



MEMORANDUM

TO: All Trustees
FROM: Joe H. Pickens, J.D.
DATE: May 5, 2026
RE: May Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, May 13** at the **Palatka Campus**. We will meet in the Board Room.

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

Immediately Following - Executive Session on Collective Bargaining

2:00 pm – Regular Board Meeting

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

Thank you.

JHP/sms

Enclosure

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES MEETING

Wednesday, May 13, 2026, 2:00 p.m.,

Palatka Campus, Board Room

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 April 15, 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 – April 2026
 2. Facilities Usage Report – April 2026
 3. Write-Offs of Tangible Personal Property
 - D. VP / Chief Institutional Research Officer – Dr. Ros Humerick *(If you have any questions, please call VP Humerick’s direct #386-312-4212.)*
 1. Approval of CareerSource Northeast Florida (CSNEFL) Rural Initiative Grant

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. Public Hearing on Amendment to Rule 1.10 Board Minutes and Actions
2. Action to Approve Amendment to Rule 1.10 Board Minutes and Actions
3. Public Hearing on Amendment to Rule 1.34 The College Catalog
4. Action to Approve Amendment to Rule 1.34 The College Catalog
5. Public Hearing on Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
6. Action to Approve Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
7. Public Hearing on Repeal of Rule 3.03 Recognition of Meritorious Service
8. Action to Repeal Rule 3.03 Recognition of Meritorious Service
9. Public Hearing on Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
10. Action to Approve Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
11. Public Hearing on Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
12. Action to Approve Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
13. Public Hearing on Amendment to Rule 3.08 Website Policy
14. Action to Approve Amendment to Rule 3.08 Website Policy
15. Public Hearing on Amendment to Rule 3.20 Security and Crime Statistics
16. Action to Approve Amendment to Rule 3.20 Security and Crime Statistics
17. Public Hearing on Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors
18. Action to Approve Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors

19. Public Hearing on Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
20. Action to Approve Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
21. Public Hearing on Amendment to Rule 3.26 Volunteers
22. Action to Approve Amendment to Rule 3.26 Volunteers
23. Public Hearing on Amendment to Rule 3.36 Sexual Misconduct Policy
24. Action to Approve Amendment to Rule 3.36 Sexual Misconduct Policy
25. Public Hearing on Amendment to Rule 4.16 Institutional Membership
26. Action to Approve Amendment to Rule 4.16 Institutional Membership
27. Public Hearing on Amendment to Rule 4.39 Bid Protests
28. Action to Approve Amendment to Rule 4.39 Bid Protests
29. Public Hearing on Amendment to Rule 5.02 Terminal Pay
30. Action to Approve Amendment to Rule 5.02 Terminal Pay
31. Public Hearing on Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
32. Action to Approve Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
33. Public Hearing on Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
34. Action to Approve Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
35. Public Hearing on Amendment to Rule 5.15 Keys
36. Action to Approve Amendment to Rule 5.15 Keys
37. Public Hearing on Amendment to Rule 5.29 SJR Campus Security Officers/Duties
38. Action to Approve Amendment to Rule 5.29 SJR Campus Security Officers/Duties

39. Public Hearing on Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct
 40. Action to Approve Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct
 41. Public Hearing on Repeal of Rule 5.49 COVID-19 Leave Policy
 42. Action to Approve Repeal of Rule 5.49 COVID-19 Leave Policy
 43. Public Hearing on Amendment to Rule 6.01 Control and Discipline of Students
 44. Action to Approve Amendment to Rule 6.01 Control and Discipline of Students
 45. Public Hearing on Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
 46. Action to Approve Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
 47. Public Hearing on Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant
 48. Action to Approve Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant
 49. **Information Only:** After advertising, these Rules will be brought to the June 2026 BOT meeting for approval.
 - a. Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
 - b. Amendment to Rule 7.19 Policies Concerning the Library
- 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 Course Fee and Full Cost of Instruction Fee Changes for fiscal year 2026-2027
 2. Action to Approve Contract for Debris Monitoring Services between Rostin Solutions, LLC and St. Johns River State College

VI. President’s Report

- A. Approval of Amendment #2 to Agreement for Attorney Services with Douglas Law Firm

VII. Trustees’ Comments

VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES MEETING MINUTES
April 15, 2026

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Mr. Wendell Davis
Mr. Jud Sapp
Ms. Chereese Stewart

MEMBERS ABSENT:

Mr. Nick Primrose, Vice Chair (excused)
Mr. Cyrus Zomorodian (excused)

OTHERS PRESENT:

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

I. Meeting Call to Order:

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

II. Public Comment:

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

III. Old Business:

There was no Old Business.

IV. Consent Agenda Items:

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

- A. 1. Minutes of February 18, 2026, Board Meeting
- B. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown: 1. Personnel Matters
- C. Vice President for Finance/CFO – Randy Peterson: 1. Monthly Financial Report – March 2026; 2. Budget Amendments – a. Operating Fund 1, b. Restricted Fund 2, c. Auxiliary Fund 3, and d. Capital Outlay/Plant Fund 7; 3. Facilities Usage Report – March 2026; and 4. Write-Offs of Tangible Personal Property.
- D. Vice President for Academic & Student Affairs – Dr. Ed Jordan: 1. 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

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

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. Dr. Melanie Brown reviewed for information only SJR State Website Accessibility Compliance Review. She explained that AVP Sjogren’s team has re-designed the website to be in compliance with accessibility guidelines by April 30. Everything on the website, including all documents posted, must be in compliance for people with visual impairments. Dr. Will and her team have been providing training to those who work on preparing board meeting materials.

b. Dr. Brown reviewed for information only that, 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

She noted that the new template of the document will also be accessible.

2. Facilities – AVP of Facilities, Planning, and Capital Projects - Terry Thomas
 - a. On behalf of Ms. Thomas who was attending the annual capital improvement plan workshop, Dr. Brown reviewed and requested approval of the Florida School of the Arts Scherer Construction Contract Change Order #002. She noted it is a deductive change order.

Ms. Stewart moved, seconded by Mr. Davis, to approve Chief Operating Officer Items V.A.2.a (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

Dr. Brown informed the Trustees that the annual series of Open Houses was recently held at each of the three campuses. There were almost six hundred attendees, including 250 prospective students. She expressed appreciation to Susan Kessler and the many people who worked on this initiative.

Dr. Brown also noted that an update will be presented to the Board in the fall on how enrollment has been impacted by the new CRM. President Pickens noted that SJR State’s enrollment has increased by 10% each of the last three years. Chair Komando stated that the College needs to promote the affordability also.

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. VP/CFO Peterson reviewed and requested approval of a Transfer from Auxiliary Reserves to Unrestricted Fund 1 for purchase of cameras and accessories for Student Housing parking lots. He noted that a Memorandum of Understanding has been executed with Viking Art regarding this. President Pickens informed the Board that they communicated with the auditors in advance.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Finance/CFO Item V.B.1 (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

VP Peterson then gave an update for the Board’s information regarding the RFP’s for Disaster Recovery Services including debris monitoring, debris removal, and disaster

recovery and remediation services. Chair Komando requested that VP Peterson update Trustee Primrose also.

VP Peterson noted that the Budget Workshop is scheduled to begin at 1:00 pm, prior to the May 13 Board meeting. As of yet, the State does not have a budget. It is anticipated that the proposal brought to the Board will probably be a flat budget with no proposed raises and no proposed new positions.

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

Dr. Ed Jordan welcomed Dr. Jay Paterson who presented the proposed admission criteria changes:

1. Chairperson Komando called a public hearing on Change to Admission Criteria for Nursing: RN to BSN. There being no comments, Chairperson Komando adjourned the public hearing.
2. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Nursing: RN to BSN.

Mr. Davis moved, seconded by Ms. Stewart, to approve Vice President for Academic & Student Affairs Item V.C.2 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

3. Chairperson Komando called a public hearing on Change to Admission Criteria for Nursing A.S. Degree. There being no comments, Chairperson Komando adjourned the public hearing.
4. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Nursing A.S. Degree.

Ms. Stewart moved, seconded by Mr. Davis, to approve Vice President for Academic & Student Affairs Item V.C.4 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

5. Chairperson Komando called a public hearing on Change to Admission Criteria for Nursing: LPN Bridge A.S. Degree. There being no comments, Chairperson Komando adjourned the public hearing.
6. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Nursing: LPN Bridge A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic & Student Affairs Item V.C.6 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

7. Chairperson Komando called a public hearing on Change to Admission Criteria for Diagnostic Medical Sonography A.S. Degree.
8. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Diagnostic Medical Sonography A.S. Degree.

Ms. Stewart moved, seconded by Mr. Davis, to approve Vice President for Academic & Student Affairs Item V.C.8 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

9. Chairperson Komando called a public hearing on Change to Admission Criteria for Health Information Technology A.S. Degree.
10. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Health Information Technology A.S. Degree.

Mr. Sapp moved, seconded by Mr. Davis, to approve Vice President for Academic & Student Affairs Item V.C.10 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

11. Chairperson Komando called a public hearing on Change to Admission Criteria for Radiologic Technology A.S. Degree.
12. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Radiologic Technology A.S. Degree.

Mr. Davis moved, seconded by Mr. Sapp, to approve Vice President for Academic & Student Affairs Item V.C.12 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

13. Chairperson Komando called a public hearing on Change to Admission Criteria for Respiratory Care A.S. Degree.
14. Dr. Paterson reviewed and requested approval for a Change to Admission Criteria for Respiratory Care A.S. Degree.

Ms. Stewart moved, seconded by Mr. Davis, to approve Vice President for Academic & Student Affairs Item V.C.14 (a detailed listing is contained in the material submitted by the Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Sapp, Stewart – Yes).

VI. President's Report:

President Pickens presented Trustees Rich Komando and Jud Sapp with 5-year service pins and thanked them for their service to the Board.

President Pickens stated that in regards to the FY 26-27 Budget, a special Board meeting may need to be scheduled in late June. He noted there is also the option to pass a flat budget in June and an amended budget in August.

President Pickens reminded the Trustees that Graduation will be held on Friday, May 1. There will not be a commencement speaker as there are two ceremonies, the first beginning at 10:00 am and the second beginning at 1:30 pm.

President Pickens informed the Board that a Collective Bargaining Agreement meeting will be held on Thursday, April 23 with the union to bargain the non-wages article. An Executive Session may be needed immediately following the May 13 Board Meeting.

President Pickens explained that the May Board Meeting is scheduled on the second Wednesday because the Softball world series is the following week. He expects the Beach Volleyball team to compete in the national tournament on May 1 in Huntsville, Alabama. He also expects the Softball team to make the national tournament even though it may be an at-large spot. He stated that the Baseball team has an uphill climb to make the national tournament.

President Pickens noted the handout from AVP Michelle Sjogren titled, "The Economic Value of St. Johns River State College." This is the College's reported economic impact within our region and the information will be promoted via a social media campaign.

President Pickens informed the Board that the COP Council of Trustees virtual meeting is scheduled on Monday, April 20 at 4:00 pm. Chair Komando noted that he plans to attend.

President Pickens stated that he and Carole are going to Washington, DC. He will be meeting with Congress members on Thursday and Friday.

President Pickens stated that he is on the evaluation committee Clay County has formed for their P3 RFP. Projects include the Clay County law enforcement complex and others. The College is considering moving the Criminal Justice and other public safety programs to Clay County and co-locate adjacent to the new Sheriffs complex.

President Pickens stated that Coach Ross Jones was recognized this past weekend. He has now surpassed Coach John Tindall for the most baseball team wins in Viking history.

VII. Trustees' Comments:

A. Discussion and Action to Approve Results of the Board Self-Evaluation

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

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

B. Action to Set Date, Time, and Place of Board Meetings

Chairperson Komando referred Trustees to the proposed 2026-2027 District Board of Trustees Meeting schedule.

Mr. Davis moved, seconded by Mr. Sapp, to set the Date, Time, and Place for fiscal year 2026–2027 District Board of Trustees meetings as follows:

- July 2026 - No Meeting
- August 26, 2026–Orange Park Campus, Thrasher-Horne Center, Suites C & D
- September 16, 2026 - Palatka Campus
- October 28, 2026 - St. Augustine Campus, Viking Center, Room V-112
- November 2026 – No Meeting
- December 2, 2026 - Palatka Campus
- January 20, 2027 - St. Augustine Campus, Viking Center, Room V-112
- February 17, 2027 - Orange Park Campus, Thrasher-Horne Center, Suites C & D
- March 10, 2027 - Palatka Campus
- April 21, 2027 - St. Augustine Campus, Viking Center, Room V-112
- May 19, 2027 - Palatka Campus
- June 16, 2027 - Orange Park Campus, Thrasher-Horne Center, Suites C & D

All meetings will begin at 2:00 pm, except for the September 16 meeting which will begin at 1:00 pm.

Motion carried (Davis, Komando, Sapp, Stewart – Yes).

Trustee comments were made.

VIII. Adjournment

Chairperson Komando adjourned the meeting at 2:49 p.m.

President Pickens wanted it noted in the minutes that both he and Trustee Davis were in attendance and yet the meeting still finished in 49 minutes!



MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: May 5, 2026

RE: Consent Agenda Items

May 13, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the May 13, 2026, meeting:

1. Approval of Personnel Matters

DISTRICT BOARD OF TRUSTEES

BOARD MEETING: May 13, 2026

PERSONNEL MATTERS

Name	Job Classification	Type of Pay or Action	Pay Scale or Rate	Dates
Baxa, Johna	FT – Faculty	Hire	12 Mo – Masters	05/04/2026
Gleaton, Caroline	FT – Paraprofessional	Resignation	PP – Grade 119	05/21/2026
Hollister, Colleen	FT – Administration	Promotion	AD – Grade 127	05/01/2026
Ryster, Deborah	FT – Career Service	Retirement	CS – Grade 110	05/31/2026
Short, Julianna	FT – Career Service	Resignation	CS – Grade 108	04/30/2026
Slaughter, Michael	FT – Professional	Hire	PS – Grade 119	05/04/2026
Usry, John	FT – Paraprofessional	Hire	PP – Grade 116	05/04/2026
Woods, Hancel	FT – Faculty	Hire	12 Mo – Masters	05/04/2026

MISCELLANEOUS

DROP entries:

- Libby Burckhard
- Ransom Hicks

Volunteers:

- Carmen Scully – THC
- Sendia Similien - THC



MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: May 4, 2026

RE: Consent Agenda Items: May 13, 2026

The following Consent items are submitted for the Board of Trustees' consideration at the May 13, 2026, meeting:

CONSENT AGENDA ITEMS:

1. Approval of Monthly Financial Report – April 2026
2. Facilities Usage Report – April 2026
3. Approval of Write-offs of Tangible Personal Property



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

Monthly Financial Report

April 2026

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of April 30, 2026

	Total	General Current Fund	Restricted Current Fund	Auxiliary Fund	Scholarship Fund	Agency Fund	Unexpended Plant Fund
Assets:							
Cash	\$21,671,856	(\$341,943)	\$544,896	\$5,724,605	\$49,606	\$1,854,045	\$13,840,646
Cash Equivalents	567	567	0	0	0	0	0
Certificates of Deposit	20,000,000	20,000,000	0	0	0	0	0
Accounts Receivable	2,179,074	1,952,374	58,155	46,327	29,647	0	92,571
Inventories	282,763	0	0	282,763	0	0	0
Due From Component Unit	0	0	0	0	0	0	0
Prepaid Assets	10,768	10,768	0	0	0	0	0
Other Assets	2,600	2,600	0	0	0	0	0
Due from State	19,387,154	0	0	0	0	0	19,387,154
Total Assets	63,534,781	21,624,366	603,051	6,053,694	79,254	1,854,045	33,320,372
Deferred Outflow of Resources	8,489,699	8,489,699	0	0	0	0	0
Liabilities:							
Net Pension Liability	23,950,733	23,950,733	0	0	0	0	0
Compensated Absences Payable	4,188,531	4,188,531	0	0	0	0	0
Other Post Employment Benefit Payable	1,579,841	1,579,841	0	0	0	0	0
Deferred Revenue	109,045	0	0	109,045	0	0	0
Payables	2,068,027	10,591	11	37,189	19,428	1,854,045	146,762
Due to Other Funds	2,135	2,135	0	0	0	0	0
Total Liabilities	31,898,312	29,731,831	11	146,234	19,428	1,854,045	146,762
Deferred Inflow of Resources	4,410,853	4,410,853	0	0	0	0	0
Fund Balance	35,715,315	(4,028,619)	603,039	5,907,460	59,825	0	33,173,610
Amount Expected to be Financed in Future Years	25,640,259	25,640,259	0	0	0	0	0
Adjusted Fund Balance	61,355,575	21,611,640	603,039	5,970,460	59,825	0	33,173,610

ST JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month End April 30, 2026

	Current Budget	Current Year to Date Activity	Current Unobligated Balance	Budget to Year to Date Activity (83.3% Complete)	Prior Year to Date Activity
Revenue:					
Tuition and Fees	\$11,362,531	\$11,750,020	(\$387,489)	103.4%	\$11,267,174
State Support	38,431,358	31,337,232	7,094,126	81.5%	32,508,700
Local Support	2,100,000	2,098,753	1,247	99.9%	2,131,418
Other Sources	1,613,800	1,379,275	234,525	85.5%	1,639,851
Total Revenue	53,507,689	46,565,280	6,942,409	87.0%	47,547,143
Expenditures:					
Salaries	27,624,434	23,230,079	4,394,355	84.1%	22,553,660
Benefits	11,864,603	9,766,006	2,098,598	82.3%	8,121,317
Total Salaries & Benefits	39,489,037	32,996,084	6,492,953	83.6%	30,674,977
Materials and Supplies	2,534,393	2,070,214	464,179	81.7%	2,001,592
Contracted Non Instructional	1,705,559	1,176,473	529,085	69.0%	1,222,384
Utilities	1,262,031	992,942	269,089	78.7%	903,891
Repairs and Maintenance	1,461,047	927,304	533,744	63.5%	1,114,752
Professional Fees	278,290	178,924	99,366	64.3%	176,408
Insurance	961,920	926,168	35,752	96.3%	951,994
Technology Services	191,979	163,566	28,413	85.2%	156,084
Travel	439,565	216,893	222,672	49.3%	211,161
Advertising	143,137	130,234	12,903	91.0%	69,747
Other Services	964,180	694,709	269,471	72.1%	685,631
Other Current Charges	1,176,880	791,887	384,993	67.3%	803,202
Total Current Expenses	11,118,981	8,269,312	2,849,669	74.4%	8,296,846
Capital Outlay	3,036,877	440,611	2,596,265	14.5%	589,564
Transfers	7,350,000	7,350,000	0	100.0%	1,000,000
Total Expenditures	60,994,895	49,056,008	11,938,887	80.4%	40,561,388
Net Revenues and Expenditures	(\$7,487,206)	(\$2,490,728)			\$6,985,756
Budgeted Ending Adjusted Fund Balance*	\$16,562,064				

*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 End April 30, 2026

	Current Budget	Current Year to Date Activity	Current Unobligated Balance	Budget to Year to Date Activity (83.3% Complete)	Prior Year to Date Activity
Revenue:					
Federal Support	\$977,311	\$713,103	\$264,208	73.0%	\$524,687
Student Fees	762,000	817,358	(55,358)	107.3%	792,249
State Support	113,177	108,551	4,626	95.9%	111,153
Other Sources	0	0	0	0.0%	0
Total Revenue	<u>1,852,488</u>	<u>1,639,012</u>	<u>213,476</u>	<u>88.5%</u>	<u>1,428,090</u>
Expenditures:					
Salaries	674,094	599,440	74,653	88.9%	532,664
Benefits	283,559	244,832	38,727	86.3%	183,814
Total Salaries & Benefits	<u>957,653</u>	<u>844,273</u>	<u>113,380</u>	<u>88.2%</u>	<u>716,478</u>
Materials and Supplies	244,598	172,370	72,228	70.5%	198,424
Contracted Non Instructional	53,588	44,270	9,318	82.6%	36,170
Repairs and Maintenance	418	418	0	0.0%	2,691
Professional Fees	27,955	9,445	18,510	33.8%	27,341
Technology Services	0	0	0	0.0%	0
Travel	165,170	129,727	35,444	78.5%	80,303
Advertising	0	0	0	0.0%	649
Other Services	111,126	73,832	37,294	66.4%	97,493
Other Current Charges	20,584	19,663	921	95.5%	1,983
Total Current Expenses	<u>623,438</u>	<u>449,724</u>	<u>173,714</u>	<u>72.1%</u>	<u>445,054</u>
Capital Outlay	345,475	150,029	195,446	43.4%	54,393
Total Expenditures	<u>1,926,566</u>	<u>1,444,026</u>	<u>482,540</u>	<u>75.0%</u>	<u>1,215,926</u>
Net Revenues and Expenditures	<u>(\$74,078)</u>	<u>\$194,986</u>			<u>\$212,164</u>



MEMORANDUM

TO: Randy Peterson, VP for Finance
FROM: Amy Tincher, Senior Accountant
DATE: May 4, 2026
RE: Report on Facilities Use for April 2026

Facilities Use for the month of April 2026:

Organization	Campus
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Putnam Republican Club	Palatka
United Way of Northeast Florida VITA Tax Preparation	Palatka
Palatka Babe Ruth	Palatka
Palatka High School Baseball	Palatka
Union County High School Baseball	Palatka
Council of Financial Educators	St Augustine
United Way of Northeast Florida VITA Tax Preparation	St Augustine
United Way of St Johns County VITA Tax Preparation	Orange Park



MEMORANDUM

TO: Randy Peterson
FROM: Cindy Reed
DATE: May 4, 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 May 13, 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 #	Description	Reason for Write-Off	Acquisition Date
32007	Apollo Patient Simulator	Item Obsolete	12/13/2016
32113	Server	Item Obsolete	11/30/2017



MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: May 5, 2026

RE: **CONSENT** Agenda Item
May 13, 2026, District Board of Trustees Meeting

The following **Consent** item is submitted for the District Board of Trustees' consideration at the May 13, 2026, meeting:

1. Approval of CareerSource Northeast Florida (CSNEFL) Rural Initiative Grant



MEMORANDUM

TO: Joe H. Pickens, President

FROM: Rosalind Humerick, Vice President, Chief Institutional Research Officer

DATE: May 5, 2026

RE: CSNEFL Rural Initiative Grant

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

Details of the project are as follows.

Project: CSNEFL Rural Initiative

Funding Agency: CareerSource Northeast Florida (CSNEFL)

Funds Requested: \$15,824

Match/Institutional Commitment: none

Project Period: May 1, 2026-June 30, 2026

Purpose: Provide Tuition Scholarships for Adult Education students, Subsidize teacher education exam costs, launch the Construction CORE non-credit program in Putnam County

Project Director: Dr. Kester/Dr. Paterson

Vice President: Dr. Jordan



MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: May 5, 2026

RE: Action Agenda Items

May 13, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the May 13, 2026, meeting:

1. Public Hearing on Amendment to Rule 1.10 Board Minutes and Actions
2. Action to Approve Amendment to Rule 1.10 Board Minutes and Actions
3. Public Hearing on Amendment to Rule 1.34 The College Catalog
4. Action to Approve Amendment to Rule 1.34 The College Catalog
5. Public Hearing on Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
6. Action to Approve Amendment to Rule 2.15 Contracting for Architectural and Other Professional Services
7. Public Hearing on Repeal Rule 3.03 Recognition of Meritorious Service
8. Action to Approve Repeal of Rule 3.03 Recognition of Meritorious Service
9. Public Hearing on Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
10. Action to Approve Amendment to Rule 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program
11. Public Hearing on Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
12. Action to Approve Amendment to Rule 3.07 Guidelines for Acceptable Computer Lab and Internet Use
13. Public Hearing on Amendment to Rule 3.08 Website Policy
14. Action to Approve Amendment to Rule 3.08 Website Policy

15. Public Hearing on Amendment to Rule 3.20 Security and Crime Statistics
16. Action to Approve Amendment to Rule 3.20 Security and Crime Statistics
17. Public Hearing on Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors
18. Action to Approve Amendment to Rule 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors
19. Public Hearing on Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
20. Action to Approve Amendment to Rule 3.22 Hurricanes and Other Disasters and Disaster Preparedness
21. Public Hearing on Amendment to Rule 3.26 Volunteers
22. Action to Approve Amendment to Rule 3.26 Volunteers
23. Public Hearing on Amendment to Rule 3.36 Sexual Misconduct Policy
24. Action to Approve Amendment to Rule 3.36 Sexual Misconduct Policy
25. Public Hearing on Amendment to Rule 4.16 Institutional Membership
26. Action to Approve Amendment to Rule 4.16 Institutional Membership
27. Public Hearing on Amendment to Rule 4.39 Bid Protests
28. Action to Approve Amendment to Rule 4.39 Bid Protests
29. Public Hearing on Amendment to Rule 5.02 Terminal Pay
30. Action to Approve Amendment to Rule 5.02 Terminal Pay
31. Public Hearing on Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
32. Action to Approve Amendment to Rule 5.06 Misuse of College Technology and Communication Resources
33. Public Hearing on Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
34. Action to Approve Amendment to Rule 5.07 Deferred Retirement Option Program (DROP)
35. Public Hearing on Amendment to Rule 5.15 Keys
36. Action to Approve Amendment to Rule 5.15 Keys
37. Public Hearing on Amendment to Rule 5.29 SJR Campus Security Officers/Duties
38. Action to Approve Amendment to Rule 5.29 SJR Campus Security Officers/Duties
39. Public Hearing on Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct
40. Action to Approve Amendment to Rule 5.37 Code of Ethics and Principles of Professional Conduct
41. Public Hearing on Repeal of Rule 5.49 COVID-19 Leave Policy
42. Action to Approve Repeal of Rule 5.49 COVID-19 Leave Policy
43. Public Hearing on Amendment to Rule 6.01 Control and Discipline of Students
44. Action to Approve Amendment to Rule 6.01 Control and Discipline of Students

45. Public Hearing on Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
46. Action to Approve Amendment to Rule 6.18 Student Directory Information and Student Opt-Out Provisions Policy
47. Public Hearing on Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant
48. Action to Approve Amendment to Rule 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant

49. **Information Only:** After advertising, these Rules will be brought to the June 2026 BOT meeting for approval.
 - a. Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
 - b. Amendment to Rule 7.19 Policies Concerning the Library

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

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

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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

Amended XXX; 4/18/12

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

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NEW CLEAN COPY

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Approved 05/17/06

Amended XXX; 4/18/12

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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.

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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- ~~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.~~

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)

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, 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

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Approved unknown

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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

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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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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

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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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3. The appointment of Crisis Management Team.
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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

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Approved 1/18/06

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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.

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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."

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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."

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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.

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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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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.
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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)

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 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.~~

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.

NEW CLEAN COPY

Rule 5.29: SJR Campus Security Officers/Duties

Approved 01/18/06

Amended XXXX

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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

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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

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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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- ~~5.—Employees who are directed by the College to self-quarantine due to exposure to a Coronavirus positive case~~
- ~~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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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)

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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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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.

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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.
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Rule 3.32: Substantive Change Reporting Policy for Regional Accreditation

CURRENT

Approved 01/16/13

Specific Authorities: FS 1001.64

St. Johns River State College will follow the substantive change policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes notifying the Commission of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

Rule 3.32: Substantive Change Reporting Policy for ~~Regional~~ Institutional Accreditation

PROPOSED AMENDMENT

Approved 01/16/13

Amended XXXX

Specific Authorities: FS 1001.64

St. Johns River State College will follow the substantive change policies of ~~the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ its institutional accreditor. This includes notifying the ~~Commission~~ accreditor of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

Rule 3.32: Substantive Change Reporting Policy for Institutional Accreditation

NEW CLEAN COPY

Approved 01/16/13

Amended XXXX

Specific Authorities: FS 1001.64

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Rule 7.19: Policies Concerning the College Library

CURRENT

Approved 01/18/06

Amended 06/15/22; 05/17/17; 08/15/12

Specific Authorities: FS 1001.64(4)(b); FS 1001.64(5); FS 1001.65(12); FS 1001.65(6)

As a means of meeting the informational, educational, cultural, and lifelong learning needs of the College community, the Board of Trustees recognizes the importance of providing library, tutoring, and academic support services and resources on each of the College's sites. As such, the Board will approve in the annual operating budget of the College funds to aid the department of Learning Resources in supplying the resources required for these operations. As such, the Board of Trustees directs the President and appropriate College Personnel to develop Operating Procedures for Learning Resources that comply with the standards established by relevant professional organizations, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state and national resource-sharing agencies, agreements, and systems, applicable state and federal laws, and appropriate rules of the State Board of Education.

Rule 7.19: Policies Concerning the College Library

PROPOSED AMENDMENT

Approved 01/18/06

Amended XXXX; 06/15/22; 05/17/17; 08/15/12

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NEW CLEAN COPY

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MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: May 4, 2026

RE: Action Agenda Items May 13, 2026, District Board of Trustees Meeting

The following Action items are submitted for the Board of Trustees' consideration at the May 13, 2026, meeting:

ACTION AGENDA ITEM:

1. Action to approve Course Fee and Full Cost of Instruction Fee Changes for fiscal year 2026-2027.
2. Action to approve to approve the contract for Debris Monitoring Services between Rostin Solutions, LLC and St. Johns River State College.



MEMORANDUM

TO: Joe Pickens, President
FROM: Randy Peterson, Vice President/CFO
DATE: May 4, 2026
RE: Course Fee and Full Cost of Instruction Fee Changes

Pursuant to Florida Statute 1009.23 and College Policy 4.22, the college charges course user fees (Laboratory or Special fees) to recover the cost of goods or services that may be specific to a particular course, or that covers materials and supplies used in the classroom, or in a particular program. There are a number of fee updates to be effective with the 2026 Fall Term as listed in the following report.

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

Fee Description	Current Fee	New Fee
Advanced and Professional Lower Level	\$267/credit hour	\$264/credit hour
Advanced and Professional Upper Level	\$287/credit hour	\$294/credit hour

The College has complied with public notice and student notification for these proposed fee changes as required by FS 1009.23(20). Please place these fee changes on the May 13, 2026, Board of Trustees agenda.

Course #	Course Name	Current 2025-26 Fee	Proposed 2026-27 Fee	Change	Notes
ACG 2450	Computer Accounting Applications	\$108.00	\$108.00	0.00	
ART 1201C	Two - Dimensional Design	\$17.00	\$17.00	0.00	
ART 1300C	Drawing I	\$26.00	\$26.00	0.00	
ART 1301C	Drawing II	\$55.00	\$55.00	0.00	
ART 1400C	Printmaking I	\$55.00	\$55.00	0.00	
ART 2203C	Three - Dimensional Design	\$46.00	\$46.00	0.00	
ART 2500C	Painting I	\$24.00	\$24.00	0.00	
ART 2701C	Sculpture I	\$77.00	\$77.00	0.00	
ART 2750C	Ceramics I	\$50.00	\$9.00	-41.00	
ART 2955	Portfolio Presentation: Capstone Seminar	\$19.00	\$19.00	0.00	
AST 1002L	Laboratory For Introduction To Astronomy	\$57.00	\$57.00	0.00	
BSC 1005L	Laboratory For Introduction To Biology	\$38.00	\$68.00	30.00	
BSC 1020C	Human Biology And Laboratory	\$37.00	\$56.00	19.00	
BSC 2010L	Laboratory For General Biology I	\$49.00	\$78.00	29.00	
BSC 2011L	Laboratory For General Biology II	\$54.00	\$74.00	20.00	
BSC 2085L	Laboratory For Human Anatomy And Physiology I	\$41.00	\$73.00	32.00	
BSC 2086L	Laboratory For Human Anatomy And Physiology II	\$48.00	\$82.00	34.00	
CCJ 4014	Capstone- Criminal Justice Applied Intelligence Studies	\$20.00	\$20.00	0.00	
CHM 1045L	Laboratory For General Chemistry I	\$80.00	\$80.00	0.00	
CHM 1046L	Laboratory for General Chemistry II	\$80.00	\$80.00	0.00	
CHM 2210L	Laboratory For Organic Chemistry I	\$68.00	\$68.00	0.00	
CHM 2211L	Laboratory For Organic Chemistry II	\$73.00	\$73.00	0.00	
CIS 4950	Senior Capstone Information Systems Technology	\$20.00	\$20.00	0.00	
CJK 0002	Introduction to Law Enforcement	\$328.00	\$312.00	-16.00	
CJK 0018	Legal	\$48.00	\$50.00	2.00	
CJK 0020	Law Enforcement Vehicle Operations	\$207.00	\$222.00	15.00	
CJK 0031	First Aid for Criminal Justice Officers	\$10.00	\$10.00	0.00	
CJK 0040	Criminal Justice Firearms	\$775.00	\$775.00	0.00	
CJK 0051	Criminal Justice Defensive Tactics	\$250.00	\$250.00	0.00	
CJK 0079	Crime Scene	\$3.00	\$4.00	1.00	

CJK 0301	Introduction to Corrections	\$323.00	\$302.00	-21.00	
CJK 0400	Traffic Incidents	\$8.00	\$13.00	5.00	
EDF 3940	Clinical Field Experience in Curriculum & Instruction	\$0.00	\$25.00	25.00	New Fee
EDF 4943	Student Internship	\$25.00	\$25.00	0.00	
EEC 4940	Student Internship	\$25.00	\$25.00	0.00	
EET 1084C	Introduction to Electricity & Electronics	\$45.00	\$45.00	0.00	
EMS 1119	Emergency Medical Technician	\$330.00	\$330.00	0.00	
EMS 1119L	Emergency Medical Technician Lab	\$36.00	\$36.00	0.00	
EMS 1431	EMT/Hospital Field Experience	\$125.00	\$85.00	-40.00	
EMS 2603	Paramedic I	\$273.00	\$273.00	0.00	
EMS 2603L	Paramedic I Lab	\$46.00	\$46.00	0.00	
EMS 2604L	Paramedic II Lab	\$34.00	\$34.00	0.00	
EMS 2605L	Paramedic III Lab	\$3.00	\$3.00	0.00	
EMS 2666	Paramedic I Clinical Experience	\$93.00	\$52.00	-41.00	
EMS 2920	Paramedic Seminar	\$344.00	\$344.00	0.00	
ETI 1420C	Manufacturing Processes & Materials	\$45.00	\$45.00	0.00	
EVR 1001C	Introduction To Environmental Science And Laboratory	\$41.00	\$60.00	19.00	
HCP 0120C	Nursing Assistant (long term)	\$43.00	\$43.00	0.00	
HIM 1282C	ICD Diagnostic Coding	\$114.00	\$75.00	-39.00	
HIM 2723C	ICD Procedure Coding	\$39.00	\$0.00	-39.00	
HIM 2729C	Advanced Coding and Reimbursement	\$39.00	\$0.00	-39.00	
HIM 2800	Professional Practice Experience I	\$103.00	\$64.00	-39.00	
HIM 2820	Professional Practice Experience II	\$132.00	\$13.00	-119.00	
HSC 0003	Basic Healthcare Worker	\$23.00	\$25.00	2.00	
MAN 4900	Capstone - Organizational Management	\$20.00	\$20.00	0.00	
MCB 2010L	Laboratory For Microbiology	\$71.00	\$81.00	10.00	
MEA 0521C	Phlebotomy	\$50.00	\$71.00	21.00	
MEA 0543C	EKG	\$4.00	\$5.00	1.00	
MEA 0573C	Laboratory Office Procedures	\$89.00	\$56.00	-33.00	
MEA 0581C	Clinical Assisting	\$47.00	\$35.00	12.00	
MEA 0942	Practicum Experience	\$13.00	\$13.00	0.00	
MUT 1221	Sight Singing I	\$55.00	\$55.00	0.00	
MVK 1111	Class Piano I	\$45.00	\$45.00	0.00	

MVV 1011	Applied Voice Prep 1 hour	\$70.00	\$70.00	0.00	
MVV 1011	Applied Voice Prep 2 hours	\$140.00	\$140.00	0.00	
MVV 1311	Applied Major Voice I 1 hour	\$70.00	\$70.00	0.00	
MVV 1311	Applied Major Voice I 2 hours	\$140.00	\$140.00	0.00	
MVV 1312	Applied Major Voice II 1 hour	\$70.00	\$70.00	0.00	
MVV 1312	Applied Major Voice II 2 hours	\$140.00	\$140.00	0.00	
MVV 2321	Applied Major Voice III 1 hour	\$70.00	\$70.00	0.00	
MVV 2321	Applied Major Voice III 2 hours	\$140.00	\$140.00	0.00	
MVV 2322	Applied Major Voice IV 1 hour	\$70.00	\$70.00	0.00	
MVV 2322	Applied Major Voice IV 2 hours	\$140.00	\$140.00	0.00	
NUR 1005	LPN Transition	\$336.00	\$274.00	-62.00	
NUR 1020	Foundations of Nursing Practice	\$277.00	\$215.00	-62.00	
NUR 1020L	Foundations of Nursing Practice Lab	\$104.00	\$104.00	0.00	
NUR 1210C	Adult Health I	\$45.00	\$45.00	0.00	
NUR 1212C	Adult Health II	\$72.00	\$72.00	0.00	
NUR 1521C	Mental Health Nursing	\$186.00	\$164.00	-22.00	
NUR 2244C	Adult Health III	\$231.00	\$209.00	-22.00	
NUR 2251C	Adult Health IV	\$175.00	\$153.00	-22.00	
NUR 2460C	Parent Child Nursing	\$173.00	\$151.00	-22.00	
NUR 2943C	Transitional Nursing	\$145.00	\$123.00	-22.00	
NUR 4949	Capstone Management Practicum	\$68.00	\$68.00	0.00	
OCB 1000L	Laboratory For Marine Biology	\$32.00	\$42.00	10.00	
PEM 1102	Health Analysis And Body Conditioning	\$16.00	\$16.00	0.00	
PEM 1104	Concepts Of Life Fitness	\$16.00	\$16.00	0.00	
PEM 2131	Weight Training	\$16.00	\$16.00	0.00	
PGY 1201C	Media Lighting Techniques	\$6.00	\$6.00	0.00	
PGY 1800	Photographic Techniques	\$12.00	\$12.00	0.00	
PGY 2220C	Commercial Photography	\$9.00	\$9.00	0.00	
PHY 1020L	Laboratory For Introduction To Physics	\$57.00	\$57.00	0.00	
PHY 1053L	Laboratory For General Physics I	\$57.00	\$57.00	0.00	
PHY 1054L	Laboratory For General Physics II	\$57.00	\$57.00	0.00	
PHY 2048L	Laboratory For Physics I With Calculus	\$57.00	\$57.00	0.00	
PHY 2049L	Laboratory For Physics II With Calculus	\$57.00	\$57.00	0.00	

PRN 0098C	Practical Nursing Foundations I	\$325.00	\$288.00	-37.00	
PRN 0099C	Practical Nursing Foundations II	\$75.00	\$75.00	0.00	
PRN 0290C	Medical Surgical Nursing II	\$37.00	\$37.00	0.00	
PRN 0291C	Medical Surgical Nursing II	\$15.00	\$15.00	0.00	
PRN 0690C	Comprehensive Nursing & Trans. Skills	\$301.00	\$304.00	3.00	
RET 1024C	Fundamentals of Respiratory Care	\$63.00	\$63.00	0.00	
RET 1027C	Respiratory Therapeutics & Diagnostics	\$29.00	\$29.00	0.00	
RET 1264C	Introduction to Respiratory Critical Care	\$13.00	\$13.00	0.00	
RET 1284C	Cardiac Diagnostics	\$56.00	\$56.00	0.00	
RET 1874L	Clinical Education I	\$193.00	\$152.00	-41.00	
RET 2280C	Advanced Respiratory Critical Care	\$17.00	\$17.00	0.00	
RET 2714C	Pediatric and Neonatal Respiratory Care	\$83.00	\$83.00	0.00	
RET 2877	Clinical Education IV	\$143.00	\$102.00	-41.00	
RET 2878L	Clinical Education V	\$345.00	\$345.00	0.00	
RET 2930	Respiratory Care Seminar	\$120.00	\$120.00	0.00	
RTE 1000C	Introduction to Patient Care	\$29.00	\$29.00	0.00	
RTE 1503C	Radiologic Positioning I	\$5.00	\$5.00	0.00	
RTE 1513C	Radiologic Positioning II	\$18.00	\$18.00	0.00	
RTE 1804	Clinical Education I	\$263.00	\$223.00	-40.00	
RTE 1814	Clinical Education II	\$49.00	\$49.00	0.00	
RTE 1824	Clinical Education III	\$24.00	\$24.00	0.00	
RTE 2061	Radiologic Science Seminar	\$67.00	\$67.00	0.00	
RTE 2844	Clinical Education IV	\$167.00	\$127.00	-40.00	
RTE 2854	Clinical Education V	\$52.00	\$52.00	0.00	
SON 1000	Introduction to Sonography	\$53.00	\$53.00	0.00	
SON 1111L	Abdominal Sonography I Lab	\$38.00	\$38.00	0.00	
SON 1112L	Abdominal Sonography II Lab	\$38.00	\$38.00	0.00	
SON 1150L	Neurosonology and Superficial Structures Lab	\$38.00	\$38.00	0.00	
SON 1804	Clinical Education I	\$193.00	\$152.00	-41.00	
SON 2122L	Obstetrics/Gynecology Sonography I Lab	\$38.00	\$38.00	0.00	
SON 2171L	Vascular Sonography I Lab	\$38.00	\$38.00	0.00	
SON 2175L	Vascular Sonography II Lab	\$38.00	\$38.00	0.00	
SON 2930	Special Topics	\$125.00	\$125.00	0.00	

TPA 1040	Costume Design	\$55.00	\$55.00	0.00	
TPA 1200	Production/Design, Introduction To	\$70.00	\$70.00	0.00	
TPA 1202	StageCraft	\$70.00	\$70.00	0.00	
TPA 1232	Costume Construction I	\$55.00	\$55.00	0.00	
TPA 1233	Costume Pattern Drafting and Draping	\$55.00	\$55.00	0.00	
TPA 1260	Sound for the Stage	\$27.00	\$27.00	0.00	
TPA 2000	Theatre Design Basics	\$55.00	\$55.00	0.00	
TPA 2083	Special Problems in Production/Design	\$70.00	\$70.00	0.00	
TPA 2091	Advance Design	\$70.00	\$70.00	0.00	
TPA 2220	Lighting Design	\$55.00	\$55.00	0.00	
TPA 2290L	Theatre Production Lab	\$70.00	\$70.00	0.00	



MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: May 4, 2026

RE: Disaster Debris Monitoring Services

Santa Fe College, on behalf of the Florida College System Risk Management Consortium (FCSRMC), created a Request for Proposal (RFP) for disaster debris monitoring services for the benefit of the 28 colleges in the Florida College System. As a result, a contract was entered into between The District Board of Trustees of Santa Fe College (Santa Fe College) and Rostin Solutions, LLC (Rostin) for disaster debris monitoring services.

On May 1, 2026, St. Johns River State College (SJR State) entered into an agreement with Rostin adopting the same terms and conditions of the contract between Santa Fe College and Rostin. The contract with SJR State and Rostin is through September 30, 2028, and can be extended for an additional 2 years.

Debris monitoring documentation is critical to verify that debris operations meet all FEMA Public Assistance policies and guidelines, costs are reasonable, quantifications of the debris are accurate, and the tracking of the debris to its final location is recorded and in compliance with all regulatory requirements. Failure to follow FEMA policies and guidelines can jeopardize claims the college submits to FEMA.



CONTINUING SERVICES AGREEMENT
for
RFP #13-25C DISASTER DEBRIS MONITORING SERVICES

This agreement (hereinafter referred to as the “Agreement” or “Contract”) is made between the District Board of Trustees of St Johns River State College, Florida, a political subdivision of the state of Florida (hereinafter referred to as “SJR State” or “College”) and Rostan Solutions, LLC, located at 3433 Lithia Pinecrest Road, Suite 287, Valrico, Florida, 33596 (hereinafter referred to as the “Contractor”), (hereinafter collectively referred to as the “Parties”).

WHEREAS, Santa Fe College issued a Request for Proposal (hereinafter referred to as “RFP #13-25C”) and Contractor was selected as the most responsive and responsible, and;

WHEREAS, SJR State wishes to contract with Contractor to provide or deliver disaster debris monitoring services (hereinafter referred to as the “Services” or “Project”) to SJR State, and;

WHEREAS, SJR State and Contractor have caused to be made a part hereto, the following documents, which shall take precedence in the order listed:

- This Agreement
- Exhibit A: Solicitation RFP #13-25C
- Exhibit B: Contractor’s Response to RFP #13-25C

THEREFORE, the Parties hereto intending to be bound hereby agree as follows:

- 1. SCOPE OF WORK** – Contractor will provide Services as outlined in RFP #13-25C, attached as Exhibit A. Contractor warrants that it has, and agrees to perform all services with the professional skills, expertise, and abilities necessary to effectuate the work contemplated by this Agreement, and will perform its obligations under this Agreement in a manner consistent with other contractors performing similar services in Contractor’s industry at the highest level. Should the College wish to engage Contractor to provide services not listed below, a detailed, written addendum to this Agreement shall be executed describing the additional services and any additional protections or conditions applicable.
- 2. CONTRACT TERM** – This Agreement shall commence effective May 1, 2026 through September 30, 2028. This Agreement may, by mutual assent of the Parties, be extended for a period of two (2) additional years.

3. **TERMINATION** – Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party. Termination under this clause will not affect any financial obligations incurred prior to termination.
4. **PRICING** – Pricing applicable to this Agreement is provided in Exhibit B, attached hereto, which is fully incorporated by reference as if fully set forth herein. Pricing for work performed that is not covered by the Agreement shall be negotiated by the parties and agreed to in writing prior to the start of the work.
5. **ASSIGNMENT** – Contractor shall not assign (by operation of law, change of control or otherwise) any part of this Agreement without the prior written consent of the College.
6. **GOVERNING LAW AND VENUE** – This Agreement and any disputes hereunder, shall be governed by and construed in accordance with the laws of the State of Florida. Venue and jurisdiction for any action related to this Agreement shall rest in Putnam County, Florida.
7. **FORCE MAJEURE** – In any event that the performance of any covenant(s) of this Contract shall be prevented by an act of God, physical disability, act or regulations of public authorities or labor union labor difficulties, strike, civil tumult, terrorism, war, epidemic, or any other reasons proven beyond their control, the Contractor and SJR State shall respectively be relieved of their obligations stated in this Agreement.
8. **INDEPENDENT CONTRACTOR** – Contractor personnel are and at all times shall remain the employees of the Contractor, an Independent Contractor. The payment of Federal, State, and/or local tax, social security benefits, unemployment compensation tax, and employee compensation, shall be the sole function and responsibility of the Contractor.
9. **SEVERABILITY** – Should any provision of this Agreement be or become invalid, void, illegal or not enforceable, it shall be considered separate and severable from the Agreement and the remaining provisions shall remain in force and be binding upon the parties hereto as though such provision had not been included.
10. **SOVEREIGN IMMUNITY** – The parties hereto acknowledge and agree the College is a political subdivision of the State of Florida. As such, the College's performance under this agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all federal, state, and local laws and regulations and District Board of Trustee Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein. The Parties acknowledge that the College's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein).

11. INDEMNIFICATION – Contractor shall indemnify, defend and hold harmless SJR State and its directors, trustees, officers, agents, and employees from all loss, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone arising out of this Agreement or the services covered by this Agreement, or by any act or omission of Contractor or any of its officers, agents, employees, subcontractors, guests, vendors, or third-party contractors.

12. GRAMM LEACH BLILEY ACT – Contractor will implement and maintain appropriate safeguards for any customer or student information that comes into its possession as a result of its business relationship with the College as described in this Agreement.

13. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – Florida Statute section 1002.225 and FERPA protect the privacy of students’ education records. If Contractor gains possession of records in the process of performing services under this Agreement, Contractor will not use, share or further disclose such records, and Contractor will promptly return records to College.

14. INSURANCE – Contractor agrees to procure and maintain, throughout the period of this agreement, insurance as specified under RFP #13-25C “3.3 Insurance” (Exhibit A).

15. ENTIRE AGREEMENT – This Agreement constitutes the entire agreement between the Parties, and no addition, modification or amendment hereto shall be effective unless in writing and executed by the parties hereto.

16. SIGNATURES

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

ST JOHNS RIVER STATE COLLEGE
Joe H. Pickens, President

Rostan Solutions, LLC
Travis Mays, Vice President

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

AMENDMENT #2 TO AGREEMENT FOR PRIVATE ATTORNEY SERVICES

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

A. Scope of Services.

The ATTORNEY shall:

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

B. Compensation: Fees.

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

C. Compensation: Costs.

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

D. Format for Invoices.

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

E. Administration of Agreement.

1. The COLLEGE's contract administrator is President Joe H. Pickens, J.D.
2. The ATTORNEY's contract administrator is Douglas Law Firm.
3. All written and oral approvals must be obtained from the parties' contract administrators.
4. This contract shall be governed by and construed under the laws of Florida.

F. Other Available Services.

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

G. Public Records.

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

IF THE ATTORNEY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ATTORNEY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CONTRACT ADMINISTRATOR AT (386) 312-4113 OR 5001 ST. JOHNS AVENUE, PALATKA, FLORIDA 32177.

H. Special Conditions.

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

5. The ATTORNEY shall provide immediate notice by e-mail or telephone regarding significant case developments which likely will result in media inquiries.
6. The ATTORNEY shall provide the COLLEGE immediate notice of any representation undertaken by the ATTORNEY in matters which may pose a conflict of interest with the ATTORNEY's representation of the COLLEGE.
7. The ATTORNEY, from the inception of the contractual relationship until at least seven (7) years after this contract expires or terminates, shall maintain detailed current records, including documentation of all expenses, disbursements, charges, credits, underlying receipts and invoices and other financial transactions which concern the provision of such attorney services. The ATTORNEY shall make all such records available for inspection and copying upon request in accordance with Chapter 119, Florida Statutes.
8. Jeremiah R. Blocker shall be the primary attorney assigned to COLLEGE to handle all matters under this AGREEMENT. Lisa Miles shall assist the primary attorney only if the primary attorney is not available.
9. This agreement may be terminated by either party upon thirty (30) days written notice.
10. The term of this agreement shall be from July 1, 2026, until June 30, 2027, and may be extended on an annual basis upon mutual agreement of the parties.

WITNESS our hands and seals on the dates described below:

Signature by Douglas Law Firm Managing Partner Charlie T. Douglas:

Date Signed:

Signature by St. Johns River State College Board of Trustees Chairman Rich Komando:

Date Signed:

Signature to Attest by St. Johns River State College President Joe H. Pickens:

Date Signed: