(4)(b), 1001.64(8)(f), 1001.64(18); FS 1001.65(16), FS 1006.60; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106

St. Johns River State College is committed to maintaining an educational and employment environment free from sex discrimination and sexual misconduct. The College prohibits sex discrimination in its education programs and activities and in the context of employment, as prohibited by Title IX and other applicable law.

Sexual misconduct, including sex-based harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and retaliation, is prohibited. Retaliation against any person for reporting alleged misconduct, participating in a complaint process, or exercising rights under this Rule or applicable law is also prohibited.

The College President, or designee, shall establish, maintain, and publish procedures for the prompt and equitable reporting, review, investigation, informal resolution when permitted, and resolution of complaints alleging conduct prohibited by this Rule. Such procedures shall be consistent with applicable law and regulation.

This Rule applies to students, employees, applicants, volunteers, and, where appropriate, vendors, contractors, visitors, and other third parties, to the extent provided in the College's procedures and applicable law.

The full procedures implementing this Rule shall be maintained in the College's Operations and Procedures Manual and other official College publications or webpages designated by the College.

Any employee, student, or other person who violates this Rule or the procedures adopted under it shall be subject to corrective or disciplinary action, up to and including removal, suspension, expulsion, termination, trespass, or other action authorized by law, rule, or College procedure.

CURRENT

Rule 4.16: Institutional Membership

Approved unknown

Amended 08/22/18; 04/15/15; 06/01/05

Specific Authorities: FS 216.345, FS 1001.65, FS 1004.06

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board regulations. Membership in other organizations and associations may be paid for by College funds when such participation is judged by the President to be in the best interest of the College.

Where possible, institutional memberships shall be in the name of the College and not in the name of the individual employee. All memberships paid with College funds must comply with Florida's open record laws.

No College funds or direct support organizations funds, no matter what the source, can be expended to purchase membership in, or goods and services from any organization that discriminates in any manner prohibited by law or College policy.

PROPOSED AMENDMENT

Rule 4.16: Institutional Membership

Approved unknown

Amended XXX; 08/22/18; 04/15/15; 06/01/05

Specific Authorities: FS 119.01; FS 216.345; FS 1001.65; FS 1000.05; FS 1004.06;
Florida Administrative Rule 6A-14.0718

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board of Education regulations and state and federal law. Membership in other organizations and associations may be paid for by College funds when such participation is judged by the area Vice President to be in the best interest of the College.

Where possible, institutional memberships shall be in the name of the College and not in the name of the individual employee. All memberships paid with College funds must comply with Florida's open record laws.

No College funds or direct support organizations funds, no matter what the source, can be expended to purchase membership in, or goods and services from, any organization that:

1. discriminates on the basis of race, color, national origin, sex, disability, religion, or marital status; in any manner prohibited by law or College policy;
2. advocates for or promotes diversity, equity, and inclusion ("DEI") or DEI policies that classify individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification; or
3. promotes or engages in any political or social activism as defined in Florida Administrative Rule 6A-14.0718.

NEW CLEAN COPY

Rule 4.16: Institutional Membership

Approved unknown

Amended XXX; 08/22/18; 04/15/15; 06/01/05

Specific Authorities: FS 119.01; FS 216.345; FS 1001.65; FS 1000.05; FS 1004.06;

Florida Administrative Rule 6A-14.0718

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board of Education regulations and state and federal law. Membership in other organizations and associations may be paid for by College funds when such participation is judged by the area Vice President to be in the best interest of the College.

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1. discriminates on the basis of race, color, national origin, sex, disability, religion, or marital status;
2. advocates for or promotes diversity, equity, and inclusion ("DEI") or DEI policies that classify individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification; or
3. promotes or engages in any political or social activism as defined in Florida Administrative Rule 6A-14.0718.

CURRENT

Rule 4.39: Bid Protests

Approved 06/01/05

Specific Authorities: FS 120.57, FAC 6A-14.0734

As required by the Administrative Procedure Act (FS 120), the District Board of Trustees of St. Johns River State College shall use the procedures delineated in FS 120.57 (3) for all protests filed by any entity that submits a bid to the College. As such, the College will provide a notice of decision or intended decision by electronic posting concerning a contract award and such notice will include the following statement: "Failure to file a protest within the time prescribed in FS 120.57 (3), which is 72 (seventy-two) hours, shall constitute a waiver of proceedings under Chapter 120, FS.

Any person or entity which believes they are adversely affected by the College's decision or intended decision shall file with the College's Vice President for Finance and Administration/CFO a notice of protest in writing within 72 (seventy-two) hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour and ten-day time periods provided by this paragraph.

Upon receipt of the formal written protest that has been timely filed with the Vice President for Finance and Administration/CFO, the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

The College shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted by the Board pursuant to Subsection 10.57 (2), FS, and applicable Board rules and policies before a person whose qualifications have been prescribed by rules of the College. If the subject of a protest is not resolved by mutual

agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the protest to the Division of Administrative Hearings for proceedings under subsection 120.57 (1), FS.

Upon receipt of a formal written protest referred pursuant to this rule, the Director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the Division of Administrative Hearings and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the College within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

In a protest to an invitation to bid or request for proposals procurement, no submissions made after the bid or proposal opening which amend or supplement the bid or proposal shall be considered. In a protest to an invitation to negotiate procurement, no submissions made after the agency announces its intent to award a contract, reject all replies, or withdraw the solicitation which amend or supplement the reply shall be considered.

Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed agency action. In a competitive-procurement protest, other than a rejection of all bids, proposals, or replies, the administrative law judge shall conduct a de novo proceeding to determine whether the College's proposed action is contrary to the agency's governing statutes, the agency's rules or policies, or the solicitation specifications. The standard of proof for such proceedings shall be whether the proposed College action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended College action to reject all bids, proposals, or replies, the standard of review by an administrative law judge shall be whether the College's intended action is illegal, arbitrary, dishonest, or fraudulent.

INFORMAL DISPOSITION.--Unless precluded by law, informal disposition may be made of any proceeding by stipulation, agreed settlement, or consent order.

PROPOSED AMENDMENT

Rule 4.39: Bid Protests

Approved 06/01/05

Amended XXXX

Specific Authorities: FS 120.57, FAC 6A-14.0734

As required by the Administrative Procedure Act (FS 120), the District Board of Trustees of St. Johns River State College shall use the procedures delineated in FS 120.57 (3) for all protests filed by any entity that submits a bid to the College. As such, the College will provide a notice of decision or intended decision by electronic posting concerning a contract award and such notice will include the following statement: "Failure to file a protest within the time prescribed in FS 120.57 (3), which is 72 (seventy-two) hours, shall constitute a waiver of proceedings under Chapter 120, FS."

Any person or entity which believes they are adversely affected by the College's decision or intended decision shall file with the College's Vice President for Finance and Administration/CFO a notice of protest in writing within 72 (seventy-two) hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state and College holidays shall be excluded in the computation of the 72-hour and ten-day time periods provided by this paragraph.

Upon receipt of the formal written protest that has been timely filed with the Vice President for Finance and Administration/CFO, the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

The College shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted by the Board pursuant to

Subsection 120.57 (2), FS, and applicable Board rules and policies before a person whose qualifications have been prescribed by rules of the College. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the protest to the Division of Administrative Hearings for proceedings under subsection 120.57 (1), FS.

Upon receipt of a formal written protest referred pursuant to this rule, the Director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the Division of Administrative Hearings and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the College within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

In a protest to an invitation to bid or request for proposals procurement, no submissions made after the bid or proposal opening which amend or supplement the bid or proposal shall be considered. In a protest to an invitation to negotiate procurement, no submissions made after the agency announces its intent to award a contract, reject all replies, or withdraw the solicitation which amend or supplement the reply shall be considered.

Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed agency action. In a competitive-procurement protest, other than a rejection of all bids, proposals, or replies, the administrative law judge shall conduct a de novo proceeding to determine whether the College's proposed action is contrary to the agency's governing statutes, the agency's rules or policies, or the solicitation specifications. The standard of proof for such proceedings shall be whether the proposed College action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended College action to reject all bids, proposals, or replies, the standard of review by an administrative law judge shall be whether the College's intended action is illegal, arbitrary, dishonest, or fraudulent.

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NEW CLEAN COPY

Rule 4.39: Bid Protests

Approved 06/01/05

Amended XXXX

Specific Authorities: FS 120.57, FAC 6A-14.0734

As required by the Administrative Procedure Act (FS 120), the District Board of Trustees of St. Johns River State College shall use the procedures delineated in FS 120.57 (3) for all protests filed by any entity that submits a bid to the College. As such, the College will provide a notice of decision or intended decision by electronic posting concerning a contract award and such notice will include the following statement: "Failure to file a protest within the time prescribed in FS 120.57 (3), which is 72 (seventy-two) hours, shall constitute a waiver of proceedings under Chapter 120, FS."

Any person or entity which believes they are adversely affected by the College's decision or intended decision shall file with the College's Vice President for Finance and Administration/CFO a notice of protest in writing within 72 (seventy-two) hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state and College holidays shall be excluded in the computation of the 72-hour and ten-day time periods provided by this paragraph.

Upon receipt of the formal written protest that has been timely filed with the Vice President for Finance and Administration/CFO, the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

The College shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of a formal written protest. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted by the Board pursuant to

Subsection 120.57 (2), FS, and applicable Board rules and policies before a person whose qualifications have been prescribed by rules of the College. If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and state and College holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the protest to the Division of Administrative Hearings for proceedings under subsection 120.57 (1), FS.

Upon receipt of a formal written protest referred pursuant to this rule, the Director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the Division of Administrative Hearings and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the College within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

In a protest to an invitation to bid or request for proposals procurement, no submissions made after the bid or proposal opening which amend or supplement the bid or proposal shall be considered. In a protest to an invitation to negotiate procurement, no submissions made after the agency announces its intent to award a contract, reject all replies, or withdraw the solicitation which amend or supplement the reply shall be considered.

Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed agency action. In a competitive-procurement protest, other than a rejection of all bids, proposals, or replies, the administrative law judge shall conduct a de novo proceeding to determine whether the College's proposed action is contrary to the agency's governing statutes, the agency's rules or policies, or the solicitation specifications. The standard of proof for such proceedings shall be whether the proposed College action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended College action to reject all bids, proposals, or replies, the standard of review by an administrative law judge shall be whether the College's intended action is illegal, arbitrary, dishonest, or fraudulent.

INFORMAL DISPOSITION.--Unless precluded by law, informal disposition may be made of any proceeding by stipulation, agreed settlement, or consent order.

CURRENT

Rule 5.02: Terminal Pay

Approved unknown

Amended 6/01/05

Specific Authorities: FS 1012.855(1)(a), FS 1001.64(18), Florida Community College System Guideline and Procedure # 22, FS 1012.865

The Board authorizes the College President to set Terminal pay benefits within the provisions of FS 1012.865, FS 1012.855(1)(a) and the Florida Community College System Guideline and Procedure # 22. The terminal pay benefits shall be posted in the College's Operating Guidelines and Procedures.

PROPOSED AMENDMENT

Rule 5.02: Terminal Pay

Approved unknown

Amended XXXX; 6/01/05

Specific Authorities: FS 1012.855(1)(a), FS 1001.64(18), Florida Community College System Guideline and Procedure # 22, FS 1012.865

The Board authorizes the College President to set Terminal pay benefits within the provisions of FS 1012.865, FS 1012.855(1)(a) and the Florida Community College System Guideline and Procedure # 22. The terminal pay benefits shall be posted are specified in the College's Operating Guidelines and Procedures.

NEW CLEAN COPY

Rule 5.02: Terminal Pay

Approved unknown

Amended XXXX; 6/01/05

Specific Authorities: FS 1012.855(1)(a), FS 1001.64(18), FS 1012.865

The Board authorizes the College President to set Terminal pay benefits within the provisions of FS 1012.865, FS 1012.855(1)(a). The terminal pay benefits are specified in the College's Operating Guidelines and Procedures.

CURRENT

Rule 5.06: Misuse of College Technology and Communication

Resources

Approved unknown

Amended 05/17/17; 06/01/05

Specific Authorities: FS 1001.64(5); FS 1001.65(16); FS 1001.65(6)

Employee computer, information technology, and communication users must observe and comply with international, federal, and state laws as well as College policies and procedures governing computer, information technology and communications. The Board recognizes theft or abuse to include, but not to be limited to:

1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computer, information technology, or communication resources to interfere with the work of a student, faculty member, employee, or administrator.
5. Use of computer, information technology, or communication resources to send, store, or display obscene, abusive messages or materials.
6. Use of computer, information technology, or communication resources to interfere with the normal operation of the College.
7. Unauthorized duplication or use of software or proprietary programs in violation of software licensing agreements.
8. Social media postings on College sanctioned accounts that contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang-related.

Violation of this policy by a College employee is grounds for disciplinary action up to and including dismissal.

PROPOSED AMENDMENT

Rule 5.06: Misuse of College Technology and Communication

Resources

Approved unknown

Amended XXXX; 05/17/17; 06/01/05

Specific Authorities: FS 1001.64(5); FS 1001.65(16); FS 1001.65(6)

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1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computer, information technology, or communication resources to interfere with the work of a student, faculty member, employee, or administrator.
5. Use of computer, information technology, or communication resources to send, store, or display obscene, abusive messages or materials.
6. Use of computer, information technology, or communication resources to interfere with the normal operation of the College.
7. Unauthorized duplication or use of software or proprietary programs in violation of software licensing agreements.
8. Social media postings on College sanctioned accounts that contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang-related.
9. User may not input or upload any data that would not be considered Public Information into any cloud-based storage or applications, including but not limited to Machine Learning Models, Generative AI, Business Intelligence Applications, and/or other emerging technologies, unless specifically authorized by the College.

Violation of this policy by a College employee is grounds for disciplinary action up to and including dismissal.

NEW CLEAN COPY

Rule 5.06: Misuse of College Technology and Communication

Resources

Approved unknown

Amended XXXX; 05/17/17; 06/01/05

Specific Authorities: FS 1001.64(5); FS 1001.65(16); FS 1001.65(6)

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2. Unauthorized transfer of a file.
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4. Use of computer, information technology, or communication resources to interfere with the work of a student, faculty member, employee, or administrator.
5. Use of computer, information technology, or communication resources to send, store, or display obscene, abusive messages or materials.
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Violation of this policy by a College employee is grounds for disciplinary action up to and including dismissal.

CURRENT

Rule 5.07: Deferred Retirement Option Program (DROP)

Approved unknown

Amended 01/18/06; 6/01/05

Specific Authorities: FS 121.091(13), Rules of the Division of Retirement for DROP participation, FS 1001.64, FS 1001.65

The Board of Trustees authorizes certain qualified employees to participate in the Deferred Retirement Option Program (DROP) in accordance with FS. 121.091(13) and rules of the Division of Retirement under the Department of Management Services. However, participation in the DROP does not guarantee employment for the specified period of the DROP for any employee who elects to participate in DROP.

The Board directs the President and appropriate staff to post in the College's Operating Guidelines and Procedures the rules and regulations for participation in DROP established by the Division of Retirement as well as the qualifications for participation in DROP, the necessary applications, due dates for applications, and such other information and procedures which an applicant for DROP will need to facilitate his or her participation in the DROP program.

A faculty member selected to return to active status after DROP retirement will continue on the same evaluation cycle he or she was on before DROP retirement provided the faculty member has been retired less than one academic year. If the retirement period for the faculty member exceeds one academic year after DROP retirement, a new cycle for evaluations will begin during the first year of employment after DROP retirement. Faculty members selected to return to active status after DROP retirement are not eligible for continuing contract status.

PROPOSED AMENDMENT

Rule 5.07: Deferred Retirement Option Program (DROP)

Approved unknown

Amended XXXX; 01/18/06; 6/01/05

Specific Authorities: FS 121.091(13), Rules of the Division of Retirement for DROP participation, FS 1001.64, FS 1001.65

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NEW CLEAN COPY

Rule 5.07: Deferred Retirement Option Program (DROP)

Approved unknown

Amended XXXX; 01/18/06; 6/01/05

Specific Authorities: FS 121.091(13), Rules of the Division of Retirement for DROP participation, FS 1001.64, FS 1001.65

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CURRENT

Rule 5.15: Keys

Approved unknown

Amended 02/21/18; 01/20/16; 01/18/06; 06/01/05

Specific Authorities: FS 1001.65(6); FS 1001.64(5)

Keys and access control cards (cards) are the property of St. Johns River State College and will be assigned to College personnel on a “need” basis subject to approval by the President or designee. Requests for keys and cards will be submitted through the online key request system for processing.

Unauthorized possession or use of keys or cards on the campuses is not permitted and under no conditions are keys or cards to be duplicated. Should a key or card become lost or damaged, the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate for the individual campus is to be notified immediately. If negligence is determined, employees may be subject to reimbursing the College for expenses for lost keys or cards.

All keys and cards are to be promptly returned when no longer needed. Upon termination of employment for any reason (i.e., resignation, retirement, dismissal) all keys and cards must be returned to the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate. Under no circumstances are students authorized to possess or to check out keys or cards to the campus facilities without special permission from the President.

The Public Safety and Security Office shall be responsible for the custody of all keys to College cars with the exception of keys to cars used by the Criminal Justice Programs. The Dean of the Criminal Justice and Public Safety will be responsible for the keys to cars used by the Criminal Justice Programs.

Access control codes which have been entrusted to employees must be kept confidential.

PROPOSED AMENDMENT

Rule 5.15: Keys

Approved unknown

Amended XXXX;02/21/18; 01/20/16; 01/18/06; 06/01/05

Specific Authorities: FS 1001.65(6); FS 1001.64(5)

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Unauthorized possession or use of keys or cards on the campuses is not permitted and under no conditions are keys or cards to be duplicated. Should a key or card become lost or damaged, the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate for the individual campus Office of Facilities is to be notified immediately. If negligence is determined, employees may be subject to reimbursing the College for expenses for lost keys or cards.

All keys and cards are to be promptly returned when no longer needed. Upon termination of employment for any reason (i.e., resignation, retirement, dismissal) all keys and cards must be returned to the Director of Facilities or his/her designee or Office of the Campus Executive Director as appropriate Office of Facilities. Under no circumstances are students authorized to possess or to check out keys or cards to the campus facilities without special permission from the President.

The Public Safety and Security Office shall be responsible for the custody of all keys to College cars vehicles with the exception of keys to cars vehicles used by the Criminal Justice Programs, Allied Health Program, Athletics, and Facilities Services. The Dean of the Criminal Justice and Public Safety will be responsible for the keys to cars vehicles used by the Criminal Justice Programs; the Dean of Allied Health will be responsible for the keys to the ambulance used by the Allied Health programs; the Athletic Director will be responsible for the keys to the athletic bus; and the Director of Facilities Business Operations will be responsible for the keys to the vehicles used by Facilities Services. The Office of Facilities will also be responsible for the custody of the master key for all vehicles owned by the College.

Access control codes which have been entrusted to employees must be kept confidential.

NEW CLEAN COPY

Rule 5.15: Keys

Approved unknown

Amended XXXX; 02/21/18; 01/20/16; 01/18/06; 06/01/05

Specific Authorities: FS 1001.65(6); FS 1001.64(5)

Keys and access control cards (cards) are the property of St. Johns River State College and will be assigned to College personnel on a “need” basis subject to approval by the President or designee. Requests for keys and cards will be submitted through the online key request system for processing.

Unauthorized possession or use of keys or cards on the campuses is not permitted and under no conditions are keys or cards to be duplicated. Should a key or card become lost or damaged, the Office of Facilities is to be notified immediately. If negligence is determined, employees may be subject to reimbursing the College for expenses for lost keys or cards.

All keys and cards are to be promptly returned when no longer needed. Upon termination of employment for any reason (i.e., resignation, retirement, dismissal) all keys and cards must be returned to the Office of Facilities. Under no circumstances are students authorized to possess or to check out keys or cards to the campus facilities without special permission from the President.

The Public Safety and Security Office shall be responsible for the custody of all keys to College vehicles with the exception of keys to vehicles used by the Criminal Justice Programs, Allied Health Program, Athletics, and Facilities Services. The Dean of Criminal Justice and Public Safety will be responsible for the keys to vehicles used by the Criminal Justice Programs; the Dean of Allied Health will be responsible for the keys to the ambulance used by the Allied Health programs; the Athletic Director will be responsible for the keys to the athletic bus; and the Director of Facilities Business Operations will be responsible for the keys to the vehicles used by Facilities Services. The Office of Facilities will also be responsible for the custody of the master key for all vehicles owned by the College.

Access control codes which have been entrusted to employees must be kept confidential.

CURRENT

Rule 5.29: SJR Campus Security Officers/Duties

Approved 01/18/06

Specific Authorities: FS 1012.88; FS 1001.64(23)

To ensure the safety and welfare of College employees, students served by the College, visitors to the College, and College property, equipment, and facilities, the District Board of Trustees authorizes the establishment of a Department of Public Safety and Security. The Board also authorizes collection of a five percent fee increase on college credit courses as authorized by FS 1009.23(4) to be used to pay for the Department of Public Safety and Security.

The Department of Public Safety and Security will consist of a Director, sworn officers, and such other personnel as the College President and the Board of Trustees deem necessary to ensure the safety of employees, students, visitors and College property, equipment and facilities. The Department of Public Safety and Security will work collaboratively with the Sheriff Offices of Clay, St. Johns and Putnam County as well as other appropriate law enforcement agencies and emergency agencies located within the Colleges district. Employees of the College's Department of Public Safety and Security will be governed by the laws of the State of Florida for sworn officers and by the provisions of FS 1012.88.

PROPOSED AMENDMENT

Rule 5.29: SJR Campus Security Officers/Duties

Approved 01/18/06

Amended XXXX

Specific Authorities: FS 1012.88; FS 1001.64(23)

To ensure the safety and welfare of College employees, students served by the College, visitors to the College, and College property, equipment, and facilities, the District Board of Trustees authorizes the establishment of a Department of Public Safety and Security. ~~The Board also authorizes collection of a five percent fee increase on college credit courses as authorized by FS 1009.23(4) to be used to pay for the Department of Public Safety and Security.~~

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NEW CLEAN COPY

Rule 5.29: SJR Campus Security Officers/Duties

Approved 01/18/06

Amended XXXX

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The Department of Public Safety and Security will consist of a Director, sworn officers, and such other personnel as the College President and the Board of Trustees deem necessary to ensure the safety of employees, students, visitors and College property, equipment and facilities. The Department of Public Safety and Security will work collaboratively with the Sheriff Offices of Clay, St. Johns and Putnam County as well as other appropriate law enforcement agencies and emergency agencies located within the Colleges district. Employees of the College's Department of Public Safety and Security will be governed by the laws of the State of Florida for sworn officers and by the provisions of FS 1012.88.

CURRENT

Rule 5.37: Code of Ethics and Principles of Professional Conduct

Approved 01/18/06

Specific Authorities: FAC 6B-1.001

St. Johns River State College subscribes to the “Code of Ethics of the Education Profession in Florida” and to the “Principles of Professional Conduct for the Education Profession in Florida.” As such, the “Code of Ethics of the Education Profession in Florida” and the “Principles of Professional Conduct for the Education Profession in Florida” will be printed in their entirety in the College’s Operating Guidelines and Procedures and in all appropriate College handbooks. Violations of the “Code of Ethics of the Education Profession in Florida” and the “Principles of Professional Conduct for the Education Profession in Florida” are subject to disciplinary action up to and including dismissal.

PROPOSED AMENDMENT

Rule 5.37: Code of Ethics and Principles of Professional Conduct

Approved 01/18/06

Amended XXX

Specific Authorities: FAC 6B-1.001

St. Johns River State College subscribes to the “Code of Ethics of the Education Profession in Florida” and to the “Principles of Professional Conduct for the Education Profession in Florida.” ~~As such, the “Code of Ethics of the Education Profession in Florida” and the “Principles of Professional Conduct for the Education Profession in Florida” will be printed in their entirety in the College’s Operating Guidelines and Procedures and in all appropriate College handbooks.~~ Violations of the “Code of Ethics of the Education Profession in Florida” and the “Principles of Professional Conduct for the Education Profession in Florida” are subject to disciplinary action up to and including dismissal.

NEW CLEAN COPY

Rule 5.37: Code of Ethics and Principles of Professional Conduct

Approved 01/18/06

Amended XXX

Specific Authorities: FAC 6B-1.001

St. Johns River State College subscribes to the “Code of Ethics of the Education Profession in Florida” and to the “Principles of Professional Conduct for the Education Profession in Florida.” Violations of the “Code of Ethics of the Education Profession in Florida” and the “Principles of Professional Conduct for the Education Profession in Florida” are subject to disciplinary action up to and including dismissal.

CURRENT

Rule 5.49: COVID-19 Leave Policy

Approved 04/21/21

Specific Authorities: F.S. 1001.64 (18)

This policy is in response to the December 31, 2020 expiration of the Families First Coronavirus Response Act (FFCRA), whereby employees were granted paid leave under the Family Medical Leave Act. Effective January 4, 2021, St. Johns River State College shall continue to provide COVID-19 related leave to full-time employees of the College who are ineligible for remote work as determined by their Vice President or the President. The COVID-19 related leave is not an extension of the FFCRA and does not impact an employee's current sick leave, vacation leave, or sick leave pool balances. Leave granted under this policy is not eligible for payout upon termination or retirement.

This leave shall be paid at the employee's regular rate of pay for up to 80 hours, annually, under the following circumstances:

1. Employees who are directed by the College to self-isolate due to testing positive for the Coronavirus
2. Employees who are directed by the College to self-quarantine due to exposure to a Coronavirus positive case
3. Employees who are directed to leave campus due to possible exposure from a coworker/student/volunteer/visitor

This policy is in effect from January 4, 2021 until August 13, 2021.

REPEAL

Rule 5.49: COVID-19 Leave Policy—REPEALED

Approved 04/21/21

Repealed XXXX

Specific Authorities: F.S. 1001.64 (18)

~~This policy is in response to the December 31, 2020 expiration of the Families First Coronavirus Response Act (FFCRA), whereby employees were granted paid leave under the Family Medical Leave Act. Effective January 4, 2021, St. Johns River State College shall continue to provide COVID-19 related leave to full-time employees of the College who are ineligible for remote work as determined by their Vice President or the President. The COVID-19 related leave is not an extension of the FFCRA and does not impact an employee's current sick leave, vacation leave, or sick leave pool balances. Leave granted under this policy is not eligible for payout upon termination or retirement.~~

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- ~~6.—Employees who are directed to leave campus due to possible exposure from a coworker/student/volunteer/visitor~~

~~This policy is in effect from January 4, 2021 until August 13, 2021.~~

CURRENT

Rule 6.01: Control and Discipline of Students

Approved unknown

Amended 01/18/06; 6/01/05

Specific Authorities: FS 1006.62, FS 1006.60, FS 1006.50, Chapter 893, FS

Each student who accepts enrollment at St. Johns River State College consents to the fact that enrollment is a privilege, and that by enrolling in the College, he or she accepts the responsibility of abiding by its rules and regulations and is committed to the furtherance of its moral and ethical standards. As such, each student who enrolls at St. Johns River State College is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education and the Board of Trustees. Violation of these published laws, ordinances, or rules and regulations may subject the violator to immediate and appropriate action by the College President.

The President of the College may, after notice to the student of the charges and after a hearing on the charges as prescribed by rules of the Board of Trustees, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule of the State Board of Education or the Board of Trustees. A student may, at the discretion of the President, be entitled to waiver of expulsion:

1. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893, FS;
2. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or;
3. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Appropriate Disciplinary Codes and Appeals Processes will be printed in their entirety in the Student Handbook published annually by the College.

PROPOSED AMENDMENT

Rule 6.01: Control and Discipline of Students

Approved unknown

Amended XXXX; 01/18/06; 6/01/05

Specific Authorities: FS 1006.62, FS 1006.60, FS 1006.50, Chapter 893, FS

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Appropriate Disciplinary Codes and Appeals Processes will be printed in their entirety in the Student Handbook published in the College Catalog/Student Handbook annually by the College.

NEW CLEAN COPY

Rule 6.01: Control and Discipline of Students

Approved unknown

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3. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Appropriate Disciplinary Codes and Appeals Processes will be published in the College Catalog/Student Handbook annually by the College.

CURRENT

Rule 6.18: Student Directory Information and Student Opt Out Provisions Policy

Approved unknown

Amended 6/01/05

Specific Authorities: FERPA of 1974 as Amended (the Buckley Amendment), FS 1002.21(1), FS 1002.22, FS 1006.52(2)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and, more commonly known as the Buckley Amendment, St. Johns River State College defines public or “directory information” as the following:

“Name, address, telephone number, dates of attendance, degrees received, major or program of study, full-time or part-time status, classification (freshman, sophomore), activity and sport participation (including height, weight, photographs), gender, previous institutions attended, and birth date and place.”

Directory information, as defined by St. Johns River State College, may be released at the College’s discretion, without the student’s written consent (unless a request for nondisclosure has been received by the Admissions / Records Office within 15 days after the close of registration). Nondisclosure shall remain in effect until the student gives a written request to remove said nondisclosure to the Admissions / Records Office. Forms are available in the Admissions / Records Office and will be printed on the last page of the Student Handbook.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean’s lists, and other requests for directory information.

PROPOSED AMENDMENT

Rule 6.18: Student Directory Information and Student Opt-Out Provisions Policy

Approved unknown

Amended XXX; 6/01/05

Specific Authorities: FERPA of 1974 as Amended (the Buckley Amendment), FS 1002.21(1), FS 1002.22, FS 1006.52(2)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and, more commonly known as the Buckley Amendment, St. Johns River State College defines public or “directory information” as the following:

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Name; major field of study; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees, honors, and awards received.

Directory information, as defined by St. Johns River State College, may be released at the College’s discretion, without the student’s written consent (unless a request for nondisclosure has been received by the Admissions / Records Office within 15 days after the close of registration). Nondisclosure shall remain in effect until the student gives a written request to remove said nondisclosure to the Admissions / Records Office. Forms are available in the Admissions / Records Office and will be printed on the last page of the Student Handbook.

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NEW CLEAN COPY

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Directory information, as defined by St. Johns River State College, may be released at the College’s discretion, without the student’s written consent (unless a request for nondisclosure has been received by the Admissions / Records Office within 15 days after the close of registration). Nondisclosure shall remain in effect until the student gives a written request to remove said nondisclosure to the Admissions / Records Office. Forms are available in the Admissions / Records Office.

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CURRENT

Rule 7.10: Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

Approved 01/18/06

Amended 09/18/19; 1/20/16; 9/15/10

Specific Authorities: Federal Financial Aid Guidelines, FS 1009.50, FS 1009.44, FS 1009.41, FS 1009.40, FS 1009.29, FS 1009.23(8)(a)

Standards of Academic Progress for Financial Aid: The Federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

Satisfactory Academic Progress (SAP): At the completion of each semester or enrollment period, students' progress toward an educational goal is measured in three ways:

1. **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 66.5 percent rounded to the nearest whole percentage. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the timeframe requirement for students at a maximum of 1 ½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full-time, part-time, or any combination of both).
2. **Grade-Point Average (GPA):** With the exception of the Bachelor of Science Degree in Early Childhood Education, students must maintain a minimum cumulative grade-point average of 2.0. Upon acceptance into the Bachelor of Science Degree Program in Early Childhood Education, students must maintain a minimum cumulative grade-point average of 2.5. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only

measurement applied to the students until a GPA is applicable. For repeated courses, only the latest attempt grade will be included in the GPA measurement.

3. **Maximum Hours:** Students are allowed up to 150% of the published length of their academic program to successfully complete their degree. This measurement includes all courses attempted regardless of performance (including withdrawals and failed classes).

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a financial aid warning status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

Transfer students whose previous academic transcripts have not yet been evaluated will have all of their previous coursework included in the evaluation of their SAP status. If their previous academic performance meets the Satisfactory Academic Progress definitions above, the student will be noted as maintaining SAP. If the student has reached maximum hours or fails either the GPA or completion ratio based on all of their courses attempted previous to their enrollment at SJR State, the student will be noted as not making SAP. Once transfer credit evaluation has been completed, only those courses which are accepted by SJR State as applicable to the degree will be included.

A **semester** is defined as either of the major semesters/terms: fall, spring, and summer. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure, also mean enrollment period where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:

1. **Financial Aid Warning:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.
2. **Financial Aid Suspension / Financial Aid Probation:** If at the end of the semester of enrollment during which a student is on Financial Aid Warning and for which satisfactory progress is measured, a student has failed to maintain either one or both of the measurements outlined above, the student will no longer be eligible to

receive Federal financial aid and will be placed on Financial Aid Suspension. Students may appeal this decision and, if their appeal is granted, they will be placed on Financial Aid Probation. Financial Aid Probation may be granted for one semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

3. **Financial Aid Continued Probation:** Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, as long as they have not yet reached the maximum hours limit and there are sufficient hours remaining to complete their programs of study before reaching the maximum hours limit.
4. **Maximum Hours Suspension:** This occurs at the end of the semester when students enrolled at the college credit level reach a total of 150% of the published length of the program of study [90 attempted credit hours for most Associate level programs, 180 attempted credit hours for Baccalaureate level programs and the Educator Preparation Institute (EPI) program, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a point at which a student cannot complete the applicable program before reaching or exceeding 150% of the published length of the program]. All federal financial aid is suspended.
5. **Financial Aid Termination:** This occurs when students fail to successfully complete any course(s) in the Satisfactory Progress Academic Plan or Program Completion Plan under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours by an email sent to their campus email box.

Appeals: Students on financial aid suspension (see #1 below) or reaching the maximum hours suspension (see #2 below) may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Director informs the student of the Committee's decision. Students approved to receive aid for an additional semester will be in an "approved appeal" status which is the equivalent of the

financial aid warning status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on suspension or Maximum Hours as applicable. The decision of the Committee is final. Except as noted below in Exceptions to the appeal process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

1. **Financial Aid Suspension Appeals:** Students in the Financial Aid Suspension category must submit an appeal form with a written letter of appeal along with supporting documentation to the Director of Financial Aid (Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration.
2. **Satisfactory Progress Academic Plan:** As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should allow for the mathematical possibility of regaining both GPA and Completion Rate percentages. If the appeal is granted, the student will only be allowed to enroll in the classes listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student's financial aid will be terminated.
3. **Program Completion Plan:** As part of the appeal process, students in the Maximum Hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.
4. **Financial Aid Termination:** By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student such as personal illness or accident. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

Exceptions to the appeal process: Students enrolled in Postsecondary Adult Vocational programs of less than one year in length cannot appeal the maximum hours status. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students' control.

PROPOSED AMENDMENT

Rule 7.10: Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

Approved 01/18/06

Amended XXXX; 09/18/19; 1/20/16; 9/15/10

Specific Authorities: Federal Financial Aid Guidelines, FS 1009.50, FS 1009.44, FS 1009.41, FS 1009.40, FS 1009.29, FS 1009.23(8)(a)

Standards of Academic Progress for Financial Aid: The Federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

Satisfactory Academic Progress (SAP): At the completion of each semester or enrollment period, students' progress toward an educational goal is measured in three ways:

1. **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 66.5 percent rounded to the nearest whole percentage. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the timeframe requirement for students at a maximum of 1 ½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full-time, part-time, or any combination of both).
2. **Grade-Point Average (GPA):** With the exception of the Bachelor of Science Degree in Early Childhood Education and the Bachelor of Science Degree in Exceptional Student Education, students must maintain a minimum cumulative grade-point average of 2.0. Upon acceptance into the Bachelor of Science Degree Program in Early Childhood Education and the Bachelor of Science Degree in Exceptional Student Education, students must maintain a minimum cumulative grade-point average of 2.5. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In

the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable. For repeated courses, only the latest attempt grade will be included in the GPA measurement.

3. **Maximum Hours:** Students are allowed up to 150% of the published length of their academic program to successfully complete their degree. This measurement includes all courses attempted regardless of performance (including withdrawals and failed classes).

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a financial aid warning status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

Transfer students whose previous academic transcripts have not yet been evaluated will have all of their previous coursework included in the evaluation of their SAP status. If their previous academic performance meets the Satisfactory Academic Progress definitions above, the student will be noted as maintaining SAP. If the student has reached maximum hours or fails either the GPA or completion ratio based on all of their courses attempted previous to their enrollment at SJR State, the student will be noted as not making SAP. Once transfer credit evaluation has been completed, only those courses which are accepted by SJR State as applicable to the degree will be included.

A **semester** is defined as either of the major semesters/terms: fall, spring, and summer. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure, also mean enrollment period where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:

1. **Financial Aid Warning:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.
2. **Financial Aid Suspension / Financial Aid Probation:** If at the end of the semester of enrollment during which a student is on Financial Aid Warning and for which

satisfactory progress is measured, a student has failed to maintain either one or both of the measurements outlined above, the student will no longer be eligible to receive Federal financial aid and will be placed on Financial Aid Suspension. Students may appeal this decision and, if their appeal is granted, they will be placed on Financial Aid Probation. Financial Aid Probation may be granted for one semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

3. **Financial Aid Continued Probation:** Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, as long as they have not yet reached the maximum hours limit and there are sufficient hours remaining to complete their programs of study before reaching the maximum hours limit.
4. **Maximum Hours Suspension:** This occurs at the end of the semester when students enrolled at the college credit level reach a total of 150% of the published length of the program of study [90 attempted credit hours for most Associate level programs, 180 attempted credit hours for Baccalaureate level programs and the Educator Preparation Institute (EPI) program, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a point at which a student cannot complete the applicable program before reaching or exceeding 150% of the published length of the program]. All federal financial aid is suspended.
5. **Financial Aid Termination:** This occurs when students fail to successfully complete any course(s) in the Satisfactory Progress Academic Plan or Program Completion Plan under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours by an email sent to their campus email box.

Appeals: Students on financial aid suspension (see #1 below) or reaching the maximum hours suspension (see #2 below) may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Director

informs the student of the Committee's decision. Students approved to receive aid for an additional semester will be in an "approved appeal" status which is the equivalent of the financial aid warning status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on suspension or Maximum Hours as applicable. The decision of the Committee is final. Except as noted below in Exceptions to the appeal process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

1. **Financial Aid Suspension Appeals:** Students in the Financial Aid Suspension category must submit an appeal form with a written letter of appeal along with supporting documentation to the Director of Financial Aid (Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration.
2. **Satisfactory Progress Academic Plan:** As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should allow for the mathematical possibility of regaining both GPA and Completion Rate percentages. If the appeal is granted, the student will only be allowed to enroll in the classes listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student's financial aid will be terminated.
3. **Program Completion Plan:** As part of the appeal process, students in the Maximum Hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.
4. **Financial Aid Termination:** By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student such as personal illness or accident. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

Exceptions to the appeal process: Students enrolled in Postsecondary Adult Vocational programs of less than one year in length cannot appeal the maximum hours status. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students' control.

NEW CLEAN COPY

Rule 7.10: Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

Approved 01/18/06

Amended XXXX; 09/18/19; 1/20/16; 9/15/10

Specific Authorities: Federal Financial Aid Guidelines, FS 1009.50, FS 1009.44, FS 1009.41, FS 1009.40, FS 1009.29, FS 1009.23(8)(a)

Standards of Academic Progress for Financial Aid: The Federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

Satisfactory Academic Progress (SAP): At the completion of each semester or enrollment period, students' progress toward an educational goal is measured in three ways:

4. **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 66.5 percent rounded to the nearest whole percentage. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the timeframe requirement for students at a maximum of 1 ½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full-time, part-time, or any combination of both).
5. **Grade-Point Average (GPA):** With the exception of the Bachelor of Science Degree in Early Childhood Education and the Bachelor of Science Degree in Exceptional Student Education, students must maintain a minimum cumulative grade-point average of 2.0. Upon acceptance into the Bachelor of Science Degree Program in Early Childhood Education and the Bachelor of Science Degree in Exceptional Student Education, students must maintain a minimum cumulative grade-point average of 2.5. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In

the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable. For repeated courses, only the latest attempt grade will be included in the GPA measurement.

6. **Maximum Hours:** Students are allowed up to 150% of the published length of their academic program to successfully complete their degree. This measurement includes all courses attempted regardless of performance (including withdrawals and failed classes).

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a financial aid warning status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

Transfer students whose previous academic transcripts have not yet been evaluated will have all of their previous coursework included in the evaluation of their SAP status. If their previous academic performance meets the Satisfactory Academic Progress definitions above, the student will be noted as maintaining SAP. If the student has reached maximum hours or fails either the GPA or completion ratio based on all of their courses attempted previous to their enrollment at SJR State, the student will be noted as not making SAP. Once transfer credit evaluation has been completed, only those courses which are accepted by SJR State as applicable to the degree will be included.

A **semester** is defined as either of the major semesters/terms: fall, spring, and summer. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure, also mean enrollment period where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:

6. **Financial Aid Warning:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.
7. **Financial Aid Suspension / Financial Aid Probation:** If at the end of the semester of enrollment during which a student is on Financial Aid Warning and for which

satisfactory progress is measured, a student has failed to maintain either one or both of the measurements outlined above, the student will no longer be eligible to receive Federal financial aid and will be placed on Financial Aid Suspension. Students may appeal this decision and, if their appeal is granted, they will be placed on Financial Aid Probation. Financial Aid Probation may be granted for one semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

8. Financial Aid Continued Probation: Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, as long as they have not yet reached the maximum hours limit and there are sufficient hours remaining to complete their programs of study before reaching the maximum hours limit.
9. Maximum Hours Suspension: This occurs at the end of the semester when students enrolled at the college credit level reach a total of 150% of the published length of the program of study [90 attempted credit hours for most Associate level programs, 180 attempted credit hours for Baccalaureate level programs and the Educator Preparation Institute (EPI) program, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a point at which a student cannot complete the applicable program before reaching or exceeding 150% of the published length of the program]. All federal financial aid is suspended.
10. Financial Aid Termination: This occurs when students fail to successfully complete any course(s) in the Satisfactory Progress Academic Plan or Program Completion Plan under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours by an email sent to their campus email box.

Appeals: Students on financial aid suspension (see #1 below) or reaching the maximum hours suspension (see #2 below) may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Director

informs the student of the Committee's decision. Students approved to receive aid for an additional semester will be in an "approved appeal" status which is the equivalent of the financial aid warning status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on suspension or Maximum Hours as applicable. The decision of the Committee is final. Except as noted below in Exceptions to the appeal process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

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6. Satisfactory Progress Academic Plan: As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should allow for the mathematical possibility of regaining both GPA and Completion Rate percentages. If the appeal is granted, the student will only be allowed to enroll in the classes listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student's financial aid will be terminated.
7. Program Completion Plan: As part of the appeal process, students in the Maximum Hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.
8. Financial Aid Termination: By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student such as personal illness or accident. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

Exceptions to the appeal process: Students enrolled in Postsecondary Adult Vocational programs of less than one year in length cannot appeal the maximum hours status. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students' control.



MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: April 15, 2026

RE: Action Item: Change Order #002 to Scherer Construction Contract

This is an action item for the Board of Trustees at their meeting on April 15, 2026. Change Order #002 will be executed, after the Board meeting, by the College to the Scherer Construction contract for the Remodel and Additions to the FloArts Building on the Palatka campus.

Change Order #002 is a deductive change order in the amount of \$1,701,440.85. This change order includes

- Deductions to the contract include theatrical lighting equipment changes (\$163,118.69), structural steel (\$11,015.27), plywood not replaced on exterior building (\$1,369.51), owner direct purchase orders (\$1,542,999.55), and credit for an overhead door, frame, and hardware (\$2,275.84). Total deductions \$1,720,778.86
- Increases to the contract include concrete columns in the south wing/auditorium (\$8,192.60), concrete and structural steel (\$8,736.42), and concrete footings (\$2,408.99). Total increases \$19,338.01.

I am requesting the Board of Trustees approve Change Order #002 for the FloArts project.

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

Additional supporting documentation will be available for review at the meeting.



MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: April 6, 2026

RE: Transfer from Auxiliary Reserves to Unrestricted Fund 1

Pursuant to Rule 6A-14.077(1)(b), Florida Administrative Code, College Board of Trustees are authorized to authorize other uses of auxiliary funds for the benefit of the college through its rules or by special action of the board.

College Administration is requesting Board approval to authorize a one-time \$19,705 transfer from the college's Auxiliary Fund balance to Unrestricted Fund 1 for the purpose of installing 5 parking lot cameras, 1 courtyard camera, needed camera accessories, and power requirements. These cameras are needed to monitor the student housing parking lots and the rear courtyard of the student housing building. The cameras will be integrated into the student housing video surveillance system. As of June 30, 2025, the combined fund balance of all auxiliary funds was \$6,943,632.



MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: April 6, 2026

RE: Transfer from Auxiliary Reserves to Unrestricted Fund 1

The following Action item is submitted for the Board of Trustees' consideration at the April 15, 2026, meeting:


ACTION AGENDA ITEM:

1. Action to approve a transfer from Auxiliary Reserves to Unrestricted Fund 1 for purchase of cameras and accessories for student housing parking lots.



MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: March 31, 2026

RE: Action Agenda Items – April 15, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the April 15, 2026, meeting (Presented by Dr. Jay Paterson):

- Public Hearing on Change to Admission Criteria for Nursing: RN to BSN
- Action to Approve Change to Admission Criteria for Nursing: RN to BSN
- Public Hearing on Change to Admission Criteria for Nursing A.S. Degree
- Action to Approve Change to Admission Criteria for Nursing A.S. Degree
- Public Hearing on Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree
- Action to Approve Change to Admission Criteria for Nursing – LPN Bridge A.S. Degree
- Public Hearing on Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree
- Action to Approve Change to Admission Criteria for Diagnostic Medical Sonography Technology A.S. Degree
- Public Hearing on Change to Admission Criteria for Health Information Technology A.S. Degree
- Action to Approve Change to Admission Criteria for Health Information Technology A.S. Degree
- Public Hearing on Change to Admission Criteria for Radiologic Technology A.S. Degree

- Action to Approve Change to Admission Criteria for Radiologic Technology A.S. Degree
- Public Hearing on Change to Admission Criteria for Respiratory Care A.S. Degree
- Action to Approve Change to Admission Criteria for Respiratory Care A.S. Degree



MEMORANDUM

TO: Edward P. Jordan, Ph.D.

Vice President for Academic and Student Affairs

FROM: Dr. Jay Paterson

Assistant Vice President of Workforce and Career Services

DATE: March 31, 2026

RE: Revision to Limited Access Program Admission Criteria

We are requesting the following admission changes for the Nursing: RN to BSN program:

- To align with the updated Florida College System (FCS) Bachelor of Science in Nursing Program statewide requirements, the program requests removal of several courses from the common prerequisite list and the incorporation of these courses into the program's general and lower-level specialized coursework. This adjustment ensures program compliance while maintaining the required 120 credit hours for the bachelor's degree.

We are requesting the following admission changes for the Associate Degree Nursing programs (both ASN and the LPN-to-RN)

- The program requests that the point system for admission for the Associate Degree Nursing programs (both ASN and the LPN-to-RN) be changed to include an updated HESI a2 scoring. The program would like to include the verbiage that applicants must earn at least a 75 in all three HESI categories with an overall minimum of 225 to be considered a qualified applicant. This gives a much more objective way to rank applicants with achievable HESI scores for the minimum score requirement. In addition, research has shown that applicants who have higher HESI a2 scores have better retention and outcomes in a nursing program.

We are requesting the following admission changes for the following Allied Health programs:

- The Allied Health programs have limited access admission requirements. The changes the programs are designed to identify the greatest number of qualified candidates. With that goal, three of the programs seek to change the admissions rubric to decrease the amount of points assigned to residency. This is in line with the formula used by the Nursing program. It still prioritizes students from the college's service area, and rewards those who have completed their prerequisites at St. Johns River State College, but grants a point to those in neighboring counties as well. By narrowing the point spread between local and out-of-county residents, we also mitigate the incentive for "address-sharing," ensuring our admissions data is accurate.
- The Diagnostic Medical Sonography Technology A.S. Degree program requests to reduce the number of points awarded for being a resident of Clay, Putnam, or St. Johns counties, Florida, and add a point value structure for being a resident of SJR State District neighboring counties (Alachua, Duval, Flagler, and Volusia). The program also requests an update to the application window, the removal of the orientation/shadowing requirement, and the addition of minimum HESI a2 scores.
- The Health Information Technology A.S. Degree program requests removing the requirement of test score placement in MAC 1147 and replacing it with test score placement in General Education Math.
- The Radiologic Technology A.S. Degree program requests to reduce the number of points awarded for being a resident of Clay, Putnam, or St. Johns counties, Florida, and add a point value structure for being a resident of SJR State District neighboring counties (Alachua, Duval, Flagler, and Volusia).
- The Respiratory Care A.S. Degree program requests to reduce the number of points awarded for being a resident of Clay, Putnam, or St. Johns counties, Florida, and add a point value structure for being a resident of SJR State District neighboring counties (Alachua, Duval, Flagler, and Volusia). The program also requests the removal of the requirement for an interview with Respiratory faculty.

Nursing Programs

Baccalaureate in Science – Nursing - Current Admission Requirements

Admission Requirements

The BSN program is an open access program for students who meet the following admission requirements:

- Admission to SJR State
- Submission of a completed application to the baccalaureate program in nursing
- Completion of an Associate in Science degree in Nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance
- Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
- Proof of an active, current, valid, and unencumbered license as a Registered Nurse in the United States. A student, waiting for licensure, may be admitted in a provisional status for one year after graduation from a registered nurse program, as long as all other admission criteria are met.

Post Admission Requirements

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

- Complete the online BSN Student Orientation
- Students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR and AED) program - BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State BSN nursing program. ACLS may be substituted for BLS.
- Maintain an active, current, valid, and unencumbered licensure as a Registered Nurse in Florida. A student may be admitted in a provisional status for one year while awaiting licensure as long as other admission criteria are met.

Prerequisite Courses

The Florida Department of Education requires common prerequisite courses. SJR State recommends the following courses or equivalents as listed in the FDOE Common Prerequisite Manual:

- BSC 2085 - Human Anatomy and Physiology I Credits: 3 AND
- BSC 2085L - Laboratory for Human Anatomy and Physiology I Credits: 1
- BSC 2086 - Human Anatomy and Physiology II Credits: 3 AND
- BSC 2086L - Laboratory for Human Anatomy and Physiology II Credits: 1
- Any CHM XXXX, BSC XXXX, BCH XXXX, PCB XXXX, PHY XXXX with a minimum of 3 credit hours Credits: 3 **
- DEP 2004 - Human Growth and Development Credits: 3
- HUN 1201 - Human Nutrition Credits: 3
- MCB 2010 - Microbiology Credits: 3 AND
- MCB 2010L - Lab for Microbiology Credits: 1
- PSY 2012 - General Psychology Credits: 3
- STA 2023 - Elementary Statistics Credits: 3 **

Notes:

These courses may be taken prior to admission.

** May be taken concurrently with upper-level courses

- Proposed Admission Requirements

Admission Requirements

- The BSN program is an open access program for students who meet the following admission requirements:
- Admission to SJR State
- Submission of a completed application to the baccalaureate program in nursing
- Completion of an Associate in Science degree in Nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance

- Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
- Proof of an active, current, valid, and unencumbered license as a Registered Nurse in the United States. A student, waiting for licensure, may be admitted in a provisional status for one year after graduation from a registered nurse program, as long as all other admission criteria are met.

Prerequisite Courses for Admission

The Florida Department of Education requires common prerequisite courses. SJR State recommends the following courses or equivalents as listed in the FDOE Common Prerequisite Manual:

- STAT 2023 Statistical Methods Credits: 3 OR
- OR STA 2014 OR STA 2122 OR MAC X105 OR MAC X311 OR MGF X130
- MCB 2010 - Microbiology Credits: 3 AND MCB 2010L - Lab for Microbiology Credits: 1
- OR MCB X000 & MCB X000L OR MCS 2013C OR MCB 2013C OR MCB 2004 and MCB 2004L
- BSC 2085 - Human Anatomy and Physiology I Credits: 3 AND BSC 2085L - Laboratory for Human Anatomy and Physiology I Credits: 1
- OR BSC X0085 C OR BSC 2093 C OR BSC 2093 and BSC 1093L
- BSC 2086 - Human Anatomy and Physiology II Credits: 3 AND BSC 2086L - Laboratory for Human Anatomy and Physiology II Credits: 1
- OR BSC X086C OR BSC X904C OR BSC X094 & X094L

Post Admission Requirements

- Following acceptance into the program, BSN students must complete the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.
- Complete the online BSN Student Orientation

- Students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR and AED) program - BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State BSN nursing program. ACLS may be substituted for BLS.
- Maintain an active, current, valid, and unencumbered licensure as a Registered Nurse in Florida. A student may be admitted in a provisional status for one year while awaiting licensure as long as other admission criteria are met.

Courses required within General Education (may also be taken post admission)

- Any CHM XXXX, BSC XXXX, BCH XXXX, PCB XXXX, PHY XXXX with a minimum of 3 credit hours Credits: 3
- DEP 2004 - Human Growth and Development Credits: 3
- HUN 1201 - Human Nutrition Credits: 3
- PSY 2012 - General Psychology Credits: 3
- ENC 1102 – Composition II 3 **
- STA 2023 – Statistics 3 **^^

** Are prerequisites for upper-level courses in the BSN program.

^^ With grade of C or higher

Associate in Science – Nursing - Current Admission Requirements

The ASN program is a limited access program.

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

1. Application process to SJR State.
2. Application to the nursing program.

3. Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period and complete the HESI a2 Assessment.

Student Selection Process

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

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS - 58)

1. 2-5 POINTS AWARDED - Current licensure as a Certified Nurses Aid (CNA) or a Licensed Practical Nurse (LPN). Two points for licensure OR five points awarded if programs were taken at SJR State.
2. 2 POINTS AWARDED - Residents in Clay, Putnam, or St. Johns counties, Florida.
3. 1 POINT AWARDED - Residents in Duval County, Florida.
4. 1 POINT AWARDED - Previous SJR State ASDN program applicant.
5. 5 POSSIBLE POINTS- HESI a2 Summary Score. Five points for a score 295-300, four points for a score 289-294, three points for a score 283-288, two points for a score 277-282, and one point for a score 270-276.
6. 4 POSSIBLE POINTS - Points tabulated from GPA in the pre-requisite courses. Four points for 3.7- 4.0, three points for 3.4-3.699, two points for 3.1-3.399, and one point for 2.8-3.099
7. 30 POSSIBLE POINTS - Points tabulated from earned grades from the pre-requisite science courses. The method of point calculation for this category is based on the following formula:
 - Points for grades on First attempt: A=5 points, 8=4 points, C= 3 points,
 - Points for grades on Second Attempt: A=3 points, 8=2 points, C= 1 point
 - NO points will be given for subsequent attempts.

8. 6 POSSIBLE POINTS AWARDED - One point for EACH A&P or Microbiology course taken at SJR State.

9. 5 POINTS AWARDED - If ALL prerequisite courses are completed prior to application.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the highest HESI score.

The St. Johns River State College Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

- Proposed Admission Requirements

The ASN program is a limited access program.

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

1. Application process to SJR State.
2. Application to the nursing program.
3. Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period and complete the HESI a2 Assessment Exam with a minimum score of 75 in all three categories.

Student Selection Process

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

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS (58))

1. 2-5 POINTS AWARDED - Current licensure as a Certified Nurses Aid (CNA) or a Licensed Practical Nurse (LPN). Two points for licensure OR five points awarded if programs were taken at SJR State.
2. 2 POINTS AWARDED - Residents in Clay, Putnam, or St. Johns counties, Florida.

3. 1 POINT AWARDED - Residents in Duval County, Florida.
4. 1 POINT AWARDED - Previous SJR State ASDN program applicant.
5. 5 POSSIBLE POINTS- HESI a2 Summary Score. Five points for a score of 285-300, four points for a score of 270-284, three points for a score of 255-269, two points for a score of 240-254, and one point for a score of 225-239.
6. 4 POSSIBLE POINTS - Points tabulated from GPA in the pre-requisite courses. Four points for 3.7- 4.0, three points for 3.4-3.699, two points for 3.1-3.399, and one point for 2.8-3.099
7. 30 POSSIBLE POINTS - Points tabulated from earned grades from the pre-requisite science courses. The method of point calculation for this category is based on the following formula:
 - Points for grades on First attempt: A=5 points, B=4 points, C= 3 points,
 - Points for grades on Second Attempt: A=3 points, B=2 points, C= 1 point
 - NO points will be given for subsequent attempts.
8. 6 POSSIBLE POINTS AWARDED - One point for EACH A&P or Microbiology course taken at SJR State.
9. 5 POINTS AWARDED - If ALL prerequisite courses are completed prior to application.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the highest HESI score.

The St. Johns River State College Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

Associate in Science – Nursing (LPN Bridge)

- Current Admission Requirements

The ASN program is a limited access program.

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

1. Application process to SJR State;
2. Application to the nursing program;
3. Proof of a valid current unencumbered Florida or compact license as a practical nurse;
4. LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation Plan.

Student Selection Process

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

Students must complete the HESI a2 Assessment Exam by the end of the application period.

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS (58)

1. 2-5 POINTS AWARDED - Current licensure as a Certified Nurses Aid (CNA) or a Licensed Practical Nurse (LPN). Two points for licensure OR five points awarded if programs were taken at SJR State.
2. 2 POINTS AWARDED - Residents in Clay, Putnam, or St. Johns counties, Florida.
3. 1 POINT AWARDED - Residents in Duval County, Florida.
4. 1 POINT AWARDED - Previous SJR State ASDN program applicant.
5. 5 POSSIBLE POINTS- HESI a2 Summary Score. Five points for a score 295-300, four points for a score 289-294, three points for a score 283-288, two points for a score 277-282, and one point for a score 270-276.
6. 4 POSSIBLE POINTS - Points tabulated from GPA in the pre-requisite courses. Four points for 3.7- 4.0, three points for 3.4-3.699, two points for 3.1-3.399, and one point for 2.8-3.099

7. 30 POSSIBLE POINTS - Points tabulated from earned grades from the pre-requisite science courses. The method of point calculation for this category is based on the following formula:

- Points for grades on First attempt: A=5 points, B=4 points, C= 3 points,
- Points for grades on Second Attempt: A=3 points, B=2 points, C= 1 point
- NO points will be given for subsequent attempts.

8. 6 POSSIBLE POINTS AWARDED - One point for EACH A&P or Microbiology course taken at SJR State.

9. 5 POINTS AWARDED - If ALL prerequisite courses are completed prior to application.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the highest HESI score.

The St. Johns River State College Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

- Proposed Admission Requirements

The ASN program is a limited access program.

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

1. Application process to SJR State;
2. Application to the nursing program;
3. Proof of a valid current unencumbered Florida or compact license as a practical nurse;
4. LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation Plan.

Student Selection Process

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

Students must complete the HESI a2 Assessment Exam by the end of the application period with a minimum score of 75 in all three categories.

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS (58)

1. 2-5 POINTS AWARDED - Current licensure as a Certified Nurses Aid (CNA) or a Licensed Practical Nurse (LPN). Two points for licensure OR five points awarded if programs were taken at SJR State.
2. 2 POINTS AWARDED - Residents in Clay, Putnam, or St. Johns counties, Florida.
3. 1 POINT AWARDED - Residents in Duval County, Florida.
4. 1 POINT AWARDED - Previous SJR State ASDN program applicant.
5. 5 POSSIBLE POINTS- HESI a2 Summary Score. Five points for a score of 285-300, four points for a score of 270-284, three points for a score of 255-269, two points for a score of 240-254, and one point for a score of 225-239.
6. 4 POSSIBLE POINTS - Points tabulated from GPA in the pre-requisite courses. Four points for 3.7- 4.0, three points for 3.4-3.699, two points for 3.1-3.399, and one point for 2.8-3.099
7. 30 POSSIBLE POINTS - Points tabulated from earned grades from the pre-requisite science courses. The method of point calculation for this category is based on the following formula:
 - Points for grades on First attempt: A=5 points, B=4 points, C= 3 points,
 - Points for grades on Second Attempt: A=3 points, B=2 points, C= 1 point
 - NO points will be given for subsequent attempts.

8. 6 POSSIBLE POINTS AWARDED - One point for EACH A&P or Microbiology course taken at SJR State.

9. 5 POINTS AWARDED - If ALL prerequisite courses are completed prior to application.

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the highest HESI score.

The St. Johns River State College Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

Allied Health Programs

Diagnostic Medical Sonography

- Current Admission Requirements

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

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

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

- Proposed Admission Requirements

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

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

1. Application process to SJR State.
2. Application to SJR State Diagnostic Medical Sonography Technology program by the advertised deadline. Applicants may apply **April 1 – May 15** each year for fall enrollment.
3. Achieved satisfactory scores on college placement tests or have completed required college preparatory courses.
4. **Successful completion of the HESI a2 with minimum score of 70 in each category (reading comprehension, science, and math).**
5. **Attend the diagnostic medical sonography program clinical site orientations and clinical shadowing requirements.**
6. Successful completion (C minimum) of the following general education and Diagnostic Medical Sonography Technology related courses prior to the program application deadline.

- Current Student selection under admission requirements:

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 156)

1. 104 POSSIBLE POINTS AWARDED - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

(A = 4 points, B = 3 points, C = 2 points; Letter grade value X credits = points assigned).

Calculation example: student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points

2. 15 POINTS AWARDED - Residence in Clay, Putnam, or St. Johns counties, Florida.
3. 15 POSSIBLE POINTS AWARDED - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a B.A./B.S. degree; 15 points will be awarded if applicant has a M.A./M.S. degree.
4. 16 POSSIBLE POINTS AWARDED - 2 points will be awarded for each prerequisite course in general education (Maximum 10 points) and other required prerequisite courses (Maximum 6 points). Note: Lab courses are not included in this point total.
5. 6 POSSIBLE POINTS AWARDED - Completion of HSC 1004 with a grade of "C" or higher. Points will be awarded according to the following scale: A = 6, B = 4, C = 2.

- Proposed Student Selection process:

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 146)

1. 104 POSSIBLE POINTS AWARDED - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

(A = 4 points, B = 3 points, C = 2 points; Letter grade value X credits = points assigned).

Calculation example: student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points

2. 2 POINTS AWARDED - Residence in Clay, Putnam, or St. Johns counties, Florida.
3. 1 POINT AWARDED – Duval, Alachua, Flagler, Volusia counties.

4. 15 POSSIBLE POINTS AWARDED - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a B.A./B.S. degree; 15 points will be awarded if applicant has a M.A./M.S. degree.

5. 16 POSSIBLE POINTS AWARDED – 2 points will be awarded for each prerequisite course in general education (Maximum 10 points) and other required prerequisite courses taken at SJR State (Maximum 6 points). Note: Lab courses are not included in this point total.

6. 3 POSSIBLE POINTS AWARDED – Proof of current healthcare employment and licensure.

7. 6 POSSIBLE POINTS AWARDED - Completion of HSC 1004 with a grade of “C” or higher. Points will be awarded according to the following scale: A = 6, B = 4, C = 2.

Health Information Technology

- Current Admission Requirements

The Health Information Technology program is a limited access program.

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

1. Application to SJR State.
2. Application to the Health Information Technology program.
3. Achieved satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC 1101.
4. Achieved satisfactory scores on college placement tests scoring equivalent to placement in MAC 1147 or completion of General Education Core Mathematics.*

*Refer to A.S. degree general education core requirements.

- Proposed Admission Requirements

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

1. Application to SJR State.
2. Application to the Health Information Technology program.
3. Achieved satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC 1101.
4. Achieved satisfactory scores on college placement tests scoring equivalent to placement in a General Education Math course or the completion of a General Education Core Math course.

*Refer to A.S. degree general education core requirements.

Radiologic Technology

- Current Student Selection

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

1. 104 POSSIBLE POINTS – Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

- Letter grade value X credit hours = points assigned
- Calculation example: student achieves a letter grade (B) in BSC 2085 (3 credits) = 9 points and a letter grade (A) in BSC 2085L (1 credit) = 4 points for a total of 13 points
- A = 4 points, B = 3 points, C = 2 points

2. 15 POINTS AWARDED – Points awarded for proof of residence in Clay, Putnam, or St. Johns counties, Florida. Residency is not a requirement.

3. 20 POINTS AWARDED – Current licensure as a State of Florida basic X-ray machine operator.

4. 15 POSSIBLE POINTS AWARDED – 5 points will be awarded if applicant has an A.A/A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.

5. 16 POSSIBLE POINTS AWARDED – 2 points will be awarded for each prerequisite course taken at St. Johns River State College (excluding lab courses).

6. 6 POSSIBLE POINTS AWARDED – 6 points will be awarded for an “A”, 4 points for a “B”, 2 points for a “C” in HSC 1004 Professions of Caring (not required but recommended).

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

- Proposed Student Selection

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 163)

1. 104 POSSIBLE POINTS - Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 26 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

- Letter grade value X credit hours = points assigned)
- Calculation example: student achieves a letter grade (B) in BSC 2805 (3 credits) = 9 points and a letter grade (A) in BSC 2085L (1 credit) = 4 points for a total of 13 points
- A = 4 points, B = 3 points, C = 2 points

2. 2 POINTS AWARDED - Points awarded for proof of residence in Clay, Putnam, or St. Johns counties, Florida.

Residency is not a requirement.

3. 1 POINT AWARDED – Alachua, Duval, Flagler, Volusia counties.

4. 20 POINTS AWARDED - Current licensure as a State of Florida basic X-ray machine operator.
5. 15 POSSIBLE POINTS AWARDED - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
6. 16 POSSIBLE POINTS AWARDED - 2 points will be awarded for each prerequisite course taken at St. Johns River State College (excluding lab courses).
7. 6 POSSIBLE POINTS AWARDED - 6 points will be awarded for an "A", 4 points for a "B", 2 points for a "C" in HSC 1004 Professions of Caring (not required but recommended).

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

Respiratory Care

- Current Admission Requirements

The Respiratory Care program is a limited access program.

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

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

- Proposed Admission Requirements

The Respiratory Care program is a limited access program.

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

1. Application process to SJR State.
2. Application to respiratory care program by the advertised deadline.
3. Achieved satisfactory scores on college placement tests or have completed all college preparatory courses.
4. Complete the following general education and Respiratory Care related courses prior to the program application deadline.

- Current Student Selection

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

1. 108 POSSIBLE POINTS AWARDED - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

- (Letter grade value X credits = points assigned) Calculation example: student achieves a letter grade (B) in ENC 1101
- X (3 credits) = 9 points A=4 points B=3 points C=2 points

2. 15 POINTS AWARDED - Residence in Clay, Putnam, or St. Johns counties, Florida

3. 15 POSSIBLE POINTS AWARDED - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.

4. 16 POSSIBLE POINTS AWARDED - 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education

courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.

5. 6 POSSIBLE POINTS AWARDED - Completion of HSC 1004 with a grade of "C" or better. Points will be awarded according to the following scale: A=6, B=4, C=2

- Proposed Student Selection

Student selection is objective and based on the following point system (**MAXIMUM POSSIBLE POINTS 147**):

1. 108 POSSIBLE POINTS AWARDED – Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit is available for point consideration. The method of point calculation for this category is based on the following formula:

- (Letter grade value X credits = points assigned) Calculation example: student achieves a letter grade (B) in ENC 1101
- X (3 credits) = 9 points A=4 points B=3 points C=2 points

2. **2 POINTS AWARDED – Residence in Clay, Putnam, or St. Johns counties, Florida**

3. **1 POINT AWARDED – Duval, Alachua, Flagler, Volusia counties**

4. 15 POSSIBLE POINTS AWARDED – 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.

5. 16 POSSIBLE POINTS AWARDED – 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.

6. 6 POSSIBLE POINTS AWARDED – Completion of HSC 1004 with a grade of "C" or better. Points will be awarded according to the following scale: A=6, B=4, C=2



MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: April 7, 2026

RE: Dates for Board of Trustees Meetings in 2026-2027

This requests approval of the dates for the Board of Trustees Meetings in FY 2026-2027. Please see the list following this memo.

- August: Faculty Convocation is scheduled on Thursday, August 20. Therefore, the proposed date for the Board of Trustees meeting is the following Wednesday, August 26, which is the fourth Wednesday of the month.
- October: Due to the ACCT Leadership Congress being scheduled on October 21, the proposed date for the Board of Trustees meeting is Wednesday, October 28, which is the fourth Wednesday of the month.

If you have any questions, please contact me.



MEMORANDUM

TO: All Trustees
 FROM: Joe H. Pickens
 DATE: April 7, 2026
 RE: Board Meeting Dates July 2026 through June 2027

Below are the proposed District Board of Trustees Meeting dates for July 2026 through June 2027.

Date	Time	Location
July 2026	N/A	No Meeting
**Wednesday, August 26, 2026	2:00 p.m.	Orange Park Campus, Thrasher-Horne Center, Suites C & D
Wednesday, September 16, 2026	1:00 p.m.	Palatka Campus, Board Room
**Wednesday, October 28, 2026	2:00 p.m.	St. Augustine Campus, Viking Center, Room V-112
November 2026	N/A	No Meeting
**Wednesday, December 2, 2026	2:00 p.m.	Palatka Campus, Board Room
Wednesday, January 20, 2027	2:00 p.m.	St. Augustine Campus, Viking Center, Room V-112
Wednesday, February 17, 2027	2:00 p.m.	Orange Park Campus, Thrasher-Horne Center, Suites C & D
**Wednesday, March 10, 2027 – <i>If necessary</i>	2:00 p.m.	Palatka Campus, Board Room
Wednesday, April 21, 2027	2:00 p.m.	St. Augustine Campus, Viking Center, Room V-112
Wednesday, May 19, 2027	2:00 p.m.	Palatka Campus, Board Room
Wednesday, June 16, 2027	2:00 p.m.	Orange Park Campus, Thrasher-Horne Center, Suites C & D

**Exceptions to 3rd Wednesday of the month