ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: November 23, 2026

RE: December 2 Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, December 2, 2026, beginning at 2:00 pm** at the **Palatka Campus**. We will meet in the Board Room.

Please review the 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.

ST. JOHNS RIVER STATE COLLEGE

DISTRICT BOARD OF TRUSTEES MEETING

Wednesday, December 2, 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 October 28, 2026, Trustees Orientation Workshop and Strategic Conversation and District Board of Trustees 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

   2. Approval of SJR State's Annual Information Security Report (This item is exempt from Public Record.)

C. Vice President/Chief Financial Officer – VP Randy Peterson *(If you have any questions, please call VP Peterson's direct #386-312-4022.)*
   1. Facilities Usage Report – October and November 2026

   2. Approval of Monthly Financial Report – October 2026

D. Vice President for Academic & Student Affairs – Dr. Ed Jordan *(If you have any questions, please call Dr. Jordan's direct #386-312-4151.)*
   1. Approval of the following curriculum revisions effective Fall 2027 for Florida School of the Arts:
      a. Revised Courses:
         - DAA 1105 Contemporary Dance II
         - DAA 1205 Ballet II

- DAA 2106 Contemporary Dance III
- DAA 2107 Contemporary Dance IV
- DAA 2206 Ballet III
- DAA 2207 Ballet IV
- TPA 4003 Design Seminar

b. Deleted Courses:
   - MVV 1111 Class Voice
   - TPP 2300 Play Directing

2. Approval of the following curriculum revisions effective Fall 2027 for Teacher Education Department:
   a. Revised Course:
      - EEX 4604 Behavior Management for Special Needs and At-Risk Students

   b. Deleted Courses:
      - EEC 2401 Home and Community
      - EEC 2523 Child Care Center Management
      - EPI 0001 Classroom Management
      - EPI 0002 Instructional Strategies
      - EPI 0003 Technology
      - EPI 0004 Teaching and Learning Process
      - EPI 0010 Reading
      - EPI 0011 Foundation of Research-Based Practices in Reading II
      - EPI 0012 Foundation of Research-Based Practices in Reading III
      - EPI 0020 Professional Foundations
      - EPI 0030 Maximizing Student Potential in the School Context
      - EPI 0940 Field Experience for Professional Foundations
      - EPI 0945 Field Experience

   c. Terminated Programs:
      - Florida Child Care Credential
      - Florida Child Care Professional Certificate

3. Approval of the following curriculum revisions effective Fall 2028 for the Arts and Sciences Department:
   a. Revised Courses:
      - MAC 1147 Precalculus: Algebra and Trigonometry
      - MAC 1147 Honor Precalculus: Algebra and Trigonometry

4. Approval of Revisions to 2026-2027 SJR State College Catalog/Student Handbook
   a. Admissions and Registration – U.S. Citizenship or Lawful Presence Requirement

V. New Business

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

SJR State Board Rules

1. Public Hearing on New Rule 3.40 Active Assailant Response Plan
2. Action to Approve New Rule 3.40 Active Assailant Response Plan
3. Public Hearing on New Rule 3.41: Family Reunification Plan
4. Action to Approve New Rule 3.41: Family Reunification Plan
5. Public Hearing on New Rule 3.42 Postsecondary Threat Management Protocol
6. Action to Approve New Rule 3.42 Postsecondary Threat Management Protocol
7. Public Hearing on New Rule 3.43: Artificial Intelligence Use and Limitations
8. Action to Approve New Rule 3.43: Artificial Intelligence Use and Limitations
9. Public Hearing on New Rule 4.43: Application Fee Waivers
10. Action to Approve New Rule 4.43: Application Fee Waivers
11. Public Hearing on New Rule 6.37 Student Mental Health and Behavioral Health Supports
12. Action to Approve New Rule 6.37 Student Mental Health and Behavioral Health Supports
13. Public Hearing on Amendment to Rule 7.11 Adult Education Policy
14. Action to Approve Amendment to Rule 7.11 Adult Education Policy
15. Public Hearing on Amendment to Rule 7.12 Minimum Requirements for Admission to College Credit Programs
16. Action to Approve Amendment to Rule 7.12 Minimum Requirements for Admission to College Credit Programs
17. Public Hearing on Amendment to Rule 7.24 Minimum Requirements for Admission to Non-College Credit Programs
18. Action to Approve Amendment to Rule 7.24 Minimum Requirements for Admission to Non-College Credit Programs

Facilities Projects

19. Information Only: Change Order No. 001, Renovation of Offices with Addition, Gym, Palatka Campus

20. Action to Approve Pre-Qualified Contractor Certificates for Calendar Year 2027 (RFQ-SJR-01-2026)

21. Action to Approve Request to Negotiate and Execute a Custodial Services Contract with ABM Education Services, LLC (RFP-SJR-04-2026)

St. Johns River State College Foundation

22. Action to Approve the 2025-26 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990 prepared by Purvis Gray (Taxable Year Ended March 31, 2026)

23. Action to Approve the 2025-26 St. Johns River State College Foundation Independent Auditor's Report

24. Action to Approve the Certification of the St. Johns River State College Foundation, Inc., as a Direct Support Organization for the College (DSO Audit Review Checklist)

25. Action to Approve the Memorandum of Understanding between St. Johns River State College and the St. Johns River State College Foundation

26. Information Only: Letter from Internal Revenue Service, Recognition of St. Johns River State College Foundation Tax Exemption Status, Form 1023

27. Information Only: Foundation Annual Report and Update

Student Housing Corporation

28. Action to Approve 2025-26 St. Johns River State College Student Housing Corporation Independent Auditor's Report

29. Action to Approve 2025-26 Student Housing Corporation Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N (Taxable Year Ended March 31, 2026)

30. Action to Approve the Certification of the St. Johns River State College Student Housing Corporation as a Direct Support Organization for the College (DSO Audit Review Checklist)

31. Action to Approve Memorandum of Understanding between St. Johns River State College and the St. Johns River State College Student Housing Corporation

32. Information Only: Letter from Internal Revenue Service, Recognition of Student Housing DSO Tax Exempt Status, Form 1023-EZ

B. Vice President/Chief Financial Officer – VP Randy Peterson – Action Agenda Item *(If you have any questions, please call VP Peterson's direct #386-312-4022.)*

1. Action to Approve College's Continuity of Operations Plan (COOP) – presented by Brian Keith, Director of Campus Safety
   This document is exempt from disclosure under the provisions of Section 119.071 and 281.301, Florida Statutes.

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

1. Information Only: The Viking Experience: Core To Career (QEP Update)

VI. Recommendation to Designate Former Trustee Wendell Davis as Trustee Emeritus

VII. Update on Public Private Partnership (P3) to Design, Build and Finance a Public Safety Complex in Clay County

VIII. President's Report

IX. Trustees' Comments

X. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
TRUSTEES ORIENTATION WORKSHOP AND
STRATEGIC CONVERSATION MINUTES
October 28, 2026

MEMBERS PRESENT:
Mr. Rich Komando, Chairperson
Mr. Nick Primrose, Vice Chair
Ms. Alexandria Hill
Mr. Kevin Payne
Ms. Chereese Stewart
Mr. Cyrus Zomorodian

MEMBERS ABSENT:
Mr. Jud Sapp (excused)

OTHERS PRESENT:
Joe H. Pickens, J.D., Executive Secretary
Dr. Joseph Saviak, Board Attorney

The workshop was held at the St. Augustine Campus in the Criminal Justice Multipurpose Room J-149 and it began at 9:05 a.m. Dr. Melanie Brown overviewed logistics.

President Joe Pickens welcomed everyone and thanked the Trustees for serving on the Board. Dr. Brown explained the purpose and framework of the meeting. The first purpose of the meeting was to provide an orientation and overview of the resources available for the Trustees. The second purpose of the meeting was to open an on-going strategic discussion between College Leadership and the Board of Trustees regarding the College's strategic priorities impacting student achievement and success.

Dr. Brown overviewed the Trustees' roles and responsibilities and Florida's Sunshine Amendment. She referred the Trustees to the documents provided in the packet including the Mission, Vision, and Values, the organizational chart, and Facts at a Glance. The updated District Board of Trustees Handbook was also provided. She noted that Dr. Christina Will has created a Lib Guide of resources for the Trustees. The link is https://thecenter.sjrstate.edu/DBOT.

Dr. Brown further explained that today's meeting is a forum for showcasing cross-cutting initiatives, current success, and the work still to be done, and potential opportunities on the horizon. She noted the priority areas are: 1. innovating curriculum and instruction, 2. strengthening student supports, and 3. building institutional capacity for the future.

SJR State Priority Area 1: Innovating Curriculum & Instruction
Dr. Edward Jordan overviewed "The Viking Experience 2.0," SJR State's journey to deliver career relevant education and resources. He provided data on the budget, number of Fall

2026 General Education course sections, Fall 2026 Workforce Education course sections, and the Fall 2026 DE unduplicated headcount. He overviewed the number of AA Degrees, AS Degrees, and certificates awarded in 2025-2026. He noted in Fall 2026, there were 143 full-time and 159 part-time faculty members. He also provided data on the number of Adult Education GED completers and the Flo Arts enrollment. Full-time faculty taught 80% of core and institutional general education courses and 69% of Workforce Education courses. He discussed data on career services programs. He overviewed the process for hiring full-time faculty.

Dr. Jordan explained changes including there are now life-long learners and workforce re-skillers, credentials, co-created curriculum, on-line learning (hybrid and asynchronous delivery), skill acquisition, judgment and AI fluency, cultivating human "power skills," and the value of a credential. He discussed SJR State's strategies: Goal 1 – strengthen the student experience in intake and onboarding; Goal 2 – increase student achievement and success; Goal 3 – contribute to community enrichment and economic development; and Goal 4 – invest in effective college-wide operations.

Dr. Jordan explained the elements of choosing a destination: reimagined course delivery and design, student engagement and exploration; and program development. He noted the need for professional development and overviewed opportunities, including an Experiential Learning Academy that was created. In-depth discussion followed on tracking NACE competencies/digital badges.

Dr. Jordan highlighted other areas for student engagement and exploration, which include course reflections, digital portfolios, career assessments, digital credentials, forage, career courses, faculty/classroom engagement, and service-learning opportunities/ volunteering. There are also internships, on-campus student employment, and SGA and club activity.

Next, AVP Mike Keller highlighted program development in the following: Arts and Sciences, Florida School of the Arts, Dual Enrollment, Teacher Education, and Adult Education.

Dr. Jay Paterson then overviewed the Workforce divisions, including the current and anticipated programs. He discussed external factors. He explained what is envisioned in regard to renovating the S and T buildings on the Palatka Campus in order to have capacity for new programs.

Trustee Primrose brought up collaboration with registered apprenticeship programs. We discussed articulating to degree programs. He asked why NEFBA program was connected with Palm Beach and now Hillsborough. Dr Brown mentioned that is a statewide contract that needs a college fiscal agent and they are typically bid for by the large colleges in the system.

Dr. Paterson then overviewed the list of advisory boards and welcomed suggestions of people to serve.

Next, Dr. Jordan discussed federal mandates, Florida Legislative mandates, Florida College System mandates as well as other factors that change.

SJR State Priority Area 2: Strengthening Student Supports
Dr. Jordan discussed SJR State Priority Area 2 Strengthening Student Supports and the journey to deliver career relevant education and resources. He overviewed the budget, increase in applications processed, and Viking Exchange pantry visits. The Registrar had posted 95% of all degrees within two (2) weeks of final grade entry.

Dr. Jordan stated there has been an increase in financial aid applications, an increase in active clubs across all three campuses, and citizenship requirements have increased. He discussed the various challenges that students face including class rigor/academic workload, financial strain, housing, mental wellness, physical wellness, and social engagement.

Dr. Jordan discussed resources available to help students make informed decisions.

AVP Jack Hall shared a composite of students, who represent real students, and the paths each took. Dr. Jordan discussed strategies to support students, including the Care Team who responds to "Concerning Student Behavior Reports." SJR State also has a Threat Management Team. He overviewed the staffing to support students.

At 11:50 a.m., the workshop was recessed for the attendees to take a tour of the St. Augustine Campus and to eat lunch. The workshop was reconvened at 1:10 p.m.

SJR State Priority Area 3: Building Institutional Capacity for the Future
President Joe Pickens and Dr. Melanie Brown discussed SJR State Priority Area 3 Building Institutional Capacity for the Future. Dr. Brown noted this includes growth in the service district, enrollment, and programs; funding; and investments in infrastructure.

President Pickens shared background information regarding the campus physically located in Putnam County. He overviewed current and projected future population data for the three (3) service districts.

President Pickens discussed enrollment growth in the past five (5) years. He noted there have been zero tuition increases in fifteen (15) years and stated that this is an unsustainable funding model. He discussed SJR State tuition and state funding over the last ten (10) years. He informed the Trustees that the general legislative appropriation is not expected to increase in the next few years.

President Pickens discussed the cost of attendance, noting that SJR State College is an incredible bargain. He overviewed data on credit hours by term and campus, 20-year trends by term and campus and by students' home county, and degree enrollment by headcount. He noted that SJR State has articulation agreements with many public and private universities. He also discussed investments in College infrastructure.

Next, Dr. Brown highlighted the investment in the College's employees including salaries and benefits as well as the addition of full-time employees.

President Pickens then discussed facilities improvements including renovation of the Palatka Campus library building and the addition of Beck Hall Student Housing, which was a gift. He explained that the Florida School of the Arts (FloArts) was created by Statute and assigned to our College, with a statutory mandate to serve all of the students in the State of Florida. The facility renovation has been completed and the FloArts ribbon cutting event will be held tomorrow at 3:00 pm.

President Pickens explained that priority number one in future projects is deferred maintenance on all three (3) campuses. He overviewed the list, which included $2.6M in leaky roofs with expired warranties; $1.5M in end-of-life mechanical equipment, and $508K in parking lot and roadway maintenance.

President Pickens discussed future facilities projects. Construction will begin on the Palatka T-Building renovation and workforce addition this year. This project is designed to create modern, flexible spaces for both existing and new workforce programs including Agriculture Technology.

President Pickens informed the Trustees that in Clay County there is the potential to expand in a big way. The College has been in communication with Clay County and the Sheriff's office regarding relocating the Criminal Justice programs from the St. Augustine Campus to Clay County. Assuming amendment #3 does not pass, Clay County plans to relocate the public safety and sheriff's offices. He shared slides that showed the potential location. The College aspires to partner with them in a public safety complex. The College would be able to add EMT and paramedic programs, and perhaps a fire college. An indoor firing range could also be added. The College needs a second building for STEM programs in Clay County. St. Johns County has First Coast Technical College, but it does not serve Putnam or Clay Counties.

President Pickens noted that he participated in the review of firms who bid. He showed a slide of one submitter's proposal rendition and the estimated cost of those buildings. This bid was a lot lower than the other three, which was concerning.

Next, President Pickens discussed future facilities projects at the St. Augustine Campus. He discussed potential expansion to an additional campus / site in the county. Dr. Brown noted that the deferred maintenance on this campus is extreme.

Dr. Brown explained there are 161.35 acres in total, with 75 acres being on the other side of Four Mile Road. The master plan for future development will be on this side of Four Mile Road. Planned additions and potential new buildings were discussed. President Pickens discussed next steps. He stated that someday the College may sell the 75 acres.

Dr. Brown informed the Trustees that the current Strategic Plan ends in 2027 and Dr. Will will wrap it up in the spring. The College will be proposing a two-year continuation of the current plan.

There will be another meeting in the spring for the Trustees to continue discussion of where they want the College to go in the future, and to stay fully informed about the status of the College.

The workshop was adjourned at 2:00 p.m.

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES MEETING MINUTES
October 28, 2026

MEMBERS PRESENT:
Mr. Rich Komando, Chairperson
Mr. Nick Primrose, Vice Chair
Ms. Alexandria Hill
Mr. Kevin Payne
Ms. Chereese Stewart
Mr. Cyrus Zomorodian

MEMBERS ABSENT:
Mr. Jud Sapp (excused)

OTHERS PRESENT:
Joe H. Pickens, J.D., Executive Secretary
Dr. Joseph Saviak, Board Attorney

I. Meeting Call to Order:
Chairperson Komando called the meeting to order at 2:15 pm, following the Board Workshop.

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 September 16, 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. Facilities Usage Report – September 2026; 2. Write-offs of Tangible Personal Property; 3. Monthly Financial Report – September 2026; and 4. Budget Amendments - Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Capital Outlay/Plant Fund 7.
   D. Vice President for Academic & Student Affairs – Dr. Ed Jordan: 1. curriculum revisions effective **Spring 2027** for Community & Corporate Education Department a. New Courses - CWX 031 Project Management Professional Exam Prep, CWX 032 Automotive Service Fundamentals Section 1, CWX 033 Automotive Service Fundamentals Section 2, CWX 034 Automotive Service Fundamentals Section 3, CWX 035 NCCER Core Construction Section 1, CWX 036 NCCER Core Construction Section 2, CWX 037 NCCER HVAC Level 1 Section 1, CWX 038 NCCER HVAC Level 1

Section 2, b. Revised Courses - CWX 0119 Manufacturing Skills Standards Council (MSSC) 4.0 Safety, CWX 0120 MSSC 4.0 Quality Practices and Measurements, CWX 0121 MSSC 4.0 Manufacturing Processes and Production, CWX 0122 MSSC 4.0 Maintenance Awareness; curriculum revisions effective **Fall 2027** for the Criminal Justice & Public Safety Department a. New Course - CJE 4754 Artificial Intelligence in Criminal Justice, b. Revised Course - CJE 4663 Crime Analysis I, c. Revised Program - B.S. Degree in Criminal Justice – Applied Intelligence Studies; curriculum revisions effective **Spring 2027** for the Criminal Justice & Public Safety Department a. Revised Program - Equivalency of Training (EOT) Law Enforcement and Corrections; and Revisions to 2026-2027 College Catalog/Student Handbook a. Credit Card Fee Update and b. Veterans Affairs/Financial Aid Update.

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

V. New Business:
   A. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown – Action and Information Agenda Items
      1. Dr. Melanie Brown reviewed for information only and explained that after advertising, the following SJR State Board Rules will be brought to the December 2026 Board of Trustees meeting for approval:
         a. NEW Rule 3.40 Active Assailant Response Plan
         b. NEW Rule 3.41: Family Reunification Plan
         c. NEW Rule 3.42 Postsecondary Threat Management Protocol
         d. NEW Rule 3.43: Artificial Intelligence Use and Limitations
         e. NEW Rule 4.43: Application Fee Waivers
         f. NEW Rule 6.37 Student Mental Health and Behavioral Health Supports
         g. Amendment to Rule 7.11 Adult Education Policy
         h. Amendment to Rule 7.12 Minimum Requirements for Admission to College Credit Programs
         i. Amendment to Rule 7.24 Minimum Requirements for Admission to Non-College Credit Programs

      2. Dr. Brown reviewed and requested approval to waive the College's Application Fee under limited circumstances during the 2026-2027 academic year
         a. Up to 25 "Free Application Days" to be used as a marketing/recruitment tool:
            - 3 days to be held in conjunction with *FAFSA Frenzy* or similar events on each campus
            - 10 days for *Free App* events at local high school campuses or similar events
            - 3 days to coincide with each *SJR State Campus Open House* or similar events
            - 1 day to coincide with the *Summer Recruiting Event*
            - Up to 8 additional days to be scheduled in conjunction with other major recruiting events or campaigns

b. Limited, individual application fee waivers to be provided on a case-by-case basis to former military, homeless, former foster care, and/or other students who identify as needing assistance paying the application fee
Trustee Primrose asked how these are tracked. Dr. Brown stated a log of the justifications will be kept.

Ms. Stewart moved, seconded by Mr. Payne, to approve Chief Operating Officer/Senior Vice President Items V.A.2 (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer/Senior Vice President). Motion carried (Hill, Komando, Payne, Primrose, Stewart, Zomorodian – Yes).

3. Dr. Brown reviewed for information only SJR State's Statement of Institutional Commitment to Excellence, Opportunity, and Service.

4. Dr. Brown reviewed for information only the Vikings Days of Service, which is held in the fall and spring. The next one is scheduled on Friday, November 20.

B. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items
1. VP/CFO Peterson reviewed and requested approval of the Active Assailant Response Plan.

Ms. Hill moved, seconded by Mr. Primrose, 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 (Hill, Komando, Payne, Primrose, Stewart, Zomorodian – Yes).

2. Mr. Peterson reviewed and requested approval of the Family Reunification Plan. He noted that the St. Augustine Campus serves as a reunification site for the Florida School for the Deaf and the Blind.

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

3. Mr. Peterson reviewed for information only dual enrollment FTE and revenue data.

Mr. Peterson informed the Trustees about a health insurance premium refund received from the Florida Risk Management Consortium (FRMC) in the amount of $1,376,426.57. The refund was triggered as the result of all colleges in the Florida College System ending health coverage with the FRMC and moving to the State Group Health Insurance plan. The refund received was for the college's share of unused insurance premiums accumulated over the years it participated in the health insurance program. A portion of the refund was attributable to premiums paid by the college and a portion was attributable to premiums paid by employees. The College is recommending refunding the portion attributable

to employees, which is approximately $270,000. The College will retain the portion attributable to the College. Mr. Peterson noted this has been vetted by the auditors, who affirmed that they understand our intentions and that the plan sounds reasonable. This effects eight-five (85) current employees plus eight (8) who are no longer employed at the college.

Mr. Zomorodian moved, seconded by Mr. Payne, to approve this Vice President for Finance/CFO Item. Motion carried (Hill, Komando, Payne, Primrose, Stewart, Zomorodian – Yes).

C. Vice President for Academic & Student Affairs – Dr. Ed Jordan

1. Dr. Ed Jordan welcomed AVP Mike Keller, who reviewed and requested approval of the Summer 2027 Study Abroad Proposal – Ireland (LIT 2182, ENC 1102 and WOH 1022). May 12-23, 2027

   Ms. Hill moved, seconded by Mr. Zomorodian, to approve Vice President for Academic & Student Affairs Item V.C.1 (a detailed listing is contained in the material submitted by the Office of Vice President for Academic & Student Affairs). Motion carried (Hill, Komando, Payne, Primrose, Stewart, Zomorodian – Yes).

VI. President's Report:

President Pickens noted the FloArts ribbon cutting celebration will be held tomorrow beginning at 3:00 pm. Chancellor Hebda will be attending.

President Pickens informed the group that former Trustee Jim Reid's wife Marilyn passed away. Mrs. Reid taught in the Adult Education program for a number of years. The Foundation will purchase a named seat in the FloArts auditorium in her memory.

VII. Trustees' Comments

Trustee comments were made.

VIII. Adjournment

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

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: November 23, 2026

RE: Consent Agenda Items
December 2, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the December 2, 2026, meeting:

1. Approval of Personnel Matters

2. Approval of SJR State's Annual Information Security Report
   Note: This item is exempt from Public Record. Documentation to be distributed to members of SJR State's District Board of Trustees only.

DISTRICT BOARD OF TRUSTEES

BOARD MEETING: December 2, 2026

PERSONNEL MATTERS

Name	Job Classification	Type of Pay or Action	Pay Scale or Rate	Dates
Azula, Joseph	FT – Career Service	Hire	CS – Grade 107	11/2/2026
Brownett, Chris	FT – Career Service	Hire	CS – Grade 106	11/2/2026
Carroll, Necia	FT- Paraprofessional	Promotion	PP – Grade 116	11/1/2026
Chestnut, Christa	Adjunct Hourly	Hire	$50/hr	10/23/2026
Clark, Frankya	FT – Career Service	Position Elimination	N/A	12/31/2026
Daniels, Kurt	PT – Career Service	Hire	$16.69/hr	11/16/2026
Gaffney, Jocelyn	FT – Faculty	Resign	N/A	12/31/2026
Guzman, Anna	PT – Career Service	Hire	$16.23/hr	11/16/2026
Hand, Windie	FT – Career Service	Resign	N/A	10/19/2026
Harris, Jake	FT- Paraprofessional	Hire	PP – Grade 114	12/1/2026
Hernandez, Junior	FT- Paraprofessional	Terminated	N/A	10/30/2026
Jones, Colleen	PT – Career Service	Hire	$16.69/hr	11/16/2026
Ledwell, Leon	FT – Career Service	Position Elimination	N/A	12/31/2026
McGee, Melba	FT – Career Service	Position Elimination	N/A	12/31/2026
Murphy, Daelynn	FT – Career Service	Hire	CS – Grade 108	11/2/2026
Pagan, Candida	FT – Career Service	Retirement	N/A	12/31/2026
Parker, James	FT – Career Service	Retirement	N/A	12/31/2026
Radtke, Steven	FT- Paraprofessional	Hire	PP – Grade 111	12/1/2026
Spell, Ramona	FT – Career Service	Position Elimination	N/A	12/31/2026
Taylor, Joylene	FT – Career Service	Retire	N/A	12/31/2026
Tillis, Sabrina	FT – Career Service	Hire	CS – Grade 108	11/2/2026

MISCELLANEOUS

Volunteers:

Grace Hambrick – Student Affairs

Joseph Hambrick – Student Affairs

Drop Entry:

Toni Mast

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO

DATE: November 23, 2026

RE: Consent Agenda Items: December 2, 2026, District Board of Trustees Meeting

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The following Consent items are submitted for the Board of Trustees' consideration at the December 2, 2026, meeting.

CONSENT AGENDA ITEMS:

1. Facilities Usage Report – October and November 2026
2. Approval of Monthly Financial Report – October 2026

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Randy Peterson, VP for Finance

FROM: Amy Tincher, Senior Accountant

DATE: November 16, 2026

RE: Report on Facilities Use for October and November 2026

Facilities Use for the month of October 2026:

Organization	Campus
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Putnam Republican Club	Palatka
Well Florida Council	Palatka
DCCM (Design, Consulting, Construction Management)	St. Augustine
Kiwanis Club of Clay County	Orange Park
Council of Financial Educators	Orange Park

Facilities Use for the month of November 2026:

Organization	Campus
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Putnam Republican Club	Palatka
Putnam County Supervisor of Elections	Palatka
DCCM (Design, Consulting, Construction Management)	St. Augustine
First Coast Financial Group	St. Augustine
Mission trace HOA	St. Augustine
Clay County Sheriff's Office	Orange Park
Council of Financial Educators	Orange Park

ST. JOHNS RIVER STATE COLLEGE

Monthly Financial Report

October 2026

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

	Total	General Current Fund	Restricted Current Fund	Auxiliary Fund	Scholarship Fund	Agency Fund	Unexpended Plant Fund
Assets:							
Cash	$18,582,481	$2,140,062	$510,804	$5,022,738	$689,994	$1,300,982	$8,917,901
Cash Equivalents	578	578	0	0	0	0	0
Certificates of Deposit	20,000,000	20,000,000	0	0	0	0	0
Accounts Receivable	3,707,135	3,254,927	128,768	61,107	62,857	0	199,476
Inventories	305,491	0	0	305,491	0	0	0
Due From Component Unit	0	0	0	0	0	0	0
Prepaid Assets	0	0	0	0	0	0	0
Other Assets	2,600	2,600	0	0	0	0	0
Due from State	18,928,562	0	0	0	0	0	18,928,562
Total Assets	61,526,847	25,398,167	639,572	5,389,336	752,851	1,300,982	28,045,939
Deferred Outflow of Resources	9,494,264	9,494,264	0	0	0	0	0
Liabilities:							
Net Pension Liability	20,294,601	20,294,601	0	0	0	0	0
Compensated Absences Payable	4,263,531	4,263,531	0	0	0	0	0
Other Post Employment Benefit Payable	15,337,958	15,337,958	0	0	0	0	0
Deferred Revenue	877	0	0	877	0	0	0
Payables	2,122,016	33,368	11	37,852	473,914	1,300,982	275,889
Due to Other Funds	1,991	1,991	0	0	0	0	0
Total Liabilities	42,020,974	39,931,449	11	38,729	473,914	1,300,982	275,889
Deferred Inflow of Resources	8,480,208	8,480,208	0	0	0	0	0
Fund Balance	20,519,929	(13,519,226)	639,561	5,350,607	278,937	0	27,770,050
Amount Expected to be Financed in Future Years	38,847,720	38,847,720	0	0	0	0	0
Adjusted Fund Balance	59,367,649	25,328,494	639,561	5,350,607	278,937	0	27,770,050

ST JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month End October 31, 2026

	Current Budget	Current Year to Date Activity	Current Unobligated Balance	Budget to Year to Date Activity (33.3% Complete)	Prior Year to Date Activity
Revenue:					
Tuition and Fees	$12,056,845	$7,075,801	$4,981,044	58.7%	$7,248,815
State Support	38,597,187	11,646,483	26,950,704	30.2%	11,627,536
Local Support	2,275,000	1,055,875	1,219,125	46.4%	1,072,882
Other Sources	1,449,800	474,409	975,391	32.7%	670,480
Total Revenue	54,378,832	20,252,568	34,126,264	37.2%	20,619,713
Expenditures:					
Salaries	28,428,929	9,104,703	19,324,226	32.0%	8,498,500
Benefits	11,943,254	2,782,399	9,160,855	23.3%	3,625,250
Total Salaries & Benefits	40,372,183	11,887,102	28,485,081	29.4%	12,123,750
Materials and Supplies	2,620,228	992,871	1,627,357	37.9%	1,191,878
Contracted Non Instructional	1,893,675	414,610	1,479,065	21.9%	362,308
Utilities	1,273,800	440,532	833,268	34.6%	431,267
Repairs and Maintenance	1,378,307	454,389	923,918	33.0%	522,762
Professional Fees	322,877	84,794	238,083	26.3%	84,042
Insurance	961,625	536,880	424,745	55.8%	573,291
Technology Services	182,320	118,117	64,203	64.8%	122,870
Travel	468,539	99,100	369,439	21.2%	75,381
Advertising	103,006	40,337	62,669	39.2%	49,054
Other Services	894,246	330,473	563,773	37.0%	344,742
Other Current Charges	1,102,645	494,355	608,290	44.8%	518,824
Total Current Expenses	11,201,268	4,006,458	7,194,810	35.8%	4,276,419
Capital Outlay	886,800	260,717	626,083	29.4%	206,926
Transfers	1,765,429	1,265,429	500,000	71.7%	4,000,000
Total Expenditures	54,225,680	17,419,706	36,805,974	32.1%	20,607,095
Net Revenues and Expenditures	$153,152	$2,832,862			$12,618
Budgeted Ending Adjusted Fund Balance*	$22,703,898				

*Excludes Amount to be Financed in Future Years of $38,847,720

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

	Current Budget	Current Year to Date Activity	Current Unobligated Balance	Budget to Year to Date Activity (33.3% Complete)	Prior Year to Date Activity
Revenue:					
Federal Support	$640,154	$172,696	$467,458	27.0%	$219,802
Student Fees	832,400	488,396	344,044	58.7%	508,512
State Support	108,490	35,809	72,681	33.0%	54,462
Other Sources	0	0	0	0.0%	0
Total Revenue	1,581,044	696,901	884,143	44.1%	782,776
Expenditures:					
Salaries	659,807	210,594	449,213	31.9%	215,817
Benefits	266,704	81,477	185,227	30.5%	98,888
Total Salaries & Benefits	926,511	292,071	634,440	31.5%	314,705
Materials and Supplies	269,436	74,299	195,137	27.6%	85,909
Contracted Non Instructional	53,632	33,182	20,450	61.9%	28,300
Repairs and Maintenance	390	390	0	0.0%	293
Professional Fees	32,365	2,325	30,040	7.2%	5,185
Technology Services	0	0	0	0.0%	0
Travel	150,074	18,243	131,831	12.2%	25,216
Advertising	0	0	0	0.0%	0
Other Services	114,725	52,048	62,677	45.4%	38,696
Other Current Charges	462	34	428	7.4%	13,679
Total Current Expenses	621,084	180,521	440,563	29.1%	197,278
Capital Outlay	52,649	986	51,663	1.9%	61,501
Total Expenditures	1,600,244	473,578	1,126,666	29.6%	573,484
Net Revenues and Expenditures	($19,200)	$223,322			$209,292

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: November 23, 2026

RE: Consent Agenda Items – December 2, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the December 2, 2026, meeting:

- Approval of the following curriculum revisions effective **Fall 2027** for the Florida School of the Arts:
  - Revised Course(s):
    - DAA 1105 Contemporary Dance II
    - DAA 1205 Ballet II
    - DAA 2106 Contemporary Dance III
    - DAA 2107 Contemporary Dance IV
    - DAA 2206 Ballet III
    - DAA 2207 Ballet IV
    - TPA 4003 Design Seminar
  - Deleted Course(s):
    - MVV 1111 Class Voice
    - TPP 2300 Play Directing

- Approval of the following curriculum revisions effective **Fall 2027** for the Teacher Education Department:
  - Revised Course(s):
    - EEX 4604 Behavior Management for Special Needs and At-Risk Students
  - Deleted Course(s):
    - EEC 2401 Home and Community

        - EEC 2523 Child Care Center Management
        - EPI 0001 Classroom Management
        - EPI 0002 Instructional Strategies
        - EPI 0003 Technology
        - EPI 0004 Teaching and Learning Process
        - EPI 0010 Reading
        - EPI 0011 Foundation of Research-Based Practices in Reading II
        - EPI 0012 Foundation of Research-Based Practices in Reading III
        - EPI 0020 Professional Foundations
        - EPI 0030 Maximizing Student Potential in the School Context
        - EPI 0940 Field Experience for Professional Foundations
        - EPI 0945 Field Experience
    - Terminated Program(s):
        - Florida Child Care Credential
        - Florida Child Care Professional Certificate

- Approval of the following curriculum revisions effective **Fall 2028** for the Arts and Sciences Department:
    - Revised Course(s)
        - MAC 1147 Precalculus: Algebra and Trigonometry
        - MAC 1147 Honor Precalculus: Algebra and Trigonometry

- Approval of Revisions to 2026-2027 SJR State College Catalog/Student Handbook
    - Admissions and Registration – U.S. Citizenship or Lawful Presence Requirement

Instructional Curriculum Committee
Curriculum Change Submission Form
Submit this completed form with your curriculum changes.

Department: *Florida School of the Arts*	**Date:** *October 6, 2026*
New Courses: None	**Date Approved by Department:**
Revised Courses: DAA 1105 Contemporary Dance II DAA 1205 Ballet II DAA 2106 Contemporary Dance III DAA 2107 Contemporary Dance IV DAA 2206 Ballet III DAA 2207 Ballet IV TPA 4003 Design Seminar	**Date Approved by Department:** *August 18, 2026* *September 18, 2026*
Courses to Delete: MVV 1111 Class Voice TPP 2300 Play Directing	**Date Approved by Department:** *January 16, 2026*
New Programs*:* *None*	**Date Approved by Department:**
Revised Programs:	**Date Approved by Department:**
Terminate Programs:	**Date Approved by Department:**

REMINDERS:

- After approval by the Instructional Curriculum Committee, submit SCNS and Catalog/Student Handbook Change forms for all changes listed on this form.
- Changes to degree requirements and new and terminated programs will be communicated to Academic Advising in late Spring.
- New programs and program terminations require modifications to the SJR State Application as soon as possible—December ideally.

A. Revised Courses

Additions are in yellow highlight; deletions are in ~~red strikethrough~~.

1. DAA 1105 Contemporary Dance II
   Prerequisite: Completion of DAA 1104 with a grade of "C" or higher. ~~or permission of instructor.~~

2. DAA 1205 Ballet II
   Prerequisite: Completion of DAA 1204 with a grade of "C" or higher. ~~or permission of the instructor.~~

3. DAA 2106 Contemporary Dance III
   Prerequisite: Completion of DAA 1105 with a grade of "C" or higher. ~~or permission of instructor~~.

4. DAA 2107 Contemporary Dance IV
   Prerequisite: Completion of DAA 2106 with a grade of "C" or higher. ~~or permission of instructor~~.

5. DAA 2206 Ballet III
   Prerequisite: Completion of DAA 1205 with a grade of "C" or higher. ~~or permission of instructor~~.

6. DAA 2207 Ballet IV
   Prerequisite: Completion of DAA 2206 with a grade of "C" or higher. ~~or permission of the instructor.~~

7. TPA 4003 Design Seminar
   Prerequisite: Completion of ~~THE 3213~~ THE 2304 and TPA 2071 with a grade of "C" or higher.

B. Courses to Delete

1. MVV 1111 Class Voice
2. TPP 2300 Play Directing

Rationale: These courses were removed from the Acting and Stage Management curriculum in 2026-2027. There are no plans to offer them again.

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 1105 Contemporary Dance II

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
A continuation of first year modern dance instruction. Study will include, but is not limited to, proper body alignment, mechanics of breathing and phrasing, and verbal and movement vocabulary.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of DAA 1104 with a grade of "C" or higher.

V. General Education Course
No.

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:

- PLO #1 - Graduates will be able to demonstrate proficiency in various concert style dance techniques.
- PLO #3 – Demonstrate the ability to work collaboratively with a disciplined work ethic in a variety of dance class, rehearsal and performance situations.

VIII. Course/Student Learning Outcomes
Upon successful completion of this course, the learner will be able to:

A. Demonstrate proper alignment, strength, and stamina through physical practice

B. Demonstrates critical problem-solving skills, professionalism, and effective communication techniques
C. Demonstrate and utilize an intermediate/advanced dance level

IX. Course Content

A. Students will physically perform a series of progressively complex exercises in the center and across the floor to further develop strength, flexibility, coordination, musicality, and spatial awareness.
B. Continued development and application of proper body alignment, postural awareness, and efficient use of the body in contemporary dance technique.
C. This course will focus on continued technical development, coordination, weight shifting, floor work, transitions, movement efficiency, performance quality, and the proper execution of increasingly complex exercises and combinations.
D. Application of safe movement practices, injury prevention techniques, and body awareness through increasingly demanding movement material.
E. Development of musicality, dynamic range, phrasing, and performance quality through the exploration of varied movement styles and choreographic combinations.
F. Further exploration of breath as a tool for movement initiation, transitions, phrasing, and the development of nuanced movement quality.
G. Students will develop greater awareness of spatial pathways, directional changes, and levels.
H. Students will engage in supplemental coursework through the collegewide Learning Management System.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be allowed six (6) total absences before their final grade is impacted due to missed work in class.

XI. Course Support Materials

Course materials may include, but not be limited to, the following: handouts, reading/writing supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, and weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes for this course are not being formally assessed as part of the college Institutional Effectiveness plan.

Assessment of student learning outcomes may include but not be limited to vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, weekly assessments.

XIV. Faculty Review/Revision

Andrea Montez 8/31/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 1205 Ballet II

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
A continuation of first year ballet instruction to include more advanced first-year technique within the study of classical ballet with emphasis on strength, style, and technical development.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of DAA 1204 with a grade of "C" or higher.

V. General Education Course
No.

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:

- PLO #1 – Graduates will be able to demonstrate proficiency in various concert style dance techniques.
- PLO #3 – Demonstrate the ability to work collaboratively with a disciplined work ethic in a variety of dance class, rehearsal and performance situations.

VIII. Course/Student Learning Outcomes
Upon successful completion of this course, the learner will be able to:

A. Demonstrate proper alignment of the body at an intermediate level of dance. The student will learn to analyze and use correct placement of skeletal and muscular structures (i.e., alignment of spine, hip-rib-torso connection, knees over toes,

engagement of core) and how this relates to a deeper understanding of coordination, balance and spatial awareness

B. Proficiently execute technique at an intermediate level of dance. The student will gain the ability to perform movement phrases with correct muscles, body placement, strength, stamina and artistic expression (i.e. through visual focus, use of head, accuracy of extension through the legs and arms, use of breath), while also increasing flexibility.
C. Demonstrate the ability to learn and memorize movement phrases, accents, and nuances.
D. Apply assigned counts and maintain a sense of rhythmic comprehension, while developing a deeper understanding of the relationship between music and movement.
E. Demonstrate an understanding of basic dance terminology through the physical execution of verbal instruction and recognize terms in verbal and written formats.
F. Analyze instructor critiques and apply appropriate corrections.
G. Exercise the professional etiquette and discipline expected within a dance class.

IX. Course Content

- Perform intermediate barre and center work emphasizing controlled strength and fluidity.
- Execute intermediate allegro variations, turning combinations and extended transitions between steps.
- Perform traveling combinations with attention to alignment, tempo changes, and spatial awareness.
- Learn and retain longer movement sequences with subtle nuances.
- Engage in supplemental coursework through the collegewide Learning Management System.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be allowed six (6) total absences before their final grade is impacted due to missed work in class.

XI. Course Support Materials

Course materials may include, but not be limited to, the following: textbook with instructor's resource materials, handouts, reading supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes and student learning outcomes for this course are not currently being formally assessed as part of the College's institutional effectiveness plan.

XIV. Faculty Review/Revision

Jessica Mayhew 3/26/2026
Andrea Montez 8/31/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 2106 Contemporary Dance III

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
Intermediate study and exploration of modern dance technique and its theoretical concepts within the traditions of modern and contemporary dance. It emphasizes the mastery of modern dance technique at the intermediate level. The course combines movement artistry, quality, and phrasing with intermediate technical skills.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of DAA 1105 with a grade of "C" or higher.

V. General Education Course
No.

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this course, the learner will be able to:

- PLO #1 – Graduates will be able to demonstrate proficiency in various concert style dance techniques.
- PLO #3 – Demonstrate the ability to work collaboratively with a disciplined work ethic in a variety of dance class, rehearsal and performance situations.

VIII. Course/Student Learning Outcomes

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

A. Demonstrate proper alignment of the body at an intermediate/advanced level of dance. The student will learn to analyze and use correct placement of skeletal and muscular structures (i.e. alignment of spine, hip-rib-torso connection, knees over toes, engagement of core) and how this relates to a deeper understanding of coordination, balance, and spatial awareness.
B. Proficiently execute technique at an intermediate/advanced level of dance. The student will gain the ability to perform movement phrases with correct muscles, body placement, strength, stamina and artistic expression (i.e. through visual focus, use of head, accuracy of extension through the legs and arms, use of breath), while also increasing flexibility.
C. Memorization – The student will demonstrate the ability to learn and memorize movement phrases, accents, and nuances.
D. Musicality – The student will acquire the ability to maintain rhythm and assigned counts, while developing a deeper understanding of the relationship between music and movement.
E. Terminology – The student will demonstrate an understanding of dance terminology through the physical execution of verbal instruction and recognize terms in verbal and written formats.
F. Analyze instructor critiques and apply appropriate corrections.
G. Understand the professional etiquette and discipline expected within a dance class.

IX. Course Content

A. Students will physically perform advanced center and across-the-floor exercises emphasizing increased technical proficiency, strength, flexibility, coordination, musicality, and dynamic movement initiation.
B. Continued refinement of body alignment, postural awareness, range of motion, and movement efficiency within complex movement phrases and extended combinations.
C. Advanced exploration of musicality through syncopation, rhythmic variation, phrasing, and expressive interpretation of diverse musical structures.
D. Students will demonstrate greater movement clarity, artistry, performance quality, and consistency in the execution of challenging combinations and phrase work.
E. Expanded study of floor work, inversions, off-center movement, weight shifts, and level changes with increased control, fluidity, and confidence.
F. Exploration of movement improvisation, compositional problem-solving, and artistic risk-taking to develop individual movement expression.
G. Application of contemporary dance principles in longer movement sequences requiring endurance, spatial awareness, and performance presence.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be allowed six (6) total absences before their final grade is impacted due to missed work in class

XI. Course Support Materials

Course materials may include, but not be limited to, the following: handouts, reading/writing supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, and weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes and student learning outcomes for this course are not currently being formally assessed as part of the College's institutional effectiveness plan.

XIV. Faculty Review/Revision

Andrea Montez 8/31/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 2107 Contemporary Dance IV

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
Prerequisite: DAA 2106 or permission of the instructor. A continuation of second year contemporary instruction that combines movement artistry, quality, and phrasing with advanced technical skills.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of DAA 2106 with a grade of "C" or higher.

V. General Education Course
No

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this program,

- PLO #1 - Graduates will be able to demonstrate proficiency in various concert style dance techniques.
- PLO #3 – Demonstrate the ability to work collaboratively with a disciplined work ethic in a variety of dance class, rehearsal and performance situations.

VIII. Course/Student Learning Outcomes
Upon successful completion of this course, the learner will be able to:

A. Demonstrate proper alignment of the body at an intermediate/advanced level of dance. The student will learn to analyze and use correct placement of skeletal and muscular structures (i.e., alignment of spine, hip-rib-torso

connection, knees over toes, engagement of core) and how this relates to a deeper understanding of coordination, balance, and spatial awareness.

B. Proficiently execute technique at an intermediate/advanced level of dance. The student will gain the ability to perform movement phrases with correct muscles, body placement, strength, stamina and artistic expression (i.e., through visual focus, use of head, accuracy of extension through the legs and arms, and use of breath), while also increasing flexibility.
C. Memorization – The student will demonstrate the ability to learn and memorize movement phrases, accents, and nuances.
D. Musicality – The student will acquire the ability to maintain rhythm and assigned counts, while developing a deeper understanding of the relationship between music and movement.
E. Terminology – The student will demonstrate an understanding of dance terminology through the physical execution of verbal instruction and recognize terms in verbal and written formats.
F. Analyze instructor critiques and apply appropriate corrections.
G. Understand the professional etiquette and discipline expected within a dance class.

IX. Course Content

A. Students will physically perform advanced center and across-the-floor exercises emphasizing mastery of technical proficiency, strength, flexibility, coordination, musicality, and dynamic movement initiation.
B. Continued refinement of body alignment, postural awareness, range of motion, and movement efficiency through highly complex movement phrases, extended combinations, and advanced technical sequences.
C. Advanced development of musicality through complex rhythmic structures, syncopation, varied phrasing, musical interpretation, and the integration of dynamic and expressive choices.
D. Students will demonstrate a high level of movement clarity, technical precision, artistry, performance quality, and consistency in the execution of challenging combinations and extended choreographic material.
E. Advanced study of floor work, inversions, off-center movement, weight shifts, transitions, and level changes with an emphasis on control, fluidity, efficiency, and individual movement quality.
F. Exploration of improvisation and choreographic processes that encourage artistic risk-taking, problem-solving, versatility, and the development of an individual movement voice.
G. Application of contemporary dance principles through extended movement sequences and choreographic works requiring advanced endurance, spatial awareness, adaptability, performance presence, and sustained artistic engagement.

H. Students will develop the ability to independently apply technical and artistic concepts to new movement material, demonstrating adaptability, retention, and professional-level rehearsal and performance practices.
I. Students will demonstrate increased awareness of their individual strengths and areas for continued growth as contemporary dancers and artists, preparing them for further study and professional dance environments.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be expected to attend at least one mainstage dance production outside of class time and complete a corresponding written assignment. Students will be allowed two (2) total absences before their final grade is impacted due to missed work in class.

XI. Course Support Materials

Course materials may include, but not be limited to, the following: handouts, reading/writing supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program Learning Outcomes PLO 1 are formally assessed in this course by physical demonstrations during final exams. Students are assessed using SLOs in section VIII.

XIV. Faculty Review/Revision

Andrea Montez, revised 8/31/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

Florida School of the Arts
Dance Studies/Dance Performance (2513)
PROGRAM OUTCOME #1

Graduates will be able to demonstrate proficiency in various concert style dance techniques.

RUBRIC

Component	(1) Beginning	(2) Developing	(3) Competent	(4) Accomplished
Demonstration of Proper Body Alignment Correct placement of bone and muscle structures (i.e. alignment of spine, hip/rib torso connection, knees over toes, engagement of core).	The student demonstrates proper alignment less than 70% of the time.	The student demonstrates proper alignment 70-79% of the time.	The student demonstrates proper alignment 80-89% of the time.	The student demonstrates proper alignment 90%-100% of the time.
Execution of Proper Technique Ability to perform movement phrases with correct muscles, body placement, strength and stamina (i.e. visual focus, use of head, accuracy of extension through legs and arms, use of breath).	The student demonstrates correct technique less than 70% of the time.	The student demonstrates correct technique 70-79% of the time.	The student demonstrates correct technique 80-89% of the time.	The student demonstrates correct technique 90%-100% of the time.
Memorization Ability to learn and memorize movement phrases, accents and nuances	The student learns, memorizes and is able to perform assigned choreography accurately less than 70% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 70-79% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 80-89% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 90-100% of the time.
Musicality Ability to maintain rhythm and assigned counts.	The student demonstrates correct musicality less than 70% of the time.	The student demonstrates correct musicality 70-79% of the time.	The student demonstrates correct musicality 80-89% of the time.	The student demonstrates correct musicality 90%-100% of the time.

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 2206 Ballet III

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
Second year ballet technique courses include more evolved technical instruction with intensification of barre and center exercises for development of strength and form. An emphasis will be placed on the artistic quality of movement and phrasing at an intermediate/advanced level.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of DAA 1205 with a grade of "C" or higher.

V. General Education Course
No

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this program,

- PLO #1 - Graduates will be able to demonstrate proficiency in various concert style dance techniques.
- PLO #3 – Demonstrate the ability to work collaboratively with a disciplined work ethic in a variety of dance class, rehearsal and performance situations.

VIII. Course/Student Learning Outcomes
Upon successful completion of this course, the learner will be able to:

A. Demonstrate proper alignment of the body at an intermediate/advanced level of dance. The student will learn to analyze and use correct placement of skeletal and muscular structures (i.e. alignment of spine, hip-rib-torso connection, knees over toes, engagement of core) and how this relates to a deeper understanding of coordination, balance and spatial awareness

B. Proficiently execute technique at an intermediate/advanced level of dance. The student will gain the ability to perform movement phrases with correct muscles, body placement, strength, stamina and artistic expression (i.e. through visual focus,

use of head, accuracy of extension through the legs and arms, use of breath), while also increasing flexibility.

C. Demonstrate the ability to learn and memorize movement phrases, accents, and nuances.
D. Maintain rhythm and assigned counts, while developing a deeper understanding of the relationship between music and movement.
E. Demonstrate an understanding of dance terminology through the physical execution of verbal instruction and recognize terms in verbal and written formats.
F. Analyze instructor critiques and apply appropriate corrections.
G. Exercise the professional etiquette and discipline expected within a dance class.

IX. Course Content

- Perform intermediate-to-advanced barre and center exercises integrating strength, flexibility, and coordination.
- Practice extended combinations with integrated port de bras and épaulement.
- Fluidly execute traveling phrases, allegro combinations, and turning sequences with multiple directional changes and spatial awareness.
- Learn and retain more complex sequences with dynamic weight shifting, tempo variations, and expressive phrasing to enhance artistry and musicality.
- Engage in supplemental coursework through the collegewide Learning Management System.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be allowed six (6) total absences before their final grade is impacted due to missed work in class.

XI. Course Support Materials

Course materials may include, but not be limited to, the following: textbook with instructor's resource materials, handouts, reading supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes and student learning outcomes for this course are not currently being formally assessed as part of the College's institutional effectiveness plan.

XIV. Faculty Review/Revision

Jessica Mayhew, Andrea Montez 3/26/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
DAA 2207 Ballet IV

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
2 credit hours, 5 contact hours

III. Course Description
A continuation of second year ballet instruction with emphasis on artistry, stylization and performance at an intermediate/advanced level.

IV. Prerequisites and/or Co-requisites
Prerequisite: Completion of DAA 2206 with a grade of "C" or higher.

V. General Education Course
No.

VI. Program Mission Statement
The mission of the dance program at Florida School of the Arts is to prepare students to pursue a university degree and/ or professional career in dance and dance related fields by providing students with conservatory style training. The technical study of ballet, contemporary and jazz dance styles are extensively explored in addition to improvisational and choreographic skills. Intensive study of technique, critical thinking, and creative research equips students with the tools necessary for professionalism and versatility.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:

- PLO # 1 - Graduates will be able to demonstrate proficiency in various concert style dance techniques.

VIII. Course/Student Learning Outcomes
Upon successful completion of this course, the learner will be able to:

A. Demonstrate proper alignment of the body at an intermediate/advanced level of dance. The student will learn to analyze and use correct placement of skeletal and muscular structures (i.e. alignment of spine, hip-rib-torso connection, knees over toes, engagement of core) and how this relates to a deeper understanding of coordination, balance and spatial awareness

B. Proficiently execute technique at an intermediate/advanced level of dance. The student will gain the ability to perform movement phrases with correct muscles,

body placement, strength, stamina and artistic expression (i.e. through visual focus, use of head, accuracy of extension through the legs and arms, use of breath), while also increasing flexibility.

C. Demonstrate the ability to learn and memorize movement phrases, accents, and nuances.
D. Maintain rhythm and assigned counts, while developing a deeper understanding of the relationship between music and movement.
E. Demonstrate an understanding of dance terminology through the physical execution of verbal instruction and recognize terms in verbal and written formats.
F. Analyze instructor critiques and apply appropriate corrections.
G. Exercise the professional etiquette and discipline expected within a dance class.

IX. Course Content

- Master advanced barre and center exercises emphasizing full-body control, strength, and expressive clarity.
- Integrate tempo changes, musical phrasing, and dynamic expression throughout combinations.
- Perform advanced allegro, multi-directional traveling phrases, and complex turning variations.
- Memorize and execute intricate, extended movement sequences with precision and artistry.
- Engage with supplemental coursework through the collegewide Learning Management System.

X. Special Course Requirements

Students are required to participate in a midterm and final exam, culminating in 20% of the final grade. Students will be allowed six (6) total absences before their final grade is impacted due to missed work in class.

XI. Course Support Materials

Course materials may include, but not be limited to, the following: textbook with instructor's resource materials, handouts, reading supplements, student demonstrations, practice and conditioning exercises, dance attire, use of the collegewide Learning Management System, etc.

XII. Criteria for Student Evaluation

Criteria may include, but not limited to, the following: vocabulary quizzes, physical demonstration of material learned, application of instructor critiques, verbal presentation by the student, and weekly assessments.

XIII. Assessment Methods for the College's Institutional Effectiveness Plan

Program Learning Outcomes PLO 1 are formally assessed in this course using a rubric during:

- Midterm and Final movement exams (DAA 2207 and DAA 2107)
- Live, real-time feedback from faculty (Provided during all courses and in all situations listed above by instructional faculty.)

XIV. Faculty Review/Revision

Jessica Mayhew 09/30/2025
Andrea Montez 8/31/2026

XV. Administrator Review/Revision

Emily Schafer 9/14/2026

Florida School of the Arts
Dance Studies/Dance Performance (2513)
PROGRAM OUTCOME #1

Graduates will be able to demonstrate proficiency in various concert style dance techniques.

RUBRIC

Component	(1) Beginning	(2) Developing	(3) Competent	(4) Accomplished
Demonstration of Proper Body Alignment Correct placement of bone and muscle structures (i.e. alignment of spine, hip/rib torso connection, knees over toes, engagement of core).	The student demonstrates proper alignment less than 70% of the time.	The student demonstrates proper alignment 70-79% of the time.	The student demonstrates proper alignment 80-89% of the time.	The student demonstrates proper alignment 90%-100% of the time.
Execution of Proper Technique Ability to perform movement phrases with correct muscles, body placement, strength and stamina (i.e. visual focus, use of head, accuracy of extension through legs and arms, use of breath).	The student demonstrates correct technique less than 70% of the time.	The student demonstrates correct technique 70-79% of the time.	The student demonstrates correct technique 80-89% of the time.	The student demonstrates correct technique 90%-100% of the time.
Memorization Ability to learn and memorize movement phrases, accents and nuances	The student learns, memorizes and is able to perform assigned choreography accurately less than 70% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 70-79% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 80-89% of the time.	The student learns, memorizes and is able to perform assigned choreography accurately 90-100% of the time.
Musicality Ability to maintain rhythm and assigned counts.	The student demonstrates correct musicality less than 70% of the time.	The student demonstrates correct musicality 70-79% of the time.	The student demonstrates correct musicality 80-89% of the time.	The student demonstrates correct musicality 90%-100% of the time.

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
TPA 4003 Design Seminar

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
3 credit hours, 3 contact hours

III. Course Description
This course provides an opportunity for students to engage in the theoretical performance design and production projects for live stage productions.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of THE 2304 and TPA 2071 with a grade of "C" or higher.

V. General Education Course
No

VI. Program Mission Statement
The Bachelor of Performance Design and Production program equips students with the skills to produce content for live performance and production. This bachelor's degree provides a diversification of technical skills necessary for students to produce a live production utilizing the specialized skills gained with hands on learning.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:

- PLO 1: Demonstrate the skills needed to analyze, develop, and communicate creative and technical elements necessary for the execution of a live performance.
- PLO 2: Demonstrate use of industry standard software necessary for the execution of a live performance.
- PLO 3: Utilize problem-solving strategies to create efficient workflow processes.
- PLO 4: Communicate effectively using written, oral, visual, and technological formats.
- PLO 5: Demonstrate career readiness with a professional portfolio of work aligned with their employment goals.

VIII. Course/Student Learning Outcomes

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

A. Collaborate effectively in a group setting to design theatrical productions.
B. Apply theoretical design concepts to practical production situations.
C. Create comprehensive design packages, including costumes, sets, lighting, and sound.
D. Communicate design concepts and ideas effectively to peers and instructors.

IX. Course Content

Students will collaborate on the design of three shows throughout the semester: a play, a musical, and a dance show. Each student will take turns designing costumes, sets, lighting, and sound for these productions. Class meetings will serve as think tanks where students update each other on show progress and work on the completion of show designs and paperwork. By the end of the semester, each student will have participated in the design process from start to finish for three productions, with complete paperwork packages.

X. Special Course Requirements

- Software or equipment requirements: Access to design software (e.g., CAD, Photoshop, Vectorworks, Procreate), computers, and projectors or display monitors for presentations

XI. Course Support Materials

- Course textbook(s) as determined by department
- Individual computers with access to Adobe CS, and Vectorworks
- Additional readings and materials provided by the instructor

XII. Criteria for Student Evaluation

Criteria for student evaluation may include but are not limited to items such as individual and group projects, quizzes, tests, and oral and written presentations.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes for this course are not currently being formally assessed in the College's institutional effectiveness system.

Students learning outcomes may be assessed but are not limited to rubrics, oral and written presentations, in-class critique, quizzes and tests.

XIV. Faculty Review/Revision

Cortnie Beatty, Tim Castell 1/16/2025

XV. Administrator Review/Revision

Emily Schafer 9/21/2026

Instructional Curriculum Committee
Curriculum Change Submission Form
Submit this completed form with your curriculum changes.

Department: *Teacher Education*	**Date:** *August 2026*
New Courses:	**Date Approved by Department:**
Revised Courses: *EEX 4604 Behavior Management for Special Needs and At-Risk Students*	**Date Approved by Department:** *April 29, 2026*
Courses to Delete: *EEC 2401 Home and Community* *EEC 2523 Child Care Center Management* *EPI 0001 Classroom Management* *EPI 0002 Instructional Strategies* *EPI 0003 Technology* *EPI 0004 Teaching and Learning Process* *EPI 0010 Reading* *EPI 0011 Foundation of Research-Based Practices in Reading II* *EPI 0012 Foundation of Research-Based Practices in Reading III* *EPI 0020 Professional Foundations* *EPI 0030 Maximizing Student Potential in the School Context* *EPI 0940 Field Experience for Professional Foundations* *EPI 0945 Field Experience*	**Date Approved by Department:** *August 18, 2026*
New Programs:	**Date Approved by Department:**
Revised Programs:	**Date Approved by Department:**
Terminate Programs: *Florida Child Care Credential* *Florida Child Care Professional Certificate*	**Date Approved by Department:** *August 18, 2026*

REMINDERS:

- After approval by the Instructional Curriculum Committee, submit SCNS and Catalog/Student Handbook Change forms for all changes listed on this form.
- Changes to degree requirements and new and terminated programs will be communicated to Academic Advising in late Spring.
- New programs and program terminations require modifications to the SJR State Application as soon as possible—December ideally.

Revised Course

1. EEX 4604 Behavior Management for Special Needs and At-Risk Students

The prerequisite was changed from EEX 3012 to EEX 3012 or EEX 4265.

Rationale

The additional prerequisite course (EEX 4265) was added because students in the Exceptional Student Education program will take EEX 4265 and students in the Early Childhood Education program will take EEX 3012.

Deleted Courses

1. EEC 2401 Home and Community
2. EEC 2523 Child Care Center Management

Rationale

The College is no longer awarding college credit to students who have earned the CDA/Florida Child Care Professional Certificate (FCCPC).

3. EPI 0001 Classroom Management
4. EPI 0002 Instructional Strategies
5. EPI 0003 Technology
6. EPI 0004 Teaching and Learning Process
7. EPI 0010 Reading
8. EPI 0011 Foundation of Research-Based Practices in Reading II
9. EPI 0012 Foundation of Research-Based Practices in Reading III
10. EPI 0020 Professional Foundations
11. EPI 0030 Maximizing Student Potential in the School Context
12. EPI 0940 Field Experience for Professional Foundations
13. EPI 0945 Field Experience

Rationale

This institutional credit EPI program is no longer active.

Terminate Programs

1. Florida Child Care Credential
2. Florida Child Care Professional Certificate

Rationale

The college has not offered the Florida Child Care Credential and the Florida Child Care Professional Certificate since the Fall of 2012 (201310).

St. Johns River State College
Course Outline

I. Course Prefix, Number, Title

EEX 4604 – Behavior Management for Special Needs & At-Risk Students

II. Number of Credit Hours, Contact Hours, and/or Clock Hours

3 credit hours, 3 contact hours

III. Course Description

This course examines the strategies and techniques necessary for managing the physical environment and behaviors for students with a variety of needs. The course emphasizes behavior management and consultation skills. Teacher candidates will apply knowledge to design and maintain safe, healthy, and well-managed classrooms that promote on-task behavior in least-restrictive environment settings.

IV. Prerequisites and/or Corequisites

Prerequisite: EEX 3012 or EEX 4265.

V. General Education Course

No.

VI. Program Mission Statement

The mission of the Department of Teacher Education aligns with the mission of St. Johns River State College. The goal of the Department of Teacher Education is to prepare educators for employment in K-12 classrooms. Instruction provides graduates with the knowledge and skills necessary to excel as teaching professionals in their own classrooms.

VII. Program Learning Outcomes

Upon successful completion of this program, the learner will be able to:

A. Identify and analyze the diverse needs and learning styles of all children in today's multicultural early childhood settings.
B. Recognize and respond appropriately to different cognitive, physical, social, and emotional developmental levels, including the unique needs of children with special needs.

VIII. Course/Student Learning Outcomes

Upon successful completion of this course

A. Students will identify and discuss least restrictive environment and early intervention.
B. Students will Compare and contrast different types of assessment teams.
C. Students will identify and discuss the assessment processes involved in pre-referral decisions.

D. Students will develop strategies for individualizing learning and selecting from a variety of teaching methods and discriminate when to use them.
E. Students will discuss, analyze, and differentiate Individualized Education Plans (IEPs) and 504 Plans.
F. Students will explain how to translate the goals on an IEP and 504 Plan into daily classroom routines.
G. Students will develop skills to proactively intervene in situations related to externalizing and internalizing behaviors.
H. Students will identify, distinguish, and develop strategies to support students with behavior difficulties.

IX. Course Content

This course focuses on understanding and supporting students with exceptionalities through effective assessment, intervention, and individualized instruction. Students will examine the principles of early intervention and the least restrictive environment, explore the roles of various assessment teams, and analyze the pre-referral and evaluation processes. Emphasis is placed on developing strategies to individualize instruction, differentiate teaching methods, and apply the goals of Individualized Education Plans (IEPs) and 504 Plans within daily classroom routines. The course also addresses proactive approaches for managing externalizing and internalizing behaviors and developing strategies to support students with behavioral and learning challenges in all settings.

X. Special Course Requirements

None.

XI. Course Support Materials

May include, but not be limited to the following: textbook(s) with instructor's resource materials and reading supplements, online or electronic resources, etc.

XII. Criteria for Student Evaluation

Criteria for student evaluation may involve tests, quizzes, essays, research papers, oral presentations, and individual and group projects.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Program learning outcomes and student learning outcomes for this course are not currently being formally assessed in the College's Institutional Effectiveness System.

XIV. Faculty Review/Revision

4/29/2026 Becky Alexander, Ashley Braswell, Shari Little

XV. Administrator Review/Revision

4/29/2026 Mary Ann Kester

Instructional Curriculum Committee
Curriculum Change Submission Form
Submit this completed form with your curriculum changes.

Department: *Arts and Sciences*	**Date:** *October 2026*
New Courses: *none*	**Date Approved by Department:**
Revised Courses: *MAC 1147 Precalculus: Algebra and Trigonometry* *MAC 1147 Honors Precalculus: Algebra and Trigonometry*	**Date Approved by Department:** *October 6, 2026*
Courses to Delete: *none*	**Date Approved by Department:**
New Programs*:* *none*	**Date Approved by Department:**
Revised Programs:	**Date Approved by Department:**
Terminate Programs: *none*	**Date Approved by Department:**

REMINDERS:

- After approval by the Instructional Curriculum Committee, submit SCNS and Catalog/Student Handbook Change forms for all changes listed on this form.
- Changes to degree requirements and new and terminated programs will be communicated to Academic Advising in late Spring.
- New programs and program terminations require modifications to the SJR State Application as soon as possible—December ideally.

A. Revised Courses

1. **MAC 1147 Precalculus: Algebra and Trigonometry**
2. **MAC 1147 Honors Precalculus: Algebra and Trigonometry**

Current Student Learning Outcomes

After successful completion of this course, the learner will be able to:

A. Model a geometric situation using a function.
B. Solve a polynomial equation using the rational zeros theorem.
C. Solve an application arising from a right triangle.
D. Write the equation for a trigonometric function or graph using at least two transformations.
E. Verify a trigonometric identity.

Proposed Student Learning Outcomes

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

A. Solve equations and inequalities using appropriate algebraic and trigonometric techniques.
B. Determine and describe properties of algebraic, trigonometric, and inverse trigonometric functions and their graphs.
C. Manipulate algebraic and trigonometric expressions and functions to simplify expressions, find new functions, and verify identities.
D. Analyze and graph algebraic and trigonometric functions.
E. Apply algebraic and trigonometric functions and geometric relationships to model and solve real-world problems.

Rationale

The current SLOs are too specific and broader statements that better reflect the course are needed in preparation for developing assessment questions for the course.

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
MAC 1147 Precalculus: Algebra and Trigonometry

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
4 credit hours, 4 contact hours

III. Course Description
This course covers trigonometry and a review of the algebra skills needed for calculus. Trigonometry topics include functions, graphs, identities, equations, and their applications. Algebra topics include linear, quadratic, exponential, logarithmic, polynomial and rational functions and their applications.

IV. Prerequisites and/or Corequisites
Prerequisite: Completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test.

V. General Education Course
MAC 1147 is a general education institutional mathematics course.

VI. Program Mission Statement
The purpose of general education at St. Johns River State College is to foster knowledge and skills essential to all academic disciplines and to encourage the pursuit of lifelong learning. Students who complete the general education requirements at SJR State College shall obtain, interpret, and apply academic principles from diverse sources to evaluate and solve problems.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:
- Apply appropriate methods of mathematics to solve problems.
- Use critical thinking to collect, assess, analyze, and synthesize information.

VIII. Course/Student Learning Outcomes
After successful completion of this course, the learner will be able to:
A. Solve equations and inequalities using appropriate algebraic and trigonometric techniques.
B. Determine and describe properties of algebraic, trigonometric, and inverse trigonometric functions and their graphs.
C. Manipulate algebraic and trigonometric expressions and functions to simplify expressions, find new functions, and verify identities.
D. Analyze and graph algebraic and trigonometric functions.
E. Apply algebraic and trigonometric functions and geometric relationships to model and solve real-world problems.

IX. Course Content

A. Functions (Review from MAC 1105)
   1. Definition of Function
   2. Function Notation and Evaluation
   3. Domain and Range
   4. Sum, Difference, Product, and Quotient of Functions
   5. Graphs of Functions
   6. Even and Odd Functions
   7. Average Rate of Change and Difference Quotients
   8. Piecewise Defined Functions
   9. Library of Functions
   10. Transformations
   11. Modeling with Functions

B. Polynomial and Rational Functions
   1. Linear Functions and Applications (Review from MAC 1105)
   2. Quadratic Functions and Applications (Review from MAC 1105)
   3. Graphs of Polynomial Functions
   4. Long Division and Synthetic Division
   5. Remainder and Factor Theorems
   6. Rational Zeros Theorem
   7. Descartes' Rule of Signs; Upper and Lower Bounds Theorem
   8. Complex Zeros; Fundamental Theorem of Algebra
   9. Properties and Graphs of Rational Functions
   10. Quadratic, Polynomial, and Rational Inequalities

C. Exponential and Logarithmic Functions (Review from MAC 1105)
   1. Composite Functions
   2. One-to-One and Inverse Functions
   3. Exponential Functions
   4. Logarithmic Functions
   5. Properties of Logarithms
   6. Exponential and Logarithmic Equations
   7. Compound Interest
   8. Exponential Growth and Decay

D. Systems of Linear Equations in Two Unknowns (Review from MAC 1105)
   1. Substitution Method
   2. Elimination Method

E. Trigonometric Functions
   1. Angles and Their Measure (Degrees and Radians)
   2. Length of a Circular Arc, Area of a Circular Sector
   3. Linear Speed, Angular Speed
   4. Right Triangle Trigonometry
   5. Trigonometric Function Values of Angles
   6. Unit Circle Approach, Even-Odd and Periodic Properties
   7. Pythagorean, Quotient, and Reciprocal Identities
   8. Graphs of Sine and Cosine
   9. Graphs of Tangent, Cotangent, Secant, and Cosecant

F. Analytic Trigonometry
   1. Inverse Trigonometric Functions

2. Solving Trigonometric Equations
3. Verifying Trigonometric Identities
4. Sum and Difference Formulas
5. Double-Angle and Half-Angle Formulas
6. Product-to-Sum and Sum-to-Product Formulas

G. Applications of Trigonometric Functions
1. Applications Involving Right Triangles
2. The Law of Sines
3. The Law of Cosines
4. Area of a Triangle

Suggested pacing schedule for a class that meets MWF for 70 minutes
(The sections listed correspond to Precalculus: Concepts Through Functions, A Right Triangle Approach to Trigonometry, 5th edition, Sullivan, Sullivan and are given as a guide to find examples and problems.)

Lesson	Topics	Sections
1	Definition of Function; Function Notation and Evaluation; Domain and Range; Sum, Difference, Product, and Quotient of Functions; Graphs of Functions	1,1, 1.2
2	Even and Odd Functions, Average Rate of Change, Difference Quotients, Piecewise Defined Functions, Library of Functions	1.3, 1.4
3	Transformations, Mathematical Models	1.5, 1.6
4	Linear Functions, Systems of Linear Equations in Two Unknowns	2.1, 10.1
5	Zeros of Quadratic Functions	2.3, 2.7
6	Graphs and Applications of Quadratic Functions	2.4, 2.6
7	Graphs of Polynomial Functions	3.1
8	Real Zeros: Remainder and Factor Theorems, Rational Zeros Theorem, Descartes' Rule of Signs, Upper and Lower Bounds Theorem	3.2
9	Complex Zeros: The Fundamental Theorem of Algebra	3.3
10	Properties and Graphs of Rational Functions	3.4, 3.5
11	Quadratic, Polynomial, and Rational Inequalities	2.5, 3.6
12	Composite Functions, One-to-One and Inverse Functions	4.1, 4.2
13	Exponential and Logarithmic Functions	4.3, 4.4
14	Properties of Logarithms, Exponential and Logarithmic Equations	4.5, 4.6
15	Compound Interest, Growth and Decay	4.7, 4.8
16	Angles and Their Measure, Length of a Circular Arc, Area of a Circular Sector, Linear Speed, Angular Speed	5.1
17	Right Triangle Trigonometry	5.2
18	Trigonometric Function Values of Angles	5.3, 5.4
19	Unit Circle Approach, Even-Odd and Periodic Properties	5.5
20	Graphs of Sine and Cosine Functions	5.6, 5.8

21	Graphs of Tangent, Cotangent, Secant, and Cosecant Functions	5.7
22	Inverse Sine, Cosine, and Tangent Functions: Finding Values, Inverse Properties	6.1
23	Inverse Cotangent, Secant, and Cosecant Functions, Finding Composite Values	6.2
24	Solving Trigonometric Equations	6.3
25	Verifying Trigonometric Identities	6.4
26	Sum and Difference Formulas	6.5
27	Double-Angle, Half-Angle, and Product-Sum Formulas	6.6, 6.7
28	Applications Involving Right Triangles	7.1
29	The Law of Sines	7.2
30	The Law of Cosines, Area of a Triangle	7.3, 7.4

Additional class time should be used for the reinforcement or expansion of these topics, coverage of additional topics, review, and assessment.

X. Special Course Requirements

- This is a Gordon Rule mathematics course.
- All course sections must include proctored assessments (in the classroom, through the Testing Department or an online monitoring system) with a total weight of at least 70%. During proctored assessments, students are not permitted to use notes, the textbook, graphing calculator, or any other resources not approved by the department.

XI. Course Support Materials

Textbook, Online Homework System, Student Solutions Manual.
A Texas Instruments scientific calculator is strongly recommended.

XII. Criteria for Student Evaluation

May include, but not limited to, homework, quizzes, tests, and a final exam.

XIII. Assessment Methods for the College's Institutional Effectiveness System

Student learning outcomes for this course are assessed by questions scored on a 1-4 rubric for at least one of the SLOs in section VIII.

XIV. Faculty Review/Revision

10/6/2026 Eric Berg, Stacy Daniels, Deborah Eckhardt, Thomas Flanagan, Jessi Greer, Todd Hohrath, Phil Lyons, Jay Mersch, John Metcalf, Nahed Okasha, Traci Reed, Tracy Wallace, Derek Wray

XV. Administrator Review/Revision

10/7/2026 Mike Keller

St. Johns River State College
Course Outline

I. Course Prefix, Number, and Title
MAC 1147 Honors Precalculus: Algebra and Trigonometry

II. Number of Credit Hours, Contact Hours, and/or Clock Hours
4 credit hours, 4 contact hours

III. Course Description
This course covers trigonometry and a review of the algebra skills needed for calculus. Trigonometry topics include functions, graphs, identities, equations, and their applications. Algebra topics include linear, quadratic, exponential, logarithmic, polynomial and rational functions and their applications. This course involves significant reading, writing, discussion, challenge problems and/or student participation.

IV. Prerequisites and/or Corequisites
Prerequisite: Admission to the SJR State Honors Program and completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test.

V. General Education Course
MAC 1147 is a general education institutional mathematics course.

VI. Program Mission Statement
The purpose of general education at St. Johns River State College is to foster knowledge and skills essential to all academic disciplines and to encourage the pursuit of lifelong learning. Students who complete the general education requirements at SJR State College shall obtain, interpret, and apply academic principles from diverse sources to evaluate and solve problems.

VII. Program Learning Outcomes
Upon successful completion of this program, the learner will be able to:
- Apply appropriate methods of mathematics to solve problems.
- Use critical thinking to collect, assess, analyze, and synthesize information.

VIII. Course/Student Learning Outcomes
After successful completion of this course, the learner will be able to:
A. Solve equations and inequalities using appropriate algebraic and trigonometric techniques.
B. Determine and describe properties of algebraic, trigonometric, and inverse trigonometric functions and their graphs.
C. Manipulate algebraic and trigonometric expressions and functions to simplify expressions, find new functions, and verify identities.
D. Analyze and graph algebraic and trigonometric functions.
E. Apply algebraic and trigonometric functions and geometric relationships to model and solve real-world problems.

IX. Course Content

A. Functions (Review from MAC 1105)
   1. Definition of Function
   2. Function Notation and Evaluation
   3. Domain and Range
   4. Sum, Difference, Product, and Quotient of Functions
   5. Graphs of Functions
   6. Even and Odd Functions
   7. Average Rate of Change and Difference Quotients
   8. Piecewise Defined Functions
   9. Library of Functions
   10. Transformations
   11. Modeling with Functions

B. Polynomial and Rational Functions
   1. Linear Functions and Applications (Review from MAC 1105)
   2. Quadratic Functions and Applications (Review from MAC 1105)
   3. Graphs of Polynomial Functions
   4. Long Division and Synthetic Division
   5. Remainder and Factor Theorems
   6. Rational Zeros Theorem
   7. Descartes' Rule of Signs; Upper and Lower Bounds Theorem
   8. Complex Zeros; Fundamental Theorem of Algebra
   9. Properties and Graphs of Rational Functions
   10. Quadratic, Polynomial, and Rational Inequalities

C. Exponential and Logarithmic Functions (Review from MAC 1105)
   1. Composite Functions
   2. One-to-One and Inverse Functions
   3. Exponential Functions
   4. Logarithmic Functions
   5. Properties of Logarithms
   6. Exponential and Logarithmic Equations
   7. Compound Interest
   8. Exponential Growth and Decay

D. Systems of Linear Equations in Two Unknowns (Review from MAC 1105)
   1. Substitution Method
   2. Elimination Method

E. Trigonometric Functions
   1. Angles and Their Measure (Degrees and Radians)
   2. Length of a Circular Arc, Area of a Circular Sector
   3. Linear Speed, Angular Speed
   4. Right Triangle Trigonometry
   5. Trigonometric Function Values of Angles
   6. Unit Circle Approach, Even-Odd and Periodic Properties
   7. Pythagorean, Quotient, and Reciprocal Identities
   8. Graphs of Sine and Cosine
   9. Graphs of Tangent, Cotangent, Secant, and Cosecant

F. Analytic Trigonometry
   1. Inverse Trigonometric Functions

2. Solving Trigonometric Equations
3. Verifying Trigonometric Identities
4. Sum and Difference Formulas
5. Double-Angle and Half-Angle Formulas
6. Product-to-Sum and Sum-to-Product Formulas

G. Applications of Trigonometric Functions
1. Applications Involving Right Triangles
2. The Law of Sines
3. The Law of Cosines
4. Area of a Triangle

Suggested pacing schedule for a class that meets MWF for 70 minutes
(The sections listed correspond to Precalculus: Concepts Through Functions, A Right Triangle Approach to Trigonometry, 5th edition, Sullivan, Sullivan and are given as a guide to find examples and problems.)

Lesson	Topics	Sections
1	Definition of Function; Function Notation and Evaluation; Domain and Range; Sum, Difference, Product, and Quotient of Functions; Graphs of Functions	1,1, 1.2
2	Even and Odd Functions, Average Rate of Change, Difference Quotients, Piecewise Defined Functions, Library of Functions	1.3, 1.4
3	Transformations, Mathematical Models	1.5, 1.6
4	Linear Functions, Systems of Linear Equations in Two Unknowns	2.1, 10.1
5	Zeros of Quadratic Functions	2.3, 2.7
6	Graphs and Applications of Quadratic Functions	2.4, 2.6
7	Graphs of Polynomial Functions	3.1
8	Real Zeros: Remainder and Factor Theorems, Rational Zeros Theorem, Descartes' Rule of Signs, Upper and Lower Bounds Theorem	3.2
9	Complex Zeros: The Fundamental Theorem of Algebra	3.3
10	Properties and Graphs of Rational Functions	3.4, 3.5
11	Quadratic, Polynomial, and Rational Inequalities	2.5, 3.6
12	Composite Functions, One-to-One and Inverse Functions	4.1, 4.2
13	Exponential and Logarithmic Functions	4.3, 4.4
14	Properties of Logarithms, Exponential and Logarithmic Equations	4.5, 4.6
15	Compound Interest, Growth and Decay	4.7, 4.8
16	Angles and Their Measure, Length of a Circular Arc, Area of a Circular Sector, Linear Speed, Angular Speed	5.1
17	Right Triangle Trigonometry	5.2
18	Trigonometric Function Values of Angles	5.3, 5.4
19	Unit Circle Approach, Even-Odd and Periodic Properties	5.5
20	Graphs of Sine and Cosine Functions	5.6, 5.8
21	Graphs of Tangent, Cotangent, Secant, and Cosecant	5.7

	Functions	
22	Inverse Sine, Cosine, and Tangent Functions: Finding Values, Inverse Properties	6.1
23	Inverse Cotangent, Secant, and Cosecant Functions, Finding Composite Values	6.2
24	Solving Trigonometric Equations	6.3
25	Verifying Trigonometric Identities	6.4
26	Sum and Difference Formulas	6.5
27	Double-Angle, Half-Angle, and Product-Sum Formulas	6.6, 6.7
28	Applications Involving Right Triangles	7.1
29	The Law of Sines	7.2
30	The Law of Cosines, Area of a Triangle	7.3, 7.4

Additional class time should be used for the reinforcement or expansion of these topics, coverage of additional topics, review, and assessment.

X. Special Course Requirements

- This is a Gordon Rule mathematics course.
- All course sections must include proctored assessments (in the classroom, through the Testing Department or an online monitoring system) with a total weight of at least 70%. During proctored assessments, students are not permitted to use notes, the textbook, graphing calculator, or any other resources not approved by the department.

XI. Course Support Materials

Textbook, Online Homework System, Student Solutions Manual
A Texas Instruments scientific calculator is strongly recommended.

XII. Criteria for Student Evaluation

May include, but not limited to: homework quizzes, tests, and a final exam

XIII. Assessment Methods for the College's Institutional Effectiveness System

Student learning outcomes for this course are assessed by questions scored on a 1-4 rubric for at least one of the SLOs in section VIII.

XIV. Faculty Review/Revision

10/6/2026 Eric Berg, Stacy Daniels, Deborah Eckhardt, Thomas Flanagan, Jessi Greer, Todd Hohrath, Phil Lyons, Jay Mersch, John Metcalf, Nahed Okasha, Traci Reed, Tracy Wallace, Derek Wray

XV. Administrator Review/Revision

10/7/2026 Mike Keller

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: November 23, 2026

RE: Update to the 2026-2027 SJR State Catalog/Handbook

Pursuant to State Board of Education amended rules 6A-10.0240, F.A.C., Minimum Standards for Admission to Florida; 6A-6.014, F.A.C., General Requirements for Adult General Education Program; and 6A-10.0246, F.A.C., District Postsecondary Career and Technical Education Admission Requirement, the District Board of Trustees (BOT) of each Florida College System institution is required to have their admission policies updated to reflect the amended standards for admission. These rule changes add the requirement that students admitted to public postsecondary institutions be verified for lawful presence or U.S. Citizenship.

This month's Board request is for the review and approval of updated language to the college's catalog reflecting the changes to the rules. This request is made in conjunction with updates to BOT Rules 7.11, 7.12 and 7.24, which are also up for approval at the December 2026 BOT meeting.

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

Thank you.

Admissions and Registration

- Admission Policies
- Admission Procedures
- Appeal Process
- Awarding Credit
- Dual Enrollment Admission Checklist
- Enrollment Processes
- Florida School of the Arts (FloArts)
- International Students
- Placement Test Scores
- Student Orientation and Admission
- Transfer of Credits

Admission Policies

Admission Policy

St. Johns River State College is an "open door" institution. Applicants for admission are considered based on their qualifications without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

State law establishes certain minimum requirements for admission to college credit academic courses. These requirements ensure, as far as possible, that students will be successful in their academic work.

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U.S. Citizenship or Lawful Presence Requirement

In accordance with Rule 6A-10.0240, F.A.C., all students admitted to St. Johns River State College must be citizens of the United States or otherwise lawfully present in the United States. To meet this requirement, students will be required to attest to their U.S. citizenship or lawful presence as part of the application process to the College, as well as provide documentation proving U.S. citizenship or lawful presence. The College must verify the documentation provided before the student can enroll in courses at the College.

Admission Classification

College Credit

A.A. Degree
A.S. Degree
B.S./B.A.S. Degree
College Credit Certificate

Limited Access Programs:

- Diagnostic Medical Sonography Technology
- Dual Enrollment
- Educator Preparation Institute
- Emergency Medical Technician (EMT)
- Florida School of the Arts
- Health Information Technology
- LPN to RN Bridge
- Nursing
- Paramedic
- Radiologic Technology
- Respiratory Care

Non-College Credit

Career Certificates (CC)

- Medical Assisting
- Nursing Assistant
- Practical Nursing

Limited Access Programs:

- Florida Corrections Officer Academy
- Crossover Programs
- Florida Law Enforcement Officer Academy

Adult Education

Continuing Education

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College Credit

Bachelor of Science Degree
Bachelor of Applied Science Degree

To be admitted to a B.S. or B.A.S. program, an applicant must have completed the following:

- A completed College application to the specified baccalaureate program, including an attestation to U.S. citizenship or lawful presence, and the associated application fee
- Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
- Completion of an Associate in Arts, Associate in Science, or Associate in Applied Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. The exact associate degree required will be identified in the College Catalog/Student Handbook.
- Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded.

Please see the specific baccalaureate program for exact admission requirements.

Associate in Arts Degree
Associate in Science Degree
College Credit Certificate

Students who are seeking a college credit degree may not simultaneously be enrolled in a career certificate, postsecondary job training degree or non-degree program. To be admitted as a degree/college credit certificate-seeking student, an applicant must meet the following requirements:

- A completed College application, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
- Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
- Documentation to establish Florida Residency for tuition purposes:
- Students shall be classified as residents or non-residents for the purpose of assessing tuition at St. Johns River State College based on the provisions of Florida Statute 1009.21 and State Board of Education rule 6A-10.044.

- Provide proof of previous education:
  - A standard high school diploma with an official transcript; or
  - A high school equivalency diploma issued by another state which is recognized as equivalent based on an assessment recognized by the United States Department of Education. Such diploma must have been issued based on a student achieving a passing score on the High School Equivalency Test (HiSET), the Test Assessing Secondary Completion (TASC), the California High School Proficiency Exam, or based on a student achieving a combination of passing scores on HiSET, TASC, or GED® subtests
  - Previously demonstrated competency in college credit postsecondary coursework
  - In the case of a student who is home educated, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41, F.S.
  - Enrollment in a dual enrollment or early admission program pursuant to s. 1007.271, F.S.
  - Demonstrated readiness to perform college-level communication and computation skills in accordance with Rule 6A-10.0315, F.A.C.

Transfer Students

In addition to requirements that apply to the Associate in Arts Degree, A.S. Degree, College Credit Certificate, and Bachelor's Degree, transfer students must also:

- be in good academic standing from the previously attended college or university. Students on academic probation can enroll, but students who are suspended or dismissed are required to submit a petition to the Office of Student Affairs requesting permission to enroll; and
- provide official transcripts from all postsecondary institutions attended and catalog course descriptions for all undergraduate courses attended from private or out-of-state colleges to the Registrar's Office.

Students who have earned an associate and/or bachelor's degree or higher from a regionally accredited institution may be exempt from providing official proof of high school completion.

International Students - F1 (student) visa applicants

In addition to the requirements that apply to Associate in Arts Degree, A.S. Degree, and College Credit Certificate, international students must also comply with the following:

- all transcripts must be in English and evaluated by one of the National Association of Credential Evaluation Services, Inc. agencies; and
- proof that the high school certificate or diploma is equivalent to a standard Florida high school diploma or GED; and
- proof of proficiency in oral and written English as demonstrated by a score of 500 or above on the paper pencil version of the TOEFL, or 173 or above on the computerized version, or 61 or above on the internet based version; and
- a financial statement (Applicants are required by law to have sufficient funds for living expenses, tuition, and fees for a minimum of one year. These funds must be available when the student registers for courses each term. Financial aid is not available through the college); and:
  - a physician's statement of health; and
  - proof of F-l (student) status; and
  - proof of health insurance for the academic year at the time of each registration.

SJR State requires that international students purchase health insurance and should begin the admission process at least four months prior to the term of initial enrollment.

DRAFT

Courses by Audit

Audit students earn no credit and are not required to do outside work or take exams. Audit students must meet all other admission requirements, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States. Developmental education courses cannot be audited. Students seeking to audit a course must declare their intent to do so in the Office of Advising on or before the date published in the academic calendar. No requests to move from credit to audit or from audit to credit will be approved after the published deadline.

Limited Access Programs

To be admitted to a limited access A.A. or A.S. degree program, an applicant must meet aforementioned requirements, and the requirements listed in the specific programs:

Dual Enrollment

An admission status that allows an eligible high school student who has demonstrated exceptional academic achievement, emotional stability, and social maturity to attend SJR State prior to high school graduation.

A student may enroll in college credit courses creditable toward an associate degree or a certificate and a high school diploma. Credits earned at SJR State must be applicable to both a college degree or certificate and high school graduation requirements. Students must have advance approval from their designated high school dual enrollment contact to participate in the program, to register for their desired course selection and credit load, and to make any schedule changes, including course withdrawals. Dual Enrollment students are responsible for actively monitoring their academic progress, meeting course requirements, and maintaining communication with their high school, college advisors, and college faculty to ensure continued eligibility and success in the program. Dual Enrollment students are exempt from payment of registration, matriculation, textbook, laboratory, and course testing fees. However, students are responsible for costs associated with consumable resources required for certain courses, such as Adobe software. Public, private, and home education students are also responsible for their own transportation.

Eligible home education students will be provided the opportunity to participate in dual enrollment programs offered by the College as defined in Florida Statutes 1007.27 and 1007.271. A home education student must provide proof of enrollment in a home education program pursuant to s.1002.41, Florida Statutes.

All dual enrollment students, including home education dual enrollment students, must be citizens of the United States or otherwise lawfully present in the United States.

For further information on dual enrollment admission, please visit dual enrollment admission at: https://www.sjrstate.edu/dual.

Early Admissions (college credit)
An admission status, which is a form of dual enrollment, that allows a secondary student to enroll full-time in courses that are creditable toward the high school diploma and the associate degree. The early admission program is limited to students who have completed a minimum of six semesters of full-time secondary enrollment and who meet all other admission criteria required of dual enrollment students. Public school early admission students are exempt from payment of registration, matriculation, textbook, laboratory, and course testing fees. Students are responsible for the cost of consumable items required for certain courses, such as Adobe software.

Early College Program (college credit)
The Early College program is a structured four-year cohort designed for students to earn an Associate in Arts Degree (AA) degree concurrently with their high school diploma. Early College students are responsible for seeking academic advising from both high school counselors and dual enrollment advisors to ensure they meet both high school and AA degree requirements and complete coursework that aligns with their intended major.

College Credit Certificates and Career Certificates
Any course creditable toward college credit certificates, select career certificates or Associate in Science degrees as outlined in the College Catalog/Student Handbook is an eligible course.

All admission requirements are the same as those stated in Dual Enrollment except that dual enrollment students pursuing a college credit certificate or an Associate in Science degree as outlined in the College Catalog/Student Handbook must have their

DRAFT

high school counselor certify on the dual enrollment application form by using the four digit program code that the student is actually pursuing a college credit certificate or an Associate in Science degree as outlined in the College Catalog/Student Handbook.

Florida School of the Arts

Admission to the Florida School of the Arts A.S. degree and certificate programs is based on an audition or a portfolio review and an interview. Candidates are asked to select one of four annual onsite audition/portfolio review dates as they complete the Florida School of the Arts application. If time or distance make the onsite dates impossible, a candidate may submit a digital portfolio or an audition video, and the interview may be done virtually. Florida School of the Arts also accepts and interviews some performing arts students at offsite conferences.

The following paperwork must be submitted online:

- **Application to Florida School of the Arts and St. Johns River State College** (submitted from https://www.sjrstate.edu/floarts)
- **$30.00 Application Fee**

  The following paperwork may be submitted by email to: floartsadmissions@sjrstate.edu or by mail to: Florida School of the Arts, ATTN: Admissions Coordinator, 5001 St. Johns Avenue, Palatka, FL, 32177:

- an arts resume;
- a statement of purpose; and,
- two letters of recommendation.

Students must also be admitted to St. Johns River State College and are responsible for compliance with all College policies and procedures, including the requirement that all students attest to and provide documentation of U.S. citizenship or lawful presence in accordance with Rule 6A-10.0240, F.A.C. SJR State will need a student's **test scores, Florida residency paperwork (if applicable),** and, upon graduation from high school, the student must also send an **official transcript** in order to complete the admissions file.

Diagnostic Medical Sonography Technology

The Diagnostic Medical Sonography Technology program is a limited access program that begins in August of each year. To apply for admission, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States; and
- application to the Diagnostic Medical Sonography Technology program;
- achieved satisfactory scores on college placement tests or have completed required college preparatory courses;
- successful completion of the HESI A2 with a minimum score of 70 in each category (reading comprehension, science and math);
- attend the diagnostic medical sonography program clinical site orientations and clinical shadowing requirements;
- successful completion (C minimum) of the general education and Diagnostic Medical Sonography Technology related courses prior to the program application deadline.

Emergency Medical Technician

The Emergency Medical Technician program is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States; and
- application to the Emergency Medical Technician program;

DRAFT

- must have an official high school diploma or GED;
- dual enrollment EMT students must be 18 years of age and have met high school graduation requirements to be eligible for the certification exam.

Health Information Technology

The Health Information Technology program is a limited access program. To apply for admission, a student must have completed all of the following:

- application to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to the Health Information Technology program;
- satisfactory scores on college placement tests for reading and writing scoring equivalent to placement in ENC 1101 or completion of ENC 1101;
- satisfactory scores on college placement tests scoring equivalent to placement in General Education Math or completion of General Education Core Mathematics.

Nursing

The ASN program is a limited access program. To apply for admission to the nursing program, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to the nursing program;
- successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period;
- completion of the A2 HESI Assessment Exam with a minimum score of 75 in all three categories.

Student selection is objective. Please see the Nursing section of this catalog for more information.

Paramedic

The Paramedic program is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to paramedic program;
- must have a high school diploma or GED diploma;
- must be 18 years of age;
- must be a Florida-certified Emergency Medical Technician or provide proof of successful completion of a Florida Emergency Medical Technician program. Priority selection will be given to current Florida-certified Emergency Medical Technicians.

Radiologic Technology

The Radiologic Technology program is a limited access program. To be eligible to apply for admission into the program, students must have successfully completed all of the following prior to the program application deadline:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- satisfactory scores on college placement tests or completion of all developmental education courses;

DRAFT

- successful completion of eight prerequisite courses prior to the program application deadline. (For these purposes, BSC 2085 and BSC 2085L together count as one prerequisite course. BSC 2086 and BSC 2086L together count as one prerequisite course); and
- submit application to radiologic technology program.

Student selection is objective and based on a point system. Please see the Radiologic Technology section of this catalog for more information.

Respiratory Care

The Respiratory Care program is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to respiratory care program;
- satisfactory scores on college placement tests or completion of all developmental education courses; and
- completion of eight prerequisite courses by the end of the application period.

Educator Preparation Institute

The Educator Preparation Institute is a limited access program. To apply for admission, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to Educator Preparation Institute;
- oral interview with the Teacher Education Department;
- earned bachelor's degree or higher from a U.S. Department of Education accredited college or university;
- obtain a Statement of Eligibility from the Florida Department of Education; and
- recieve a passing score on the General Knowledge Test and Subject Area Exam (a master's degree can be used to satisfy the General Knowledge Test.)

In addition to the College's admission requirements, there are state requirements that must be satisfied for admission. Please see the EPI section of this catalog for more information.

LPN to RN Bridge

The LPN to RN Bridge program is a limited access program. To apply for admission to the nursing program, a student must have completed all of the following:

- application process to SJR State, including attesting to and providing documentation of U.S. citizenship or lawful presence in the United States;
- application to the LPN Bridge program;
- proof of valid current unencumbered license in Florida or other Nurse License Compact state;
- achieved satisfactory scores on college placement tests or have completed developmental education courses;
- LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation plan;
- successful completion of all nine required nursing prerequisite courses with a GPA of 3.0 or above by the end of the application period;
- completion of the A2 HESI Assessment Exam prior to the application period.

Student selection is objective. Please see the Nursing: LPN Bridge to ASN, A.S. section of this catalog.

DRAFT

Non College Credit

Career Certificates, Postsecondary Job Training

A Career Certificate prepares students for entry into a given career or vocation. To be admitted to SJR State as a Career Certificate seeking student, an applicant must meet the following requirements:

- be at least 16 years of age; furnish proof if asked;
- complete the application process to SJR State;
- submit application for appropriate Career Certificate program;
- attest to, and provide documentation of, U.S. citizenship or lawful presence in the United States, and
- complete admissions testing.

A high school diploma and additional requirements are needed for admission into the limited access Career Certificate programs:

1. *Limited Access Programs (CC)*

   The following Career Certificate programs are limited access:

   a. Florida Law Enforcement Officer Academy
   b. Florida Corrections Officer Academy

   Qualifications for admission into these programs include age and physical examination requirements as well as providing fingerprints and a birth certificate.

   Please see the Criminal Justice section of this catalog for more information.

2. *Crossover Programs*
   a. Law Enforcement Officer Cross-Over Training to Florida Corrections Officer Academy
   b. Correctional Officer Cross-Over Training to Florida Law Enforcement Officer Academy

   Please see the Criminal Justice section of this catalog for more information.

3. *Nursing (CC)*
   a. Nursing Assistant
   b. Practical Nursing

   Please see the Nursing section of this catalog for more information.

4. *Medical Assisting (CC)*

   Please see the Medical Assisting section of this catalog for more information.

DRAFT

Adult Education

- Adult Basic Education (A.B.E.)
- Adult General Education Development Program (GED)
- Integrated Education and Training (IET)

Adult Education classes are offered for students who wish to improve their basic educational skills and/or prepare to earn a General Education Diploma (GED). The program is an "open entry enrollment" program. Students seeking to enroll must attest to, and provide documentation of, U.S. citizenship or lawful presence in the United States. Please see the Adult Education section of this catalog for more information.

Community and Corporate Education

There are no formal admission requirements for community and corporate education students. Normally, students must be 16 years of age or accompanied by a parent or responsible adult. Students are admitted to community and corporate education courses after completing a special registration form. For additional information call (904) 276-6773 or email ContinuingEducation@sjrstate.edu.

Students who have chosen to seek a career certificate, postsecondary job training degree, or non-degree program may not choose any other degree program simultaneously.

Admission Procedures

New Students

New students enrolling in credit courses must submit an application for admission.

Students are responsible for submitting all required admission documents. An admission file is not considered complete until all documents are received. Missing items, such as proof of citizenship or lawful presence, transcripts or other required materials, may result in a hold on the student's account and prevent registration until the application process is complete.

Student Orientation and Registration

All degree-seeking students, college credit certificate students, transfer students, and dual enrollment students entering as college students are required to complete new student orientation prior to registering.

Orientation is completed online through Canvas. Students must complete all orientation modules and pass the final assessment before enrolling in their first term. Limited in-person orientation sessions may be available through the Office of Student Affairs.

After completing orientation, students must schedule and attend an academic advising session through the Academic Advising Office on their campus. Students are not permitted to register until both orientation and advising are completed.

Students must have their SJR State username and password to access orientation and participate in advising.

Information regarding new student orientation is sent to students via email after application submission.

Readmission Requirement

Students who apply for admission to a specific term (fall, spring, or summer) but do not register and receive a grade for that term must submit a readmission application and select a new entry term in order to register for courses.

In addition, students who were previously admitted and enrolled but have not attended for one calendar year or three consecutive semesters are also required to complete a readmission application before returning to the College.

Regardless of the circumstances requiring readmission, students who were not required, at the time of their initial admission, to attest to and provide documentation of U.S. citizenship or lawful presence will be required to do so as part of the readmission application process.

Transient Students

Students seeking to enroll at SJR State as a transient student from another Florida College System or State University System institution must submit an approved transient form through FloridaShines, a service of Florida Virtual Campus (FLVC) at FloridaShines.org.

Students seeking to attend SJR State as a transient student from an out of state or private institution must complete the SJR State Transient Admission Application on the SJR State website, attest to and provide documentation of U.S. citizenship or lawful presence in the United States, and submit an approved transient form from their home institution (this may be referred to as a consortium agreement by the student's home institution).

Dual Enrollment/Early Admissions/Early College Program

Dual Enrollment students must complete a Dual Enrollment Online Admissions Application. In addition, the student must:

- be seeking a college credit Associate in Science degree or a college credit Associate in Arts degree;
- attest to, and provide documentation of, U.S. citizenship or lawful presence in the United States;
- Dual Enrollment students must complete the online orientation before registering for courses.

DRAFT

- have and maintain a minimum unweighted 3.0 cumulative GPA for enrollment or an unweighted 2.0 cumulative GPA for enrollment in a career certificate (vocational or non-credit) program; and
- be classified as a secondary student for participation in dual enrollment, and have demonstrated academic, social, and emotional maturity to ensure success in college level study; and
- not make below a "C" (including a "W" grade) in any dual enrollment course. Students not maintaining this standard are subject to dismissal from the dual enrollment program and will not be eligible for admission if this standard was not met at a previous college or university; and
- provide official student score report of American College Test (ACT); Pre ACT; Accuplacer; the Scholastic Aptitude Test (SAT); PSAT/NMSQT or PSAT 10; the Postsecondary Education Readiness Test (P.E.R.T.); FSA; ALEKS PPL; or appropriate alternative placement high school course to the Office of Dual Enrollment. Students who intend to enroll in English or mathematics must receive qualifying test scores (see high school counselors).
- Exceptions to these requirements must be approved jointly by the school principal and the Office of the Vice President for Academic and Student Affairs.

Dual Enrollment students who graduate from high school and intend to continue at St. Johns River State College as regularly admitted students must submit a readmission application to update their status. Students who were not previously required, as part of their dual enrollment admission, to attest to and provide documentation of U.S. citizenship or lawful presence, will be required to do so at that time. Dual Enrollment students who graduate high school in the spring and wish to enroll in the Summer A term may be permitted to do so by petition through the Office of Student Affairs.

Changing Admission/Program Status

Students may request a program of study change by meeting the requirements of the admissions status and by completing the Declaration of Program Studies form. Change requests must be submitted on or before the deadline published in the academic calendar for the semester in which the change is sought. Change requests submitted after the deadline will be processed and made effective in the next semester. No student may choose a credit program and non-credit program and career certificates, postsecondary job training simultaneously.

Admission Checklist

The following items are needed for admission files to be cleared. Admission files MUST be cleared for receipt of financial aid and/or receipt of degree or college credit certificate.

	Associate Degree Or College Credit Certificate Student	Bachelor's Degree Student	Career Certificate Student	Non-Degree Student	Transient Student	Audit Student	Dual Enrollment Student	International Student on A Student Visa
Application Form	X	X	X	X	X	X		X
Application Fee	X	X	X	X		X		X
Attestation and Documentation of U.S. Citizenship or Lawful Presence	X	X	X	X	X	X	X	X
Affidavit of Residency	X	X	X	X	X	X		X
Copies of documents used for proof of residency, ie. Drivers License, Voters ID, etc.	X	X	X	X	X	X		X
Official High School Transcript or Official GED Transcript	X	X[4]	X[5]				X[2]	X

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Official College Transcript(s)	X[1]	X						X[1]
Dual Enrollment/Early Admissions/Early College Program Application Form							X	
Course Approval Form or Transient Student Authorization					X			
T.O.E.F.L. Scores								X
Financial Statement								X
Specified Test Scores or Placement Documentation			X[5]				X	X
International Students Proof of Health Insurance								X[3]

1. Required from those students who have attended other colleges.
2. Must be furnished after student has completed high school or GED requirements.
3. See College website for additional information.
4. Required for students transferring from another college. Students who have earned an associate and/or bachelor's degree or higher from a regionally accredited institution may be exempt from providing official proof of high school completion. Contact the Office of Student Affairs for information.
5. See specific program requirements to determine if needed.

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Enrollment Processes

Affidavit of Residence

All students, except those enrolled in dual enrollment and adult education programs, are required to complete a Residency Declaration form and submit supporting documentation to establish Florida residency for tuition purposes. Any student who is a United States citizen or lawfully present in the United States may apply for residency classification.

The burden of providing clear and convincing documentation rests with the student, or, if the student is a dependent, with the student's parent or legal guardian. "Clear and convincing" documentation must be credible, precise, and sufficient to demonstrate that the student, or the student's parent or legal guardian (if dependent), has established legal residence in the State of Florida.

To qualify for Florida residency for tuition purposes, the student, parent, or legal guardian must have maintained legal residence in Florida for at least twelve (12) consecutive months immediately preceding the first day of the term for which residency classification is sought. In addition, the individual's purpose for residing in Florida must not be solely for the purpose of pursuing an education, except as otherwise provided by Florida statute.

Intentional fraud or misrepresentation of residency status by the student, or by the student's parent or legal guardian if the student is dependent, is subject to penalties under applicable law.

The completed Residency Declaration and all required documentation must be submitted by the deadline published in the Academic Calendar. Failure to submit the Residency Declaration and supporting documentation may result in the assessment of nonresident tuition and fees. Students are not entitled to a refund of nonresident tuition or fees that were properly assessed.

Residency Reclassification

Students classified as non-Florida residents for tuition purposes who wish to be considered for Florida residency must complete the residency reclassification process. The request for reclassification must be submitted prior to the deadline published in the academic calendar for the term in which Florida residency is sought.

All supporting documentation must demonstrate that the student (or, if under the age of 24, the student's parent or legal guardian) has maintained legal residence in Florida for at least 12 consecutive months immediately preceding the first day of the full term. Students who are reclassified are not eligible for reimbursement of nonresident tuition or fees that were properly assessed prior to the effective date of reclassification.

Demonstration of College Readiness

Students may demonstrate college readiness in Reading, Writing and Math in a variety of ways. Appropriate scores on the ACT; Pre ACT; Accuplacer; the Scholastic Aptitude Test (SAT); PSAT/NMSQT or PSAT 10; the Postsecondary Education Readiness Test (P.E.R.T.); FSA; GED; TASC; HiSET; ALEKS PPL; or appropriate alternative placement high school course, or previous college credit in Writing, Reading and Math areas (with "C" grades or higher) will allow students to enroll in college-level communication and mathematics courses.

Students may be exempt from assessment for readiness in college-level coursework under certain conditions. Exempt students may enroll in gateway courses (ENC 1101 and MAT 1033) without assessment for college readiness.

You are exempt if you:

- Entered Florida public high school or charter school during the 2003-2004 academic year or after;
- Remained within the public high school system or charter schools during your entire high school academic career and graduated from a Florida public high school or charter school 2007 or after with a standard diploma; or
- Are a member of the military on active duty

You are not exempt if you:

- Entered high school prior to 2003-2004;
- Graduated from a private school or private charter school;
- Graduated from home school;
- Earned high school degree out of state; or
- Earned a GED

Non-exempt students who place into developmental education must complete or co-enroll in the required developmental coursework before taking general gateway courses (MAT 1033 and ENC 1101).

Students who are exempt from placement testing may still elect to test. Placement testing is recommended for exempt students who:

- are nervous about the course content,
- have been out of school for a length of time,
- want to make sure that they are taking the appropriate level course,
- are enrolling in a Career Certificate and plan to pursue an A.A. or A.S. degree.

If a student requires testing or elects to take a placement test, please contact the Testing Center at (386) 312-4228.

The following Career Certificate programs do not require placement testing:

- Florida Law Enforcement Officer Academy
- Crossover program from Corrections to Law Enforcement
- Florida Corrections Officer Academy
- Crossover program from Law Enforcement to Corrections
- Nursing Assistant

Registration (Credit)

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It is the student's responsibility to furnish all required documents. The admission file is not complete until all documents have been received. Students with incomplete admission files may not be allowed to register. See the admission checklist.

Students with academic or financial holds will not be permitted to register until these obligations are met. Certain courses are program specific and are not available to all students.

Some courses have prerequisites that may restrict registration.

All registration dates and times are publicized well in advance of the beginning of the term. Students should complete all admission requirements prior to that time. Students must officially register each term. Course registration for all students, except dual enrollment, adult education, and continuing workforce education students, is through the online student portal. Students may view their registration dates and time by logging into the MySJRstate portal.

The schedule/course availability is viewable on the College's website (SJRstate.edu). Students' registration dates and times are determined by the number of earned college credits in course of study/program. New students must complete online orientation and meet with an academic advisor. New students may register once orientation and advising have been completed.

Students who have attained 20 credit hours must see an advisor prior to future registration.

Registration is not complete until all fees have been paid and the student has received an official receipt showing a zero (0) balance due. Registration fees are due by published deadline dates. Students can pay online with a debit or credit card, or they may pay at one of the College campuses. Consult the course schedule for payment deadline. Students who register for classes but choose not to attend must officially drop their courses online before the end of the published drop period, regardless of whether payment has been made. Failure to drop classes by the deadline listed in the Academic Calendar may result in full tuition and fees being owed-including non-resident fees-even if the student does not attend.

Check the academic calendar or on the website for add/drop and withdrawal deadlines.

Students whose admission files are not complete by the end of their first semester with St. Johns River State College may be prohibited from registering for future terms until all required documentation is received.

To receive federal financial aid, students must have a complete admission file.

Registration (Non-College Credit)

It is the student's responsibility to furnish all required documents. All registration dates and times are publicized well in advance of the beginning of the term. Students must officially register each term. Registration is not complete until all fees have been paid and the student has received a validated invoice.

Non-credit continuing education, adult basic education and GED-preparation students are not required to make formal application for admission to SJR State.

The registration process for non-credit continuing education students requires completion of the Continuing Workforce Education form each semester. Once classes begin, fees for continuing education are nonrefundable. Non-credit students must be 16 years of age or accompanied by a parent or responsible adult who must also enroll in the class.

Awarding Credit

Transfer of Credits

Accepting, Evaluating, and Awarding Transfer Credit

Transfer of credit is the act of awarding credit at St. Johns River State College for coursework taken at another institution. The purpose of awarding credit for coursework is to allow students to transfer their credits to St. Johns River State College according to SJR State course equivalencies, and to accelerate the completion of the student's program. However, students must earn a minimum of 25 percent of the total program hours of their associate degree or certificate at St. Johns River State College. BSN students are allowed transfer of up to 9 (nine) credits of upper-level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.

DRAFT

All students who have previously attended any postsecondary institution, regardless of the length of attendance or credit earned, are classified as transfer students and are required to submit official transcripts from each institution attended for evaluation. Transcripts must be sent directly to the College by the issuing institution or hand delivered in a sealed envelope provided by the issuing institution. Transcripts submitted by students must remain sealed; any transcripts that have been opened or altered will not be accepted.

All transfer work that is accepted by SJR State will be posted on the SJR State transcript and calculated into the overall or cumulative grade point average (GPA).

Coursework from United States Department of Education (USDOE) Accredited Institutions

St. Johns River State College will evaluate coursework from degree-granting institutions that are accredited at the collegiate level by a USDOE-recognized accrediting agency.

Coursework will be considered for transfer if it is determined to be academically equivalent to courses offered at the College, including equivalency of faculty credentials, regardless of whether the institution is public or nonpublic.

All college-level and developmental courses that carry both credit hours and grades will be evaluated, including those in which a grade of "F" was earned. Credits awarded shall satisfy institutional requirements on the same basis as credits earned at St. Johns River State College.

For associate degree programs, only lower-division (freshman and sophomore) coursework, or upper-division coursework for which a clear lower-division equivalent exists, will normally be evaluated. For baccalaureate degree programs, upper-division (junior and senior) coursework may be accepted with approval of the appropriate academic department. Graduate-level coursework is not accepted.

Transfer credit may be limited to courses included in Florida's Statewide Course Numbering System. For coursework completed within the Florida College System or State University System, equivalencies are determined in accordance with Statewide Course Numbering System guidelines.

Ordinarily, credit is not awarded for coursework designed specifically for technical or vocational programs that are not offered at the College. Questions regarding such credit should be directed to the appropriate vice president or academic area.

Coursework from International Institutions

International students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

Florida Members:
Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173 U.S.A.
(305) 273-1616

Academic Evaluation Services, Inc.
11700 N. 58th Street, G & H
Tampa, FL 33617 U.S.A.
813-374-2020

Credit by Exam

St. Johns River State College awards credit for Advanced Placement (AP), International Baccalaureate (IB), College- Level Examination Program (CLEP), and Cambridge Advanced International Certificate of Education (AICE) exams as designated by the

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Articulation Coordinating Committee (ACC) Credit-By- Exam Guidelines for Postsecondary Institutions. Up to 45 total credit-by exam credits may be awarded. Up to 30 credits may be awarded for the IB diploma.

SJR State will award credit for Defense Activity of Non- Traditional Education Support Examinations (DANTES/DSST) and Excelsior based on the ACC course equivalent recommendations only. Credit will be awarded only if the credit satisfies specific course requirements in the student's selected degree program and is subject to approval by the appropriate vice president. (DANTES/ DSST was formerly USAFI and Excelsior was formerly Regents or PEP.) Students are responsible for making test arrangements, bearing the cost of testing, and having test scores sent to SJR State. A six-month interval is required for retaking an exam.

SJR State may administer institutional exams as specified and validated by academic departments.

Students must complete a "Credit-By-Exam Credit Request" form so that credit may be given toward the degree you are seeking. Once credit has been awarded, it will become part of the student's permanent academic record with St. Johns River State College and cannot be changed. Copies of official test scores are required with the "Credit-By-Exam Credit Request" form before credit is given.

Credit-by-exam may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of "C" or higher has been earned. No grades or quality points will be assigned.

Credit Awarded for Armed Services Educational Experiences

In addition to that mandated by Florida Statute 1007.27, credit may be granted for military education that has been evaluated and recommended as appropriate for postsecondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, a student may request such credit by providing appropriate documentation to the academic department. Credit will be considered for transfer only if the credit satisfies specific course requirements in the student's selected degree program. If a student wishes to change his/her program, he/she is responsible for requesting in writing that the transfer credits be re-evaluated.

Credit Awarded for Law Enforcement Training and Experience

SJR State will award credit for law enforcement training and experience as designated by the Articulation Coordinating Committee Credit or Clock Hour for Law Enforcement Experience Equivalency List. In certain circumstances, the college will award additional credit for law enforcement training and experience in accordance with Criminal Justice Department policy.

Experiential Learning

SJR State does not award credit for experiential learning with the exception of Armed Service experiences and Law Enforcement training as previously recommended.

Professional Certificates

The Florida State Board of Education has approved Statewide Career and Technical Education Articulation Agreements which are based on industry certification. St. Johns River State College articulates this credit according to the minimum guaranteed articulated credit established by the State Board of Education. For information on articulation of industry certifications contact the Office of Workforce Development.

Other Credit

St. Johns River State College may award other credit based on current articulation program agreements and approved industry certifications and licensures.

Appeal Process

In the case that a student does not agree with the credits that have been awarded or not awarded to them, he/she may appeal that decision to the appropriate academic vice president by following this procedure:

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1. Submit a course description from the term in which the course was taken.
2. Submit a course syllabus from the term in which the course was taken.
3. Submit a written statement indicating the reason for which the appeal is being made.
4. Submit any additional documentation to support the appeal. If the institution is not regionally accredited, include faculty credential information.

Placement Test Scores

Note: Scores that are more than two years old cannot be used for initial placement purposes (Florida Statute 1008.30)

Test & Course Placement	**PERT Range**	**Accuplacer NG Range** (After August 1, 2022)	**ACT Range**	**SAT Range** (Effective March 2016)	**Digital SAT Range** (Since June 2023)	**CLT Range** (Classic Learning Test)
WRITING						
ENC 0017C	50 - 89	200 - 216	*	*	*	*
ENC 0027C	90 - 95	217 - 233	*	*	*	*
ENC 0056C	96 - 102	234 - 252	*	*	*	*
ENC 1101† GEB 2214	103 - 150	253 - up	17 - up	25 - up	490 - up Evidence-Based Reading and Writing††	38 - up Sum of Verbal Reasoning and Grammar/Writing††
Reading						
ENC 0017C	50 - 83	200 - 217	*	*	*	*
ENC 0027C	84 - 95	218 - 235	*	*	*	*
ENC 0056C	96 - 105	236 - 255	*	*	*	*
ENC 1101†	106 - 150	256 - up	19 - up	24 - up	490 - up Evidence-Based Reading and Writing††	38 - up Sum of Verbal Reasoning and Grammar/Writing††
Mathematics						
MAT 0022	50 - 95	QAS 200 - 220	*	*	*	*
MAT 0056	96 - 105	QAS 221 - 240	*	*	*	*
MAT 0055	106 - 113	QAS 241 - 260	*	*	*	*
MAT 1033	114 - 122	QAS 261 - 275	19 - 20	24	480	16 - 18
MAC 1105 STA 2023	123 - 150	QAS 276 - 300 AAF 200 - 249	21 - 26	25 - 28	490 - 560	19 - 40
MAC 1147 MAC 2233		AAF 250 - 279	27 - up	29 - 30	570 - 600	
MAC 2311		AAF 280 - up	30 - up	31 - up	610 - up	

* Retesting with the PERT may be required if ACT, SAT, Digital SAT or CLT scores are below college-level placement.

† Placement in ENC 1101, Composition I, requires college-level writing scores AND college-level reading placement scores.

† † The Digital SAT Evidence-Based Reading and Writing section score and the sum of the Classic Learning Test Verbal Reasoning score and Grammar/Writing score meet the requirement for both writing and reading placement scores.

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QAS = Accuplacer NG Quantitative Reasoning, Algebra, and Statistics
AAF = Accuplacer NG Advanced Algebra and Functions

Testing appointments are scheduled through the Testing Center by emailing TestingCenter@SJRstate.edu or by calling The Testing Center - Palatka Campus (386) 312-4228, Orange Park Campus (904) 276-6793 or St. Augustine Campus (904) 808-7417.

Consider your options carefully and choose the courses that best assure your academic success. Following your academic advisor's recommendation may be your best course of action. Ultimately, you are responsible for the enrollment choices you make.

Alternative Placement Criteria for Demonstrating College Readiness

Note: Scores and course grades that are more than two years old cannot be used for initial placement purposes (Florida Statute 1008.30)

Alternative Assessments

Subtest & Course Placement	PSAT/NMSQT or PSAT 10	Digital PSAT/NMSQT or PSAT 10	Pre ACT	GED	TASC	HiSET	End of Course Assessment (FSA)	ALEKS PPL	CLT 10
Writing									
ENC 1101†	25 - 38	490 - 760 Evidence-Based Reading and Writing*	18 - 35	165 - 200 Reasoning through Language Arts*	560 - 800 and 6 - 8 on the essay	15 - 20	N/A	N/A	37 - up Sum of Verbal Reasoning and Grammar/Writing*
Reading									
ENC 1101†	24 - 38	490 - 760 Evidence-Based Reading and Writing*	22 - 35	165 - 200 Reasoning through Language Arts*	580 - 800	15 - 20	N/A	N/A	37 - up Sum of Verbal Reasoning and Grammar/Writing*
Mathematics									
MAT 1033	24 - 26	480 - 520	22 - 35	165 - 174	560 - 699	15 - 17	4 - 5 Algebra 1 or Geometry	30 - 45	16 - 18
MAC 1105 STA 2023	26.5 - 38	530 - 760	22 - 35	175 - 200	700 - 800	18 - 20	N/A	46 - 100	19 - 40

† Placement in ENC 1101, Composition I, requires college-level writing scores AND college-level reading placement scores.
* The Digital PSAT/NMSQT or PSAT 10 Evidence-Based Reading and Writing section score and the GED Reasoning through Language Arts test, and the sum of the CLT 10 Verbal Reasoning score and Grammar/Writing score meet the requirement for both writing and reading placement scores.

Performance in high school coursework

Note: Demonstration of college readiness through high school coursework requires a grade of "B" or better in the given course AND an unweighted high school GPA of 3.0 or higher.

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Course Placement	Florida Public High School Coursework	**Accelerated High School Coursework** Advanced International Certificate of Education (AICE), Advanced Placement (AP), or International Baccalaureate (IB)
ENC 1101	English 4 or English 4 Honors	AICE high school English courses, AP high school English courses, or IB high school English courses
MAT 1033	Algebra 1, Algebra 1 Honors, Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, Calculus Honors, Geometry, Geometry Honors, Probability and Statistics Honors, Math for College Algebra, Math for College Statistics, or Math for College Liberal Arts	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses
MAC 1105	Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, or Calculus Honors	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses
STA 2023	Algebra 2, Algebra 2 Honors, Pre-Calculus Honors, Calculus Honors, or Probability and Statistics Honors	AICE high school mathematics courses, AP high school mathematics courses, or IB high school mathematics courses

Special Note: *Demonstration of college readiness is not required for exempt students. Exempt students are all students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a standard diploma from a Florida public high school and students who are serving as active-duty members of any branch of the United States Armed Forces.*

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ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: November 23, 2026

RE: Action Agenda Items
December 2, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the December 2, 2026, meeting:

SJR State Board Rules

1. Public Hearing: New SJR State Board Rule 3.40 Active Assailant Response Plan
2. Action to Approve: New SJR State Board Rule 3.40 Active Assailant Response Plan
3. Public Hearing: New SJR State Board Rule 3.41 Family Reunification Plan
4. Action to Approve: New SJR State Board Rule 3.41 Family Reunification Plan
5. Public Hearing: New SJR State Board Rule 3.42 Postsecondary Threat Management Protocol
6. Action to Approve: New SJR State Board Rule 3.42 Postsecondary Threat Management Protocol
7. Public Hearing: New SJR State Board Rule 3.43 Artificial Intelligence Use and Limitations
8. Action to Approve: New SJR State Board Rule 3.43 Artificial Intelligence Use and Limitations
9. Public Hearing: New SJR State Board Rule 4.43 Application Fee Waivers
10. Action to Approve: New SJR State Board Rule 4.43 Application Fee Waivers
11. Public Hearing: New SJR State Board Rule 6.37 Student Mental Health and Behavioral Health Supports
12. Action to Approve: New SJR State Board Rule 6.37 Student Mental Health and Behavioral Health Supports
13. Public Hearing: Amendment to SJR State Board Rule 7.11 Adult Education Policy
14. Action to Approve: Amendment to SJR State Board Rule 7.11 Adult Education Policy

15. Public Hearing: Amendment to SJR State Board Rule 7.12 Minimum Requirements for Admission to College Credit Programs
16. Action to Approve: Amendment to SJR State Board Rule 7.12 Minimum Requirements for Admission to College Credit Programs
17. Public Hearing: Amendment to SJR State Board Rule 7.24 Minimum Requirements for Admission to Non-College Credit Programs
18. Action to Approve: Amendment to SJR State Board Rule 7.24 Minimum Requirements for Admission to Non-College Credit Programs

Facilities Projects

19. Information Only: Change Order No. 001, Renovation of Offices with Addition, Gym, Palatka Campus
20. Action to Approve Pre-Qualified Contractor Certificates for Calendar Year 2027 (RFQ-SJR-01-2026)
21. Action to Approve Request to Negotiate and Execute a Custodial Services Contract with ABM Education Services, LLC (RFP-SJR-04-2026)

St. Johns River State College Foundation

22. Action to Approve the 2026-26 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990 prepared by Purvis Gray (Taxable Year Ended March 31, 2026)
23. Action to Approve the 2025-26 St. Johns River State College Foundation Independent Auditor's Report
24. Action to Approve the Certification of the St. Johns River State College Foundation, Inc., as a Direct Support Organization for the College (DSO Audit Review Checklist)
25. Action to Approve the Memorandum of Understanding between St. Johns River State College and the St. Johns River State College Foundation
26. Information Only: Letter from Internal Revenue Service, Recognition of St. Johns River State College Foundation Tax Exempt Status, Form 1023
27. Information Only: Foundation Annual Report and Update

Student Housing Corporation

28. Action to Approve the 2025-26 St. Johns River State College Student Housing Corporation Independent Auditor's Report
29. Action to Approve the 2026-26 Student Housing Corporation Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N (Taxable Year Ended March 31, 2026)
30. Action to Approve the Certification of the St. Johns River State College Student Housing Corporation as a Direct Support Organization for the College (DSO Audit Review Checklist)
31. Action to Approve the Memorandum of Understanding between St. Johns River State College and the St. Johns River State College Student Housing Corporation
32. Information Only: Letter from Internal Revenue Service, Recognition of Student Housing DSO Tax Exempt Status, Form 1023-EZ

Rule 3.40: Active Assailant Response Plan

Approved: XX/XX/XXXX (Date)
Specific Authorities: FS 1001.64(4), FS 1006.601, FAC 6A-14.012

The Board of Trustees recognizes that acts of targeted violence and active assailant incidents pose significant risks to the safety and security of the College community. The College shall maintain an Active Assailant Response Plan designed to provide for the immediate and coordinated response to such incidents and to support the protection and recovery of the College community.

The Board of Trustees directs the President to develop, implement, and maintain an Active Assailant Response Plan for the College. The Plan may be incorporated into the College's Emergency Preparedness Plan or maintained as a separate plan.

The Active Assailant Response Plan shall, at a minimum:

1. Provide for annual active assailant preparedness training for students and employees.
2. Identify the positions authorized to issue emergency alerts and notifications.
3. Establish protocols for emergency response, evacuation, lockdown, shelter-in-place, communications, incident management, and post-incident recovery.
4. Include a process for providing timely emergency notifications to the College community regarding active threats and other incidents posing a threat to campus safety.
5. Provide for coordination with law enforcement, emergency management, and other public safety agencies as appropriate.

The President will establish procedures necessary to implement this policy and ensure compliance with applicable laws and regulations. The Active Assailant Response Plan will be reviewed annually and submitted to the Board of Trustees for approval.

Rule 3.41: Family Reunification Plan

Approved: XX/XX/XXXX (Date)
Specific Authorities: FS 1001.64(4), FS 1006.601, FAC 6A-14.012

The Board of Trustees recognizes that St. Johns River State College primarily serves adult students and employs adults who generally provide their own transportation and are expected to independently leave campus following an evacuation, campus closure, or other emergency event. Nothing in this rule shall be construed to require the College to transport students or employees or physically reunite them with family members or other personal contacts.

The purpose of this rule is to ensure that the College maintains a Family Reunification Plan that facilitates communication with students and employees and provides reasonable assistance in circumstances where individuals cannot immediately reunite with family members following an evacuation, campus closure, or other emergency event.

The Board of Trustees directs the President to develop and maintain a Family Reunification Plan in coordination with local law enforcement, emergency management agencies, and other appropriate governmental entities.

The Family Reunification Plan shall at a minimum provide procedures for:

1. Communicating evacuation, closure, and emergency information to students and employees;
2. Coordinating with emergency response agencies during emergency operations;
3. Identifying temporary assembly or assistance locations for those individuals who are unable to independently leave campus because of injury, disability, or other circumstances.

The Family Reunification Plan shall be reviewed annually and approved by the Board of Trustees as required by Rule 6A-14.012.

Rule 3.42: Postsecondary Threat Management Protocol

New Rule Promulgated [DATE]
Specific Authorities: FS 1001.64(4), FS 1006.601, FAC 6A-14.012

The Board of Trustees is committed to a safe and secure environment for all students, faculty, staff, and visitors, and to the early identification, assessment, and management of behavior that may pose a threat of harm to the College community. The Board directs the College President to establish and maintain a Postsecondary Threat Management Protocol and to develop administrative procedures implementing that protocol. At a minimum, the procedures must address:

1) Establishment of a Threat Management Team ("TMT"), appointed by the President, comprised at minimum of: a College administrator, a sworn law enforcement officer, a student services or counseling team member, and a member with expertise in instruction, which may be a faculty member, dean, or department head.
2) Establishment of a process for consulting individuals familiar with a student of concern when no team member is;
3) Designation of an institution triage team to receive, review, and triage all reports of concerning behavior, communication, or threats;
4) Designation of an administrative reviewer, independent of the TMT, to approve final threat management documentation, level of concern, and case disposition;
5) Use of the Florida Postsecondary Threat Management Protocol Manual (Form FPP-01) to assess and manage threats, and documentation of all reports — including those determined unfounded — on the Florida Postsecondary Threat Management Protocol Intake and Disposition Form (Form FPP-02) or a records system capturing equivalent information;
6) A minimum meeting schedule for the TMT, with documentation of meeting dates, attendance, cases discussed, and actions taken;
7) Mandatory initial and annual training for all TMT members, triage designees, and the administrative reviewer; and
8) Coordination between the College's TMT and the threat management teams of K-12 school districts for dual enrollment students, consistent with the Florida Postsecondary Threat Management Protocol.

These procedures will be published in the College's Operating Guidelines and Procedures Manual and reviewed at least annually.

Rule 3.43: Artificial Intelligence Use and Limitations

Approved:
Specific Authorities: FS 1001.64; FAC 6A-14.0719

St. Johns River State College recognizes that artificial intelligence (A.I.) can support teaching, learning, and the business functions of the College. It is the policy of the Board that A.I. be used in a manner that ensures quality of education for students, efficiency of College operations, and a safe learning environment for the College community, in accordance with FAC 6A-14.0719.

For the purposes of this rule, the following definitions apply:

- "Artificial intelligence" or "A.I." means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- "Artificial intelligence instructional tool" means a software application or service that uses artificial intelligence, including machine learning, which is made available to a student by the institution or approved contracted service for educational purposes, including instruction, tutoring, practice, feedback, or completing faculty-directed assignments, and that is not designed, marketed, or configured to:
    - Meet a student's social needs;
    - Simulate friendship, companionship, or an emotional relationship with a student; or
    - Employ relationship-building or anthropomorphic design features for the purpose of encouraging a student to continue interacting with the system.
- "A.I. literacy" means the foundational set of competencies that enables an individual to understand, use, and evaluate A.I. responsibly and effectively in education and the workplace.

This rule applies to all students, faculty, staff, administrators, and guests of the College.

1. Use of A.I. shall comply with applicable state and federal laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Copyright Act of 1976, as well as applicable Board rules and College policies and procedures.
2. Students are prohibited from using A.I. to work on a graded assignment or assessment for a course or program unless explicitly permitted to do so by the instructor of that course or program.
    a. Unauthorized use of A.I. is addressed in the College's policies and procedures on academic integrity.
    b. The College will notify the parents of enrolled minors when their child will directly use an A.I. instructional tool in a course or program.
    c. The College will provide students with opportunities for A.I. literacy and application of related skills that benefit learning and career development.

3. The College will maintain a list of approved A.I. instructional tools and operational tools, including their approved uses.

The Board authorizes the College President or designees to establish policies and procedures to implement this rule, and to ensure those are reflected in appropriate manuals, handbooks, forms, and other documents for students, employees, contractors, and guests.

Rule 4.43: Application Fee Waivers

Approved XXXX

Specific Authorities: FAC 6A-14.054 (11)

The Board of Trustees authorizes the President, or his or her designee, to waive Board approved Application fees under limited circumstances as part of marketing campaigns and recruitment events and on a case-by-case basis for individual students who identify as needing assistance paying the application fee.

Rule 6.37: Student Mental Health and Behavioral Health Supports

New Rule Promulgated [DATE]
Specific Authorities: FS 1001.64(4), FS 1006.601, FAC 6A-14.012

The Board of Trustees recognizes that supporting the mental health and behavioral health of students is essential to student safety and success. The Board directs the President to adopt policies and procedures to support student mental health and behavioral health intervention, consistent with s. 1006.601(5), F.S. At a minimum, the procedures must address:

1) Required training for faculty to detect and respond to students exhibiting behavioral health concerns;
2) Procedures for reporting concerns and a process to refer students with mental or behavioral health concerns;
3) Procedures to connect students to institutional and community-based behavioral health services, including crisis intervention; and
4) Posting and maintaining, on the College website and in conspicuous locations on each campus, a mental health awareness and suicide prevention notice consistent with s. 1006.601(4), F.S.

These procedures will be published in the College's Operating Guidelines and Procedures Manual, coordinated with the College's threat management protocol where a referral also raises a threat management concern, and reviewed at least annually.

Rule 7.11 (R2): Adult Education Policy

CURRENT POLICY

Approved 01/18/06
Revised 06/15/22; 2/15/26
Specific Authorities: FS 1004.65(6)(b) & FS 1004.65(8)(c)

The Adult Education Program will serve those adults, defined as age 18 and older, who wish to complete their high school education as well as adults who need to acquire basic literacy. In addition, the College may provide workplace literacy instruction, workforce preparation programs, and other programs to serve identifiable adult groups that require special services which the adult education program can provide. Students ages 16 and 17 may be admitted to the adult education program upon application and approval by the Dean of Adult Education.

Rule 7.11 (R2): Adult Education Policy

PROPOSED CHANGES

Approved 01/18/06
Revised 06/15/22; 2/15/26
Specific Authorities: FS 1004.65(6)(b) ~~&~~; FS 1004.65(8)(c); 6A-6.014, F.A.C.

The Adult Education Program will serve those adults, defined as age 18 and older, who wish to complete their high school education as well as adults who need to acquire basic literacy. In addition, the College may provide workplace literacy instruction, workforce preparation programs, and other programs to serve identifiable adult groups that require special services which the adult education program can provide. Students ages 16 and 17 may be admitted to the adult education program upon application and approval by the Associate Dean of Adult and Teacher Education.

In accordance with Rule 6A-6.014, F.A.C., applicants to the Adult Education Program must attest to U.S. citizenship or lawful presence as part of the application process and provide documentation of such citizenship or lawful presence, which must be verified prior to enrollment.

CLEAN VERSION

Rule 7.11 (R2): Adult Education Policy

Approved 01/18/06
Revised 06/15/22; 2/15/26
Specific Authorities: FS 1004.65(6)(b); FS 1004.65(8)(c); 6A-6.014, F.A.C.

The Adult Education Program will serve those adults, defined as age 18 and older, who wish to complete their high school education as well as adults who need to acquire basic literacy. In addition, the College may provide workplace literacy instruction, workforce preparation programs, and other programs to serve identifiable adult groups that require special services which the adult education program can provide. Students ages 16 and 17 may be admitted to the adult education program upon application and approval by the Associate Dean of Adult and Teacher Education.

In accordance with Rule 6A-6.014, F.A.C., applicants to the Adult Education Program must attest to U.S. citizenship or lawful presence as part of the application process and provide documentation of such citizenship or lawful presence, which must be verified prior to enrollment.

Rule 7.12: Minimum Requirements for Admission to College Credit Programs

Approved 01/08/06
Revised 08/10/22; 01/16/13; 09/15/10
Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315, FAC 6A-10.0240, FS 1002.41, FS 1001.65(4)

St. Johns River State College is a comprehensive, open door institution of higher learning. However, to insure students are prepared for college-level work, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to:

1. A college-credit Associate Degree or College Credit Certificate Program:
    a. A completed College application and the associated application fee.
    b. Proof of previous education:
    c. A standard high school diploma with an official transcript; or
    d. A high school diploma through any state department of education based on performance on the General Education Development Test provided the test was administered in English; or,
    e. A State-recognized high school equivalency diploma awarded by a state other than Florida based on a passing score on the High School Equivalency Test (HiSET®), the Test Assessing Secondary Completion (TASC™), the California High School Proficiency Exam, or a combination of GED®, HiSET®, and/or TASC™ subtests; or,
    f. Proof of the completion of a home education program meeting the requirements of FS 1002.41.
    g. Additional requirements as identified in the College Catalog/Student Handbook.
2. A Baccalaureate program:
    a. Admission to St. Johns River State College.
    b. Submission of a completed application to the specified baccalaureate program and the associated application fee.
    c. Completion of an Associate in Arts, Associate in Science, or Associate in Applied Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. The exact associate degree required will be identified in the College Catalog/Student Handbook.
    d. Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded.

In addition to the above requirements, transfer students must be in good academic standing from their previous college or university and provide official transcripts and catalog course descriptions. If the student is on probation from their previous college or university, the student may still enroll; however, if the student has been suspended or

dismissed from their previous college or university, the student must petition the Department of Student Affairs for admission to the College.

As provided in SJR 6.23, 7.22, and 7.24, the Board of Trustees has established additional admissions criteria for limited access programs. All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

Rule 7.12: Minimum Requirements for Admission to College Credit Programs

Approved 01/08/06
Revised 08/10/22; 01/16/13; 09/15/10
Specific Authorities: FS 1000.05(2), FS 1001.64(8)(a), FS 1001.65(4), FS 1002.41, FS 1003.435(2), FS 1007.263, FS 1007.271, FAC 6A-10.240, FAC 6A-10.0315~~, FAC 6A-10.0240, FS 1002.41, FS 1001.65(4)~~

St. Johns River State College is a comprehensive, open door institution of higher learning. St. Johns River State College does not discriminate against nor include preferences in the admission process for applicants on the basis of race, color, national origin, sex, disability, religion, or marital status.

In accordance with Rule 6A-10.0240, F.A.C., all students admitted to St. Johns River State College must be citizens of the United States or otherwise lawfully present in the United States.

~~However, to~~ To ~~insure~~ ensure students are prepared for college-level work, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to:

1. A college-credit Associate Degree or College Credit Certificate Program:
    a. A completed College application, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
    ~~a.~~b. Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
    ~~b.~~c. Proof of previous education:
        ~~c.~~i. A standard high school diploma with an official transcript; or
            1. A State of Florida high school equivalency diploma awarded under s. 1003.435(2), F.S.;
            ~~d.~~2. A high school equivalency diploma issued ~~through any~~ by another state which is recognized as equivalent based on an assessment recognized by the United States ~~department~~ Department of ~~education~~ Education. ~~based on performance on the General Education Development Test provided the test was administered in English; or,~~ Such diploma must have been issued based on a student achieving a passing score on the High School Equivalency Test (HiSET), the Test Assessing Secondary Completion (TASC), the California High School Proficiency Exam, or based on a student achieving a combination of passing scores on HiSET, TASC, or GED® subtests;
            3. ~~A State-recognized high school equivalency diploma awarded by a state other than Florida based on a passing score on the High School Equivalency Test (HiSET®), the Test Assessing~~

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~~Secondary Completion (TASC™), the California High School Proficiency Exam, or a combination of GED®, HiSET®, and/or TASC™ subtests; or,~~ Previously demonstrated competency in college credit postsecondary coursework;

~~e.~~

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4. ~~Proof of the completion of a home education program meeting~~ In the case of a student who is home educated, signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of ~~FS~~ s. 1002.41, F.S.;
5. Enrollment in a dual enrollment or early admission program pursuant to s. 1007.271, F.S.

~~f.~~d. Demonstrated readiness to perform college-level communication and computation skills in accordance with Rule 6A-10.0315, F.A.C.

~~g.~~e. Additional requirements as identified in the College Catalog/Student Handbook.

2. A Baccalaureate program:
   ~~a. Admission to St. Johns River State College.~~
   a. ~~Submission of a~~A completed College application to the specified baccalaureate program, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
   b. Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
   c. Completion of an Associate in Arts, Associate in Science, or Associate in Applied Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. The exact associate degree required will be identified in the College Catalog/Student Handbook.
   d. Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded.
   ~~d.~~e. Additional requirements as identified in the College Catalog/Student Handbook.

In addition to the above requirements, transfer students must be in good academic standing from their previous college or university and provide official transcripts and catalog course descriptions. If the student is on probation from their previous college or university, the student may still enroll; however, if the student has been suspended or dismissed from their previous college or university, the student must petition the Department of Student Affairs for admission to the College.

As provided in SJR 6.23, 7.22, and 7.24, the Board of Trustees has established additional admissions criteria for limited access programs. All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

CLEAN VERSION

Rule 7.12: Minimum Requirements for Admission to College Credit Programs

Approved 01/08/06
Revised 08/10/22; 01/16/13; 09/15/10
Specific Authorities: FS 1000.05(2), FS 1001.64(8)(a), FS 1001.65(4), FS 1002.41, FS 1003.435(2), FS 1007.263, FS 1007.271, FAC 6A-10.0240, FAC 6A-10.0315

St. Johns River State College is a comprehensive, open door institution of higher learning. St. Johns River State College does not discriminate against nor include preferences in the admission process for applicants on the basis of race, color, national origin, sex, disability, religion, or marital status.

In accordance with Rule 6A-10.0240, F.A.C., all students admitted to St. Johns River State College must be citizens of the United States or otherwise lawfully present in the United States.

To ensure students are prepared for college-level work, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to:

1. A college-credit Associate Degree or College Credit Certificate Program:
    a. A completed College application, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
    b. Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
    c. Proof of previous education:
        i. A standard high school diploma with an official transcript; or
            1. A State of Florida high school equivalency diploma awarded under s. 1003.435(2), F.S.;
            2. A high school equivalency diploma issued by another state which is recognized as equivalent based on an assessment recognized by the United States Department of Education. Such diploma must have been issued based on a student achieving a passing score on the High School Equivalency Test (HiSET), the Test Assessing Secondary Completion (TASC), the California High School Proficiency Exam, or based on a student achieving a combination of passing scores on HiSET, TASC, or GED® subtests;
            3. Previously demonstrated competency in college credit postsecondary coursework;
            4. In the case of a student who is home educated, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41, F.S.;

5. Enrollment in a dual enrollment or early admission program pursuant to s. 1007.271, F.S.

d. Demonstrated readiness to perform college-level communication and computation skills in accordance with Rule 6A-10.0315, F.A.C.
e. Additional requirements as identified in the College Catalog/Student Handbook.

2. A Baccalaureate program:
    a. A completed College application to the specified baccalaureate program, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
    b. Documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
    c. Completion of an Associate in Arts, Associate in Science, or Associate in Applied Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. The exact associate degree required will be identified in the College Catalog/Student Handbook.
    d. Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded.
    e. Additional requirements as identified in the College Catalog/Student Handbook.

In addition to the above requirements, transfer students must be in good academic standing from their previous college or university and provide official transcripts and catalog course descriptions. If the student is on probation from their previous college or university, the student may still enroll; however, if the student has been suspended or dismissed from their previous college or university, the student must petition the Department of Student Affairs for admission to the College.

As provided in SJR 6.23, 7.22, and 7.24, the Board of Trustees has established additional admissions criteria for limited access programs. All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

Rule 7.24 (R1): Minimum Requirements for Admission to Non-College Credit Programs

Approved 01/18/06
Revised 08/10/22
Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315

St. Johns River State College is a comprehensive, open door institution of higher learning. However, to insure students are prepared for the rigors of the College's Career Certificate (clock hour) Programs, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to Career Certificate Programs:

1) Submission of a completed College application and the associated application fee.
2) Furnish proof of being at least 16 years old.
3) Complete testing requirements for the program of study.
4) Complete any special registration forms required for the program of study.

The Law Enforcement and Corrections Career Certificate Programs are limited access programs and require additional admissions requirements (see SJR 7.22). All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

PROPOSED CHANGES

Rule 7.24 (R1): Minimum Requirements for Admission to Non-College Credit Programs

Approved 01/18/06
Revised 08/10/22
Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315

St. Johns River State College is a comprehensive, ~~open~~ open-door institution of higher learning. St. Johns River State College does not discriminate against nor include preferences in the admission process for applicants on the basis of race, color, national origin, sex, disability, religion, or marital status.

In accordance with Rule 6A-10.0240, F.A.C., all students admitted to St. Johns River State College must be citizens of the United States or otherwise lawfully present in the United States.

~~However, to insure~~ To ensure students are prepared for the rigors of the College's Career Certificate (clock hour) Programs, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to Career Certificate Programs:

1) Submission of a completed College application, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
~~1)~~2) Submission of documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
~~2)~~3) ~~Furnish proof of being~~ Proof the applicant is at least 16 years ~~old~~ of age.
~~3)~~4) ~~Complete~~ Meet applicable basic skills requirements established by Rule 6A-10.040, F.A.C., and any other testing requirements established for the program of study.
~~4)~~5) ~~Complete~~ Completion of any special registration forms required for the program of study.

The Law Enforcement and Corrections Career Certificate Programs are limited access programs and require additional admissions requirements (see SJR 7.22). All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

Rule 7.24 (R1): Minimum Requirements for Admission to Non-College Credit Programs

Approved 01/18/06
Revised 08/10/22
Specific Authorities: FS 1001.64(8)(a), FS 1007.263, FAC 6A-10.0315

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In accordance with Rule 6A-10.0240, F.A.C., all students admitted to St. Johns River State College must be citizens of the United States or otherwise lawfully present in the United States.

To ensure students are prepared for the rigors of the College's Career Certificate (clock hour) Programs, and as required by FS 1001.64(8)(a) through (g), the Board of Trustees has established the following minimum criteria for admittance to Career Certificate Programs:

1) Submission of a completed College application, including an attestation to U.S. citizenship or lawful presence, and the associated application fee.
2) Submission of documentation of such citizenship or lawful presence, which must be verified prior to enrollment.
3) Proof that the applicant is at least 16 years of age.
4) Meet applicable basic skills requirements established by Rule 6A-10.040, F.A.C., and any other testing requirements established for the program of study.
5) Completion of any special registration forms required for the program of study.

The Law Enforcement and Corrections Career Certificate Programs are limited access programs and require additional admissions requirements (see SJR 7.22). All admissions policies and procedures are published annually in the College Catalog/Student Handbook.

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

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

From: Ray Sjogren
Director of Facilities Business Operations

Date: November 18, 2026

Subject: Information Item: Change Order No. 001, Renovation of Offices with Addition – Gym, Palatka Campus

Summary

This item is provided for the Board's information. No Board action is requested. Change Order No. 001 to the General Construction contract with Scherer Construction of North Florida for the Renovation of Offices with Addition – Gym at the Palatka Campus was executed on October 6, 2026. It increases the contract sum by $3,059.15, from $242,563.00 to $245,622.15, and extends the contract time by thirty-eight (38) days.

Background

The project renovates existing offices and adds space at the Gym on the Palatka Campus. The General Construction contract with Scherer Construction of North Florida is dated January 21, 2026, in the original amount of $242,563.00. CRG Architects/Palatka, Inc. is the Architect. This is the first change order on the project.

Changes

Change Order No. 001 combines five contractor change order proposals (COPs): three additions and two credits. The net change is an increase of $3,059.15, or 1.26 percent of the original contract sum.

Item	Amount
COP #01R1 – Remove wall-mounted signage from the second floor of the Gym (the College will relocate the sign)	$850.30
COP #02 – Add ½-inch drywall to the side walls inside the existing offices and extend electrical boxes to the new drywall	$3,939.95
COP #03 – Fencing credit (fencing removed from the scope of work)	-$5,270.48
COP #04 – Credit for reduced refrigerant piping	-$401.56
COP #05 – Reimbursement of building permit fee	$3,940.94
Net change, Change Order No. 001	**$3,059.15**

- The signage removal (COP #01R1) and the added drywall (COP #02) were not in the original plans. The original plans did not show drywall in all of the offices that needed it.
- The fencing credit (COP #03) reflects fencing removed from the project scope. The credit for refrigerant piping (COP #04) reflects a line set shortened by approximately 10 to 15 linear feet.
- COP #05 reimburses the building permit fee of $3,925.63 paid to the North East Florida Educational Consortium (Permit #46154), plus related general liability charges. The contract provides that the contractor pays the permit fee and the College reimburses it.

Contract Sum and Time

Item	Amount
Original contract sum	$242,563.00
Change Order No. 001	$3,059.15
New contract sum	**$245,622.15**

No previous change orders were issued, so the new contract sum is the original contract sum plus this change order. The contract time is increased by thirty-eight (38) days, which Scherer requested for the added drywall work in COP #02. The change order states that the new date of Substantial Completion is August 7, 2026.

Approvals

The President approved the changes. Change Order No. 001 was signed on October 6, 2026 by the Architect, the Contractor and the Owner (St. Johns River State College).

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

Attachment (1): Change Order No. 001, AIA Document G701–2017 (executed October 6, 2026)

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)* 015ZA08 - SJR State Renovation of Offices with Addition - Gym Palatka Campus	**CONTRACT INFORMATION:** Contract For: General Construction Date: January 21, 2026	**CHANGE ORDER INFORMATION:** Change Order Number: 001 Date: 10/6/2026
OWNER: *(Name and address)* St. Johns River State College 5001 St. Johns Avenue Palatka, FL 32177	**ARCHITECT:** *(Name and address)* CRG Architects/Palatka, Inc. 216A St. Johns Avenue Palatka, FL 32177	**CONTRACTOR:** *(Name and address)* Scherer Construction of North Florida 2504 NW 71st Place Gainesville, FL 32653

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Additive COP #01R1 - Removal of existing wall mounted signage from 2nd floor of Gym as requested. (SJR State will relocate sign.) $850.30
2. Additive COP #02 - Provide 1/2" drywall to side walls on inside of existing office (see attached drawings). Provide and install extended rings for electrical boxes on walls to accomodate the new drywall. $3,939.95
3. Deductive COP #03 - Fencing Credit (Fencing removed from scope of work). -$5,270.48
4. Deductive COP #04 - Reduction in Refrigerant Piping. -$401.56
5. Additive COP #05 - Permitting Cost Reimbursement. $3,940.94

Total $3,059.15

The original Contract Sum was	$	242,563.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	242,563.00
The Contract Sum will be increased by this Change Order in the amount of	$	3,059.15
The new Contract Sum including this Change Order will be	$	245,622.15

The Contract Time will be increased by thirty-eight (38) days.
The new date of Substantial Completion will be August 7, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CRG Architects/Palatka, Inc. **ARCHITECT** *(Firm name)*	Scherer Construction of North Florida **CONTRACTOR** *(Firm name)*	St. Johns River State College **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Joseph C. Kuehmeier, President **PRINTED NAME AND TITLE**	Erik T. Otte, President **PRINTED NAME AND TITLE**	Joe H. Pickens, President **PRINTED NAME AND TITLE**
10/6/2026 **DATE**	10/6/2026 **DATE**	10/6/2026 **DATE**

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ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

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

From: Ray Sjogren
Director of Facilities Business Operations

Date: November 16, 2026

Subject: Action Item: Approval of Pre-Qualified Contractor Certificates for Calendar Year 2027 (RFQ-SJR-01-2026)

Requested Action

I request that you recommend to the District Board of Trustees that it approve Pre-Qualified Contractor Certificates for Calendar Year 2027 for twenty-four (24) contractors in the categories listed below: four (4) new certificates and twenty (20) certificate renewals. The item is scheduled for the Board's December 2, 2026 meeting.

Background

Under DBOT Rule 2.11 and s. 1013.46, Florida Statutes, the College pre-qualifies contractors for construction work. Under Rule 2.12, only pre-qualified firms may bid on a College construction, renovation, remodeling or demolition project, and the invitation to bid is issued to all pre-qualified firms at the same time. Certificates are issued for a one-year period.

Each certificate carries a category that sets the total dollar volume of work the contractor may have under contract with the College at one time and the maximum value of any single project, subject to the contractor's bonding capacity. To qualify, a contractor must be able to bond a single project at the top threshold of its category. For Calendar Year 2027, the College combined the new-certificate and renewal solicitations into a single RFQ.

Solicitation and Evaluation

RFQ-SJR-01-2026, Request for Qualifications for Contractors – New Certificates and Renewals, received twenty-four (24) responses by the deadline of 3:00 p.m. on October 27, 2026 at the Business Office, Palatka Campus: four (4) for new certificates and twenty (20) for renewals.

The evaluation committee evaluated the responses at a public meeting on November 10, 2026 at 9:30 a.m. in Building A, Room A-152, Palatka Campus. Evaluation is pass/fail. Each of the 24 respondents met all criteria that apply to the certificate type requested, and the Notice of Intent to Award was posted on November 10, 2026.

No protests were filed during the 72-hour protest period under s. 120.57(3), Florida Statutes, and DBOT Rule 4.39. The Board's December 2 action falls within the 60 days Rule 2.11 allows to approve or reject an application after receipt.

Recommended Certificates

The table below shows the number of recommended certificates in each pre-qualification category.

Category	Single-project limit	New	Renewal	Total
Category 2	$0 – $2,000,000	0	2	2

Category	Single-project limit	New	Renewal	Total
Category 3A	$0 – $4,000,000	1	0	1
Category 3B	$0 – $6,000,000	0	1	1
Category 4	$0 – $10,000,000	1	2	3
Category 5	$0 – $12,000,000	0	2	2
Category 6	$0 – $16,000,000	0	1	1
Category 7	$0 – $20,000,000	0	2	2
Category 8	$0 – $30,000,000	2	10	12
Total	**All categories**	**4**	**20**	**24**

The table below lists each recommended contractor, its certificate type and the category awarded.

Contractor	Certificate type	Category awarded
Ausley Construction Company, LLC	New	Category 8
Gary S. Bailey, Inc.	New	Category 3A
Gateway Contracting, Inc.	New	Category 4
Gray Construction Services, LLC	New	Category 8
Acme Roofing & SheetMetal Co., Inc.	Renewal	Category 2
Acon Construction Co., Inc.	Renewal	Category 3B
Advanced Roofing Inc.	Renewal	Category 8
Ajax Building Company, LLC	Renewal	Category 8
Allstate Construction, Inc.	Renewal	Category 8
Besch and Smith Civil Group, Inc.	Renewal	Category 4
CGC, Inc.	Renewal	Category 7
Coker Industrial Contractors Inc	Renewal	Category 2
DiMare Construction Co.	Renewal	Category 5
E. Vaughan Rivers, Inc.	Renewal	Category 8
Foresight Construction Group, Inc.	Renewal	Category 8
Jenkins Roofing, Inc.	Renewal	Category 6
The Lachlan Group, Inc. dba McLauchlin & Company	Renewal	Category 5
Palmetto Construction Services Southeast, LLC	Renewal	Category 4
Parrish McCall Constructors	Renewal	Category 8
Perry-McCall Construction, Inc.	Renewal	Category 8
Scherer Construction of North Fla, LLC	Renewal	Category 8
Scorpio	Renewal	Category 8
Stellar Group, Incorporated	Renewal	Category 8
Thomas May Construction Company	Renewal	Category 7

- Certificates are for Calendar Year 2027 only. Contractors must reapply each year to renew.
- Categories are not budgets, and a certificate does not guarantee that a contractor will receive work. The College does not anticipate projects in any particular category.
- Projects remain competitively bid among pre-qualified firms, and the contract is awarded to the lowest responsive and responsible bidder under Rule 2.12.
- Under Rule 2.11, the College may suspend or revoke a certificate for good cause or declare a contractor delinquent.

Next Steps

New and renewal certificates will not be issued until the Board approves them on December 2, 2026. Upon approval, I will issue the Calendar Year 2027 certificates, notify each respondent, and update the pre-qualified contractor list used for College bids.

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

Attachment (1): Notice of Intent to Award Pre-Qualification Certificates, RFQ-SJR-01-2026 (posted November 10, 2026)

St. Johns River State College

RFQ-SJR-01-2026

Request for Qualifications for
Contractors – New Certificates and Renewals

Notice of Intent to Award Pre-Qualification Certificates

Calendar Year 2027 | Posted: November 10, 2026

The evaluation committee met in a public meeting on Tuesday, November 10, 2026, at 9:30 a.m., in Bldg. A, Room A-152, Palatka Campus, and evaluated the 24 responses received by the October 27, 2026, deadline. Each respondent listed below met all criteria that apply to the certificate type requested. St. Johns River State College intends to award each respondent a Pre-Qualified Contractor Certificate for Calendar Year 2027 in the category shown. Award is subject to approval by the District Board of Trustees at its meeting on December 2, 2026.

New Certificates (4)

Respondent	Category Awarded
Ausley Construction Company, LLC	Category 8
Gary S. Bailey, Inc.	Category 3A
Gateway Contracting, Inc.	Category 4
Gray Construction Services, LLC	Category 8

Certificate Renewals (20)

Respondent	Category Awarded
Acme Roofing & SheetMetal Co., Inc.	Category 2
Acon Construction Co., Inc.	Category 3B
Advanced Roofing Inc.	Category 8
Ajax Building Company, LLC	Category 8
Allstate Construction, Inc.	Category 8
Besch and Smith Civil Group, Inc.	Category 4
CGC, Inc.	Category 7
Coker Industrial Contractors Inc	Category 2
DiMare Construction Co.	Category 5
E. Vaughan Rivers, Inc.	Category 8
Foresight Construction Group, Inc.	Category 8
Jenkins Roofing, Inc.	Category 6
The Lachlan Group, Inc. dba McLauchlin & Company	Category 5
Palmetto Construction Services Southeast, LLC	Category 4
Parrish McCall Constructors	Category 8
Perry-McCall Construction, Inc.	Category 8
Scherer Construction of North Fla, LLC	Category 8
Scorpio	Category 8
Stellar Group, Incorporated	Category 8
Thomas May Construction Company	Category 7

Protests

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 that believes it is adversely affected by this intended decision shall file a written notice of protest with the College's Vice President for Finance and Administration/CFO within 72 (seventy-two) hours after the posting of this notice. The formal written protest shall be filed within 10 days after the date the notice of protest is filed and shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state and College holidays are excluded in computing the 72-hour and 10-day periods (DBOT Rule 4.39).

RFQ Contact

Ray Sjogren, Director of Facilities Business Operations
raymondsjogren@sjrstate.edu

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

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

From: Ray Sjogren
Director of Facilities Business Operations

Date: November 16, 2026

Subject: Action Item: Authorization to Negotiate and Execute a Custodial Services Contract with ABM Education Services, LLC (RFP-SJR-04-2026)

Requested Action

I request that you recommend to the District Board of Trustees that College administration be authorized to negotiate and execute a contract with ABM Education Services, LLC for fully contracted custodial services at all College locations, at an annual cost of $919,762.71, for an initial term of three (3) years, with two (2) optional one-year renewals at the College's discretion.

Background

The College is moving from a custodial program shared between ABM and College employees to a fully contracted, turnkey program with no in-house custodial employees. The scope covers 28 buildings and 517,839 serviceable square feet at the Palatka, Orange Park and St. Augustine campuses, the Workforce Training Center and the Thrasher-Horne Center. Cleaning duties and performance expectations are unchanged from the current program.

Solicitation and Evaluation

RFP-SJR-04-2026 was issued September 11, 2026 and revised by Addenda 1 through 3. Twenty (20) firms submitted proposals, which were opened at a public meeting on October 13, 2026. The Evaluation Committee scored the proposals at a public meeting on October 29, 2026, using the criteria stated in the RFP: Pricing (35 points), Qualifications of the Company (20 points) and Project Approach (45 points), which includes Staffing and Management Plan (20), Quality Control and Performance Management (15) and Transition and Continuity of Service (10).

ABM ranked first with 90.05 of 100 points. American Facility Services, Inc. ranked second with 83.5. Purchasing posted the Notice of Intent to Award to ABM Education Services, LLC on November 2, 2026. The 72-hour protest period under s. 120.57(3)(b), Florida Statutes, has expired and no protests were filed.

Under Section 3.10 of the RFP, the College will recommend that administration be authorized to negotiate a satisfactory contract with the top-ranked respondent. If a satisfactory contract cannot be negotiated, negotiations will end and the College will begin negotiations with the next-ranked respondent.

Pricing

Item	Amount
ABM total annual price (Appendix E)	$919,762.71
Initial three-year term	$2,759,288.13

Item	Amount
Maximum five-year total, if both renewals are exercised	$4,598,813.55

- Pricing is firm for the initial three-year term and is all-inclusive (labor, supervision, relief coverage, quality control, equipment and contractor-furnished supplies). The College furnishes the standardized Ecolab products, paper products and soap.
- A price adjustment at renewal may be requested in writing, based on CPI-U. It is not automatic, and the College is under no obligation to grant it.
- Either party may terminate the contract on thirty (30) days' written notice.

Contract Terms

The contract will be based on the Master Services Agreement in Appendix G of the RFP, with the RFP and ABM's response incorporated as exhibits. ABM has submitted a Performance Bonding Certification, and the RFP requires a $100,000 non-construction performance bond.

Transition

The anticipated contract start date is December 3, 2026. ABM is the current provider and proposes to add four cleaners to the program. Its transition plan covers staffing readiness, equipment, supplies, campus access, work-order coordination and quality-control documentation, with a 95 percent monthly on-time completion standard for work orders. The custodial program will be 100 percent outsourced, and ABM will replace the College's current custodial staff. I am preparing a kickoff meeting with ABM.

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

Attachment (1): Notice of Intent to Award, RFP-SJR-04-2026 (posted November 2, 2026)

MASTER SERVICES AGREEMENT
for
RFP-SJR-04-2026 CUSTODIAL 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 ABM Education Services, LLC, located at 14141 South Freeway, Sugar Land, TX, 77478 (hereinafter referred to as the "Contractor"), (hereinafter collectively referred to as the "Parties").

WHEREAS, SJR State issued a Request for Proposal (hereinafter referred to as "RFP-SJR-04-2026") and Contractor was selected as the most responsive and responsible, and;

WHEREAS, SJR State wishes to contract with Contractor to provide or deliver complete turnkey custodial 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-SJR-04-2026
- Exhibit B: Contractor's Response to RFP-SJR-04-2026

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

1. **SCOPE OF WORK** – Contractor will provide Services as outlined in RFP-SJR-04-2026, 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 December 7, 2027 and shall extend for a period three (3) years from that date. This Agreement may, by mutual assent of the Parties, be extended for another two (2) additional one (1) year terms, up to a cumulative total of five (5) 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-SJR-04-2026 "Insurance Requirements and Forms" (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

Signature:_____

Name:_____

Title: _____

Date: _____

ABM Education Services, LLC

Signature:_____

Name:_____

–

Title:
_____

Date: _____

ST. JOHNS RIVER STATE COLLEGE

REQUEST FOR PROPOSAL

RFP-SJR-04-2026

Custodial Services

Proposals Due

Monday, October 5, 2026

No later than 2:00 p.m. to:

Purchasing Department, Palatka Campus
Business Office; Building "A"
5001 St. Johns Ave, Palatka, FL 32177

TABLE OF CONTENTS

PART 1: INTRODUCTION

PART 2: GENERAL TERMS AND CONDITIONS

PART 3: PROPOSAL INSTRUCTIONS/EVALUATION

PART 4: SCOPE OF SERVICES/SPECIFICATIONS

PART 5: APPENDICES

PART 6: ATTACHMENTS/REQUIRED FORMS

PART I: INTRODUCTION

1.1 SJR State is a public college located in beautiful northeast Florida along the shores of the St. Johns River. With three campuses in Clay, Putnam, and St. Johns counties, SJR State serves nearly 10,000 students each year from among a population base of 600,000 in one of the fastest-growing areas of the country. Known for its natural beauty and quality of life, SJR State's service area includes St. Augustine, the nation's oldest city; Palatka, the "Gem City of the St. Johns;" and Orange Park, with roots going back to the Spanish period in Florida history.

SJR State continues its comprehensive educational role by expanding its services and programs while continuing its focus on the Associate in Arts (transfer) degree and more than 30 Associate in Science degrees and certificates. In 2011, the College expanded its mission to include baccalaureate degrees.St. Johns River State College (SJR State or College) serves students in Putnam, St. Johns and Clay Counties.

1.2 The Thrasher-Horne Center is located on the Orange Park campus of St. Johns River State College and presents the very best of professional music, theater, dance and meeting space. Our $22 million, 84,666 sq. ft. venue opened in the Fall of 2004. Former St. Johns River State College President Robert L. McLendon, Jr. named our building after John Thrasher and Jim Horne, both of whom served in the Florida legislature and were instrumental in obtaining funding for the Center. Together these individuals worked with the Clay County Chamber and Tourist Development Council to secure our permanent home on the Orange Park campus of St. Johns River State College, who owns and operates the Center.

Our main stage theater has up to 1728 seats and our conference center has up to 6,260 sq. ft. Since its inception, The Center has played host to hundreds of events, including nationally touring musicians and performers, Broadway musicals, a variety of other cultural offerings, numerous main stage rentals, business meetings, expos, and community receptions. In addition to the Main Stage Theater and Conference Center, the Thrasher-Horne Center boasts a 220 flexible-seat Studio Theater, two Visual Arts Galleries, a full Dance Studio, Scene Shop, and modern dressing rooms with full artist amenities.

1.3 The St. Johns River State College (SJR State) Workforce Training Center (WTC) is located at 1001 Husson Avenue, Palatka, FL 32177. The WTC houses Career Certificate and College Credit Certificate programs. These programs are aimed at fulfilling the educational needs of the community. Collaborative efforts with employers in business, industry and government ensure the creation of programs and courses to prepare students in some of the fastest growing occupations.

1.4 The College is issuing this Request for Proposal (RFP) to identify a qualified vendor who can provide a full-service turnkey solution for custodial services at the St Augustine campus, Orange Park campus, Thrasher Horne Center, Palatka campus and Workforce Training Center locations.

1.5 SJR State is a political subdivision of the State of Florida and is exempt from payment of federal excise tax and Florida state sales tax:

- Florida Sales Tax Exemption Certificate Number 85- 8013170533C-4
- Federal Identification Number 59-1033399.

1.6 Interpretation of the wording of, and responses to, questions concerning this RFP shall be the responsibility of the College and will be communicated via the Purchasing Department and shall be final. Questions and requests for clarifications should be directed in writing to the Purchasing Department via email at purchasingdepartment@sjrstate.edu. Questions will be accepted until the deadline stated in Part 3 of this RFP. Any and all written questions received shall be reviewed, and if deemed necessary, an official response will be issued by the Purchasing Department in the form of an Addendum. This process shall constitute the only official means by which additional information regarding this RFP shall be made available. Additional information acquired by any other means shall not be utilized in the configuration of any Respondent's proposal, shall not be considered in the evaluation of proposals submitted, and shall be considered inadmissible in proposal dispute proceedings.

1.7 In accordance with Florida Statute 287.133, a person, entity or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal the respondent certifies compliance with FS 287.133.

THIS SECTION INTENTIONALLY LEFT BLANK

PART 2: GENERAL TERMS AND CONDITIONS

2.1 SUBMISSION: All Respondents submitting a response to this RFP understand and agree that the affirmative act of submitting a response constitutes acceptance of and agreement to the General Terms and Conditions. Respondents are responsible for adhering to the General Terms and Conditions. Lack of knowledge by the Respondent will in no way be cause for relief from responsibility. The College reserves the right to accept/reject any or all proposals, waive minor formalities, and to award to the Respondent that best serves the needs of the College.

2.2 EXPENSES: Respondents are responsible for any and all costs associated with developing and submitting a Proposal in response to this RFP. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the College. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the College for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

2.3 RFP DATE AND TIME: All Proposals must be delivered to the SJR State Purchasing Department at 5001 St Johns Ave., Palatka, FL 32177; Business Office, Building "A", before 2:00pm on Monday, October 5, 2026. Please indicate the RFP number on the outside of your sealed proposal envelope to assist the College in identifying your RFP. Proposals received after due date/time will not be accepted. Proposals cannot be faxed or emailed. The College will not be responsible for Postal or other delivery service delays that may cause a proposal to be late. To be considered responsive your proposal shall be signed by an authorized employee/officer with the authority to bind a contract and must include all requested item(s).

Proposal packages must include one (1) original hard copy and one (1) digital copy on a USB.

Bids/RFPs may be mailed, or hand delivered to:
St. Johns River State College c/o Purchasing Department
Office of Business Affairs, Building "A"
5001 St. Johns Ave
Palatka, Florida 32177

2.4 PUBLIC BID OPENING: St. Johns River State College will conduct a Public Proposal opening as noted in Section 3. Sealed bids, proposals, or replies received by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies; whichever is earlier. By submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request, notwithstanding any confidentiality clauses or labels contained in such documents.

2.5 POSTING OF RECOMMENDATION OF AWARD: The College's recommendation of award will be posted to https://www.sjrstate.edu/purchasingdept and http://www.demandstar.com

2.6 IDENTICAL OR TIED PROPOSALS/BIDS: The decision for the award of tied bids/proposals shall be made after a careful review of the circumstances surrounding the tie, with preference being given to State of Florida Respondents. If still tied, pursuant to FS 287.087, the College will break a tie/award to a business that has implemented a drug-free workplace program.

2.7 PROTESTS: Protests shall be served to the Purchasing Department at 5001 St. Johns Avenue, Palatka, Florida, 32177, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via email to PurchasingDepartment@sjrstate.edu. Bid protests must be accompanied by a cost deposit of five thousand dollars ($5,000.00) or one percent of the total contract price, whichever is greater. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the documents being posted to DemandStar.

2.8 ADVERTISING: In submitting a proposal, Respondent agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.

2.9 APPLICABLE LAW: The Respondent shall comply with all applicable federal, state, county and local laws, rules, ordinances and regulations. This RFP, and any contract to be executed in connection with the award of this RFP, must be in accordance with any statutory requirement of the State of Florida. Lack of knowledge by the Respondent will in no way be cause for relief from responsibility. The contract, when entered into, shall be constructed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Putnam County, FL.

2.10 ASSIGNMENT: If awarded, neither the resulting contract nor any of the Contractor's rights, duties, or obligations under the contract may be assigned or subcontracted by the Contractor without the written consent of the College.

2.11 BOND: A bond may be required to guarantee the payment of any losses by theft, burglary, pilfering or vandalism as a result of carelessness, negligence or willful acts of the Contractor, its agents, employees or assigns.

2.12 MINIMUM QUALIFICATIONS OF CONTRACTOR: The following are minimum qualification requirements that Respondents must meet in order to be eligible to submit a proposal. Proposals must satisfactorily demonstrate Respondent qualifications that meet and/or exceed the minimum qualifications as follows:

- Respondent must be licensed to do business in the State of Florida
- Respondent must have at least five (years) of prior experience from the date of this RFP working on projects of similar size and scope. Preferably in a higher education setting.
- Respondent must be able to demonstrate financial stability and the ability to acquire a $100,000 Non-Construction Performance Bond prior to the contract start date.

2.13 PERSONNEL: Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of services. If the College, in the College's sole opinion, determines for any reason, that the qualifications, actions, or conduct of any particular Contractor employee has violated the Agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors on the campus, or that such actions or conduct is otherwise detrimental to the College, then upon the College's written notice, Contractor shall immediately provide a qualified replacement. Contractor's employees are expected to adhere to all College policies and procedures including but not limited to maintaining a tobacco free campus.

2.14 E-VERIFY: In accordance with State of Florida Statute 448.095, Contractor shall utilize the U.S. Agency of Homeland Security's E-Verify system to verify employment eligibility of all employees hired during the term of the Agreement. Contractor shall also require all subcontractors performing work under this Agreement to utilize the E-Verify system for any employees they may hire during the term of this Agreement.

2.15 PUBLIC RECORDS: To the extent that CONTRACTOR meets the definition of "Contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

2.15.1 Keep and maintain public records required by COLLEGE to perform the service.

2.15.2 Upon request from COLLEGE's custodian of public records, provide COLLEGE with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.

2.15.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to COLLEGE.

2.15.4 Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that

are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

2.15.5 **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Public Records
5001 St Johns Ave
Palatka, FL 32177
PublicRecords@sjrstate.edu
www.sjrstate.edu/public_records

2.15.6 The CONTRACTOR acknowledges that the College cannot and will not provide legal advice or business advice to CONTRACTOR with respect to its obligations pursuant to this section related to public records. The CONTRACTOR further acknowledges that it will not rely on the College or its Counsel to provide such legal or business advice, and that CONTRACTOR has been advised to seek professional advice with regard to public records matters addressed by this agreement. The CONTRACTOR acknowledges that its failure to comply with Florida law and this agreement with respect to public records shall constitute a material breach of this agreement and grounds for termination.

2.16 RESPONSE MATERIALS: Any material submitted in response to this RFP becomes the property of the College upon delivery to the Purchasing Department and may be appended to any formal document which would further define or expand the contractual relationship between the College and the successful respondent.

Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the respondent may consider confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

2.17 TRADE SECRETS: If the Respondent seeks to assert trade secret protection under Florida Statutes Section 119.0715, such Respondent must comply with the following:

1. Clearly label the record(s) containing claimed trade secrets. The Respondent must provide the appropriately redacted copies of any such record(s) or mark portions in such records which need to be redacted.

AND

2.Provide a sworn affidavit signed by an authorized Respondent's officer, certifying the following for each record containing trade secret:

a. Identify with specificity the record(s) for which trade secrets protection is claimed;

b. Provide a description of the record sufficient to determine the application of the trade secret exemption; and

c. Explain in detail the specific element(s) or provision(s) of Florida Statutes Section 688.002(4) and/or case law that render the record at issue a trade secret exempted from public records production under Florida law.

PLEASE NOTE: *Inserting the words "Confidential" and/or "Proprietary" on a record does not automatically entitle the record to be considered a trade secret under Florida law; the claimed trade secrets must actually constitute trade secrets as defined by law.*

2.18 RETENTION OF RECORDS: The Contractor agrees to retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any agreement resulting from this solicitation for a period of five (5) years after contract end date. The Contractor shall maintain complete and accurate record keeping and documentation as required by the College and the terms of any agreement resulting from this solicitation. Copies of all records and documents shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes.

2.19 SAFETY REQUIREMENTS: The Contractor, by submitting a proposal, agrees that it shall be solely responsible for supervising its employees, that it shall comply with all rules, regulations, orders, standards and interpretations promulgated pursuant to Occupational Safety and Health Act of 1970, including but not limited to training, recordkeeping, providing personal protective equipment, lockout/tag out procedures, Material Safety Data Sheets and labeling as required by the right to know standard, 29 CFR 1910.1200.

2.20 WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn by written notice prior to solicitation public opening. Withdrawals received after the time set for opening of solicitation will not be considered.

2.21 TERMINATION/CANCELLATION: The College reserves the right to amend, modify, or withdraw this RFP at any time and for any reason, or elect not to make an award pursuant to this RFP whenever the College deems it to be in its best interests

2.22 USE OF COLLEGE LOGO: Respondent may not manufacture, use, display, or otherwise use any facsimile or reproduction of the College logo without express written approval of the College.

2.23 COOPERATIVE PURCHASE AGREEMENT: The college has reviewed purchasing agreements and state term contracts available under Florida Statutes Section 287.056 as required in Section 1010.04, Florida Statutes. As provided in the Florida State Board of Education Administrative Rule 6A-14.0734(2)(c), and with the consent and agreement of the successful Respondent(s), purchases may be made under this RFP by other State of Florida community/state colleges, state universities, district school boards, political subdivisions and any other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the RFP document and resulting agreement, for the same price and for the same effective time period. If the period of time is not defined within the RFP document or resulting agreement, the prices and all terms and conditions shall be firm for one hundred and twenty (120) days from date of contract execution. Each State of Florida agency allowed by the successful Respondent(s) to use the resulting agreement shall do so independent of any other State of Florida agency. Each state agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No other state agency receives any liability by virtue of this RFP and subsequent agreement. This cooperative purchase agreement in no way restricts or interferes with the right of any State of Florida agency to re-bid any or all items or services.

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PART 3: PROPOSAL INSTRUCTIONS/EVALUATION

3.1 The following schedule is a general guideline for issuance and recommendation of award of this RFP and contract. The College may change the dates of any events. Any changes to this schedule and all public purchasing meetings will be posted on our website at www.sjrstate.edu/purchasingdept.html and on www.demandstar.com.

Issue RFP	September 11, 2026
Written questions due by 5:00pm	September 25, 2026
Final Addenda issued	September 28, 2026
Proposals Due Palatka, Business Office NLT 2:00pm	October 5, 2026
Public Opening of Proposals, Valhalla Hall at 2:30pm	October 5, 2026
Evaluation Committee Initial Meeting	October 7, 2026
Evaluation Committee Scoring Meeting	October 15, 2026
Proposer Presentations/Interviews (if needed)	October 22, 2026
Evaluation Committee Final Results	October 22, 2026
Issue Intent to Award	October 23, 2026

PRE-BID MEETING: There is no pre-bid meeting for this RFP.

3.2 DESIGNATED POINT OF CONTACT: Any and all questions or requests for information relating to this RFP shall be directed, in writing, to PurchasingDepartment@sjrstate.edu.

Between the release of the solicitation and the end of the 72-hour period following the posting of the Notice of Intent to award, excluding Saturdays, Sundays, and state holidays, interested Contractor(s) may not contact any staff member of St Johns River State College, to include members of the Board of Trustees, other than the designated point of contact(s) above, with regard to this RFP. Such contact, whether made by the Contractor or representative for the Contractor, may result in disqualification of the Contractor.

3.3 AMERICANS WITH DISABILITIES ACT OF 1990: If special accommodations are required in order to attend any Public Meeting, Pre-Bid Meeting, Tour of Grounds, etc., contact the Director of Purchasing & Auxiliary Services via email at shellyvongchanta@sjrstate.edu or phone at 386-312-4156.

3.4 PUBLIC OPENING OF PROPOSALS: The College will conduct a public bid/proposal opening at 2:30pm on October 5, 2026. The meeting will be held on the Palatka Campus in Valhalla Hall, Building A, Room A-152. The meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.

3.5 EVALUATION COMMITTEE INITIAL MEETING: The College will conduct an evaluation committee initial meeting on October 7, 2026. The intent of this meeting is to inform the Evaluation Team of their responsibilities and the scoring process. The Evaluation Committee Meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.

3.6 EVALUATION COMMITTEE SCORING MEETING: The college will conduct an evaluation committee meeting on October 15, 2026. Proposers are welcome to attend but will not have the opportunity to speak. If the committee deems it necessary, this meeting may result in a short list of vendors, who will be asked for individual presentations/interviews. These presentations will be scheduled for various times on October 22, 2026.

3.7 EVALUATION COMMITTEE FINAL RESULTS: The college will conduct a final evaluation committee meeting on October 22, 2026, to select the intended vendor for award. The meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.

3.8 COLLEGE OPTION: The College reserves the right to recommend an award based on the initial evaluation committee meeting/scoring, and not conduct interviews/final evaluations.

3.9 PROPOSAL FORMAT: All of the components outlined below must be included with each copy of the Proposal and submitted as follows: one (1) original hard copy and one (1) digital copy on a USB, submitted in a sealed envelope or container labeled with Company name and RFP Number and name.

Additionally, all headings, sections and sub-sections shall be identified appropriately. In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified herein. The information in this section shall include, but is not limited to the following:

Section 1: Proposal Cover Sheet (Complete and Submit) and Cover Letter
Respondents shall complete and submit a cover sheet with their proposal, as provided in "Part 6: Attachments," and a cover letter. The cover letter should provide the following:

- Respondent's name, contact person, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the services required.
- Profile - Provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations
- Any other pertinent information relevant to the company for the project being solicited

Section 2: Pricing Proposal
Price proposals in the College-approved format will be included in this RFP under "Part 5: Appendices." Completed price proposals shall be inserted in Proposer's package after the

cover letter. If there are any deviations from the "Price Proposal" form/format, Contractor must include it here attached to the form.

Section 3 Qualifications/Experience of the Company
In this section, Respondents shall provide evidence that the firm is qualified and staffed to perform any or all of the scope of services associated with this RFP. This can include organization charts, key personnel and other credentials. This may also include a brief summary of the firm's experience, capabilities and offerings that may not fall under any of the above sections that may be relevant to the project.

Section 4 Project Approach and Quality Control
Provide a brief summary of the firm's approach to the project. The summary should include projected lead times, tentative project completion dates and other pertinent information regarding the project. Also (if applicable) provide the methods Respondent will use to establish, monitor and ensure quality control for performing the required services, as well as management of scheduling staff and services to maintain a level of performance that meets the needs of the College.

Section 5 Required Forms
Include all required forms in the hard copy and digital copy. A forms checklist is provided to ensure no forms are missed.

Failure to submit the proposal in the required format may result in the proposal being deemed "Non-Responsive."

3.10 AWARD: It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked Respondent a satisfactory contract, as deemed in the College's best interest. If a satisfactory contract cannot be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked Respondent until a satisfactory contract can be negotiated and entered into.

If awarded, the successful proposer will enter into a contract with the College based on the RFP specifications for a period of three (3) years. SJR State has the option and reserves the right to extend/renew the contract for another two (2) additional one-year terms. Anticipated contract start date will be December 3, 2026.

3.11 EVALUATION: Evaluation of RFP proposals shall be as follows:

0-35 points	Pricing Proposal
0-20 points	Qualifications of the Company
0-45 points	Project Approach

The College will organize an evaluation committee who will review responsive proposals using the evaluation sheet provided in "Part 5: Appendices." The committee will meet in a public evaluation meeting and assign evaluation points for each criterion as defined herein. The committee will then total up each Respondent's points to determine which respondents would be considered a finalist. Purchasing will conduct reference checks of all finalists and may optionally schedule an interview and/or demonstration and/or site visits with all finalists , as deemed in the College's best interest.

Pricing Evaluation: Respondents shall provide the annual cost proposal which shall be based on the cost per square feet monthly amount multiplied by twelve (12) months on the **Price Proposal** form (Appendix E). The "Total Amount" on the **Price Proposal** form shall determine the price criteria point allocation of each respondent, as determined by Purchasing using the method below.

The lowest total annual cost proposal will receive the maximum weighted score for the price criteria. The other proposals will receive a percentage of the weighted score based on the percentage differential between the lowest total annual cost and the other proposals in accordance with the following formula:

$$\frac{\textbf{L}\text{ (lowest price)}}{\textbf{V}\text{ (proposer price)}} \times \textbf{M}\text{ (maximum points allowed)} = \textbf{P}\text{ (points awarded)}$$

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PART 4: SCOPE OF SERVICES/SPECIFICATIONS

4.1 **PROJECT DESCRIPTION:** The College is issuing this Request for Proposal (RFP) to identify a qualified vendor who can provide a full-service turnkey solution for custodial services at the St Augustine campus, Orange Park campus, Thrasher Horne Center, Palatka campus and Workforce Training Center locations.

The awarded Contractor shall furnish all labor, supervision, management, training, equipment, machinery, tools, transportation, and all incidental services necessary to provide complete custodial services at the College facilities listed in "Appendix D" of this RFP.

4.2 **SPECIFICATIONS:**

Service Request and Work Order System:

WORK ORDER MANAGEMENT SYSTEM: The Contractor shall coordinate processes with the College Facilities and Information Technology team to incorporate workflow between the College work order management system with their own systems.

All service request data, work order history, reports, photographs, and related information generated under this Contract shall remain the property of St. Johns River State College.
Upon expiration or termination of the Contract, the Contractor shall, at no additional cost, provide the College with a complete export of all data in a mutually acceptable electronic format (if applicable) and shall certify that all College data has been removed from the Contractor's systems.

WORK ORDER PRIORITY LEVELS/ SERVICE STANDARDS: The Contractor shall respond to and complete custodial service requests within the minimum service standards established below. All response and completion times shall be measured from the date and time the service request is received by the Contractor.

The College reserves the right to establish or modify the priority assigned to any request based on health, safety, operational, academic, or customer-service needs. The Contractor shall not reduce or downgrade the priority of a request without prior approval from the College's designated Facilities representative or designee.

For purposes of this section:

- **Acknowledgment** means confirmation by Contractor personnel that the request has been reviewed, assigned, and accepted for action. An automatically generated system receipt alone shall not constitute acknowledgment by Contractor personnel.
- **Initial Response** means that qualified Contractor personnel have begun evaluating or addressing the request and have provided an estimated completion time.
- **Completion** means that the requested service has been performed, the affected area has been restored to the applicable cleanliness standard, and all required completion notes have been entered into the work order system.

- **Staffed Service Hours** means the regularly scheduled hours during which Contractor custodial or supervisory personnel are assigned to the applicable campus or facility.

EMERGENCY PRIORITY CLASSIFICATION:

- Conditions presenting an immediate health, safety, security, or operational concern, including bodily-fluid incidents, sewage backups, overflowing fixtures, active water intrusion affecting occupied areas, major spills, broken glass in occupied areas, or another immediate slip, trip, contamination, or exposure hazard.
- Contractor personnel shall give acknowledgement (as defined in this section) within ten (10) minutes
- Initial Response from Contractor shall be within fifteen (15) minutes during staffed service hours
- Completion standard is to contain or stabilize the immediate hazard within thirty (30) minutes. Custodial cleanup shall be completed within one (1) hour after the source of the condition has been controlled. Conditions outside the Contractor's custodial scope shall be immediately reported and referred to the College's designated Facilities representative.

HIGH PRIORITY CLASSIFICATION:

- Conditions requiring prompt attention but not presenting an immediate emergency, including restroom supply outages, significant spills without an immediate hazard, severe odors, unsanitary conditions, major missed cleaning, or deficiencies affecting high-visibility or heavily occupied areas.
- Contractor personnel shall give acknowledgement (as defined in this section) within thirty (30) minutes
- Initial Response from Contractor shall be within one (1) hour during staffed service hours
- Completion standard is within four (4) hours during staffed service hours. If fewer than four (4) hours remain in the current staffed service period, the Contractor shall take reasonable interim action and complete the request no later than the beginning of the next applicable staffed service period, unless the College approves a different deadline.

MEDIUM PRIORITY CLASSIFICATION:

- Routine custodial requests, including spot cleaning, minor supply replenishment, isolated cleaning deficiencies, routine complaints, or other noncritical service needs.
- Contractor personnel shall give acknowledgement (as defined in this section) within two (2) hours
- Initial Response from Contractor shall be no later than the next scheduled service period
- Completion standard is within one (1) business day unless the College approves a different completion date.

LOW PRIORITY CLASSIFICATION:

- Planned or non-urgent services, including project cleaning, special cleaning, event preparation, furniture cleaning, storage-room assistance, or other work requiring advance coordination
- Contractor personnel shall give acknowledgement (as defined in this section) within one (1) business day
- Initial Response from Contractor shall be coordinated with the Facilities Representative or designee
- Completion standard is by the date and time approved by the College

AFTER-HOURS REQUESTS: **Emergency** requests received outside staffed service hours shall be automatically escalated to the Contractor's designated on-call supervisor. The Contractor shall acknowledge the request within fifteen (15) minutes, contact the College's designated Facilities representative within thirty (30) minutes, and provide personnel as directed by the College.

High, Medium and Low priority requests received outside staffed service hours shall be acknowledged and addressed during the next applicable staffed service period unless the College directs otherwise.

The Contractor shall maintain and provide the College with current after-hours contact information for the Contractor's Contract Manager, campus supervisors, and other Contractor personnel authorized to respond to emergency conditions.

WORK ORDER DOCUMENTATION AND CLOSURE: The Contractor shall document the following information before closing a request:

- Date and time acknowledged;
- Date and time assigned;
- Assigned employee or supervisor;
- Date and time the initial response began;
- Description of the condition found;
- Corrective action performed;
- Materials or supplies used, when applicable;
- Date and time the work was completed;
- Photographs, when requested by the College or appropriate to document the correction;
- Any recommended follow-up action; and
- Name of the employee or supervisor verifying completion.

A work order shall not be closed merely because the Contractor inspected the location or referred the matter to another person. The request shall remain open until the custodial portion of the work has been completed or the College authorizes closure.

If the request cannot be completed within the required timeframe, the Contractor shall document the reason for the delay, notify the College's Facilities representative (or designee) before the completion deadline, provide an interim corrective action when appropriate, and establish a revised completion time approved by the College.

ESCALATION AND REOPENED REQUESTS: The work order system shall automatically escalate overdue requests to the Contractor's campus supervisor and Contract Manager. Emergency and High priority requests that remain overdue shall also be reported immediately to the College's designated Facilities representative.

A request reopened by the requestor or the College because the original condition was not satisfactorily corrected shall be treated as a continuation of the original request and shall not be reported as a new work order for performance-measurement purposes.

Repeated reopening of requests, failure to meet response or completion standards, inaccurate closure information, or closure of incomplete work may constitute a performance deficiency and may result in corrective action or other remedies as deemed by the College.

PERFORMANCE REPORTING: The Contractor's monthly performance report shall identify by campus and classification level:

- Total work orders received;
- Average acknowledgment time;
- Average initial response time;
- Average completion time;
- Percentage completed within the applicable standard;
- Number of overdue requests;
- Number of requests reopened;
- Recurring request categories or locations;
- Reasons for missed service levels; and
- Corrective actions taken or proposed.

The Contractor shall maintain a minimum monthly on-time completion rate of ninety-five percent (95%) for High, Medium and Low priority requests. Emergency requests shall be evaluated individually, and repeated failure to meet the required emergency-response standards may constitute a material performance deficiency.

The College may authorize reasonable exceptions when completion is delayed by restricted access, conditions outside the Contractor's scope, or written direction from the College. Any exception must be documented and approved by the College's designated Facilities representative.

Special Events and Additional Custodial Services:
Special events may include, but are not limited to, commencement ceremonies, athletic events, student activities, performances, concerts, community events, conferences, meetings, open houses, orientations, registration events, and other College-sponsored functions.

The Contractor shall provide custodial support services for special events on an as-requested basis. Special event services are not included in the Contractor's Base Bid Price and shall be performed only when specifically authorized by the College's Facilities representative or designee.

Special-event services shall be billed at the special-event rates submitted by the Contractor on the Price Proposal (Appendix E). The College does not guarantee any minimum number of special events or any minimum dollar amount of work in regards to special event services.

Special event services shall be provided solely at the request and discretion of the College based upon operational needs and available funding.

Billing for special event services shall be based solely on the actual hours worked at the rates submitted by the Contractor on the Price Proposal Form (Appendix E). No other compensation for additional items such as administrative fees, mobilization charges, travel costs, equipment charges, or other miscellaneous fees shall be permitted. Any deviation from these rates must be approved by the College, in writing.

The Contractor shall not classify routine custodial services, scheduled cleaning, normal event-related building use, or services otherwise included in the Contract Price as separately billable special-event services. Additional compensation shall apply only when the College provides prior written authorization for services that are outside the regular scope, staffing schedule, or cleaning requirements of the Contract.

Following each special event, the Contractor shall restore all assigned areas to the cleanliness standards established in Appendix B.

Contractor Personnel, Training, Safety and Assignment:
PERSONNEL: Included in the Project Approach should be the Contractor’s staffing and management plan. The staffing and management plan should include the proposed staffing schedule, labor hours, supervisory coverage, and organizational structure. The staffing and management plan, as accepted by the College, shall become the Contractor’s minimum staffing commitment under the contract. The Contractor shall not materially reduce, eliminate, reassign or transfer committed staffing positions or labor hours between campuses without the prior written approval of the College’s Facilities Representative (FP) or the designee.

The College reserves the right to require reasonable adjustments to employee work schedules, shift times, campus assignments, or supervisory coverage when necessary to meet operational needs, provided such adjustments do not materially increase the Contractor's overall scope of work. Any adjustment affecting the Contract Price must be authorized in writing by the College before implementation.

The Contractor shall remain solely responsible for determining and providing staffing levels sufficient to meet all Contract requirements. Acceptance of the Contractor's staffing plan shall not relieve the Contractor of responsibility for inadequate staffing, incomplete work, missed cleaning frequencies, excessive work-order response times, or failure to meet performance standards.

TRAINING: The Contractor shall maintain documented training programs covering restroom sanitation, hard floor care, carpet care, College-furnished cleaning chemical systems, equipment operation, infection prevention, customer service, quality assurance inspections, and security awareness.

SAFETY: The Contractor shall maintain a comprehensive written safety program addressing OSHA compliance, hazard communication, bloodborne pathogens, personal protective equipment, accident reporting, emergency response, and employee safety training.

ASSIGNMENT: Prior to being assigned to perform work at the College, the Contractor shall certify that each employee and subcontractor personnel assigned to College facilities has completed a criminal history screening and has been reviewed by the Contractor and determined to be suitable for the duties, access, and responsibilities associated with the assignment. All required screenings shall be conducted at the Contractor's sole expense and in accordance with applicable federal, state, and local laws.

The Contractor shall be responsible for compliance with all legal requirements applicable to its background screening process and any employment decisions resulting from that process.

The College reserves the right to exclude from the work force such employees or subcontractor personnel that the College deems incompetent, careless, insubordinate, unsuitable, or otherwise objectionable, or whose continued employment is deemed by the College to be contrary to the public interests or inconsistent with the best interest of the College. Upon request, the Contractor shall also provide to the College Human Resources department any and all documentation necessary for review of employee suitability in regards to safety, security, property, or student-welfare if the College deems such review necessary.

The Contractor shall replace any employee when requested to do so by the College. The College is not required to give its reason for requesting replacement. Additionally, the Contractor shall notify the Facilities Representative or designee any changes in the current work force within a twelve (12) hour time period.

Performance Standards, Inspection, Quality Control and Reporting:
PERFORMANCE STANDARDS: The Contractor shall perform all services in accordance with the task frequencies established in Appendix A, the cleaning performance standards established in Appendix B, the cleaning performance standards outlined in Appendix C, and the inspection and reporting requirements of this section. The College will conduct routine inspections and document deficiencies. Repeated deficiencies, failure to correct deficiencies within the required time, failure to adequately staff the Contract, or failure to maintain acceptable customer service levels may constitute default. The Contractor shall cooperate fully with the College's inspection and quality assurance program.

INSPECTION: The College shall retain the right to conduct independent inspections, validate Contractor inspection results, require reinspection, identify deficiencies, and use inspection findings in performance reviews, corrective-action processes, and contractual remedies.

QUALITY CONTROL PLAN: The Contractor shall establish and maintain a comprehensive Quality Control Plan to ensure consistent service delivery and compliance with College standards.

The plan shall include, at a minimum:

- Daily inspections conducted by supervisory staff.
- Weekly written quality control reports submitted to the College.
- Written documentation of identified deficiencies and corresponding corrective actions.
- Use of College-approved Quality Control Logs and record-keeping tools.
- Ongoing management and tracking of equipment and chemical inventories.
- Maintenance of training and certification records for all assigned personnel.

The plan must be submitted within fifteen (15) days of contract award and updated as necessary and whenever requested by the College. Daily cleaning activities, incidents, deficiencies, and completed work orders shall be documented electronically or using College-approved forms, and supervisors must provide weekly performance summaries to the College.

Inspection records shall identify campus, building, room/area, date, inspector, required service standard, score, deficiency, corrective action, responsible person, due date, completion date, and verification of satisfactory correction.

REPORTING: The Contractor shall provide monthly performance reports and participate in quarterly performance reviews. Quarterly reviews shall focus on performance trends, unresolved issues, root causes, corrective-action effectiveness, staffing stability, cost control, upcoming campus needs, and mutually agreed improvement initiatives.

Reports shall be available by campus, by month, and on a consolidated College-wide basis.

Required Reporting shall include, at a minimum:

- Staffing and vacancies
- Scheduled versus actual labor hours by campus, including vacancies, absences, unfilled shifts, use of relief personnel, overtime hours, and corrective actions taken to address staffing shortages
- Attendance
- Inspections
- Work-order metrics as required by Section 4.2
- Service-level attainment
- Complaints
- Recurring deficiencies
- Corrective actions
- Safety incidents
- Training
- College-furnished product usage
- Inventory concerns
- Supply issues
- Performance trends
- Continuous improvement initiatives

4.2.1 **COLLEGE RESPONSIBILITIES:** The College has established a standardized custodial chemical program for the Palatka, Orange Park, and St. Augustine campuses, the Workforce Training Center, and the Thrasher-Horne Center using the Ecolab LDS 2.0 dispensing system.

The Contractor shall use the College-furnished products listed below for all applicable routine cleaning activities and shall not substitute products, manually dilute concentrates outside the approved dispensing system, mix incompatible chemicals, or use alternative products without prior written authorization from the College's designated Facilities representative.

- Ecolab Product No. 6102258 – QC 42 Rapid Multi-Surface Disinfectant Cleaner: routine cleaning and disinfecting of applicable surfaces and cleaning of glass and windows in accordance with the manufacturer's written instructions and College procedures.
- Ecolab Product No. 6101039 – QC 73 Disinfecting Acid Bathroom Cleaner: applicable restroom and bathroom cleaning and disinfecting activities.
- Ecolab Product No. 6101023 – QC 77 Bio-Enzymatic Odor Eliminator: applicable odor-control and bio-enzymatic cleaning applications.
- Ecolab Product No. 6100433 – QC 35 MAXX Dual Action Floor Cleaner: routine cleaning of applicable finished and non-finished flooring surfaces.
- Ecolab Product No. 6101945 – QC 36 No/Low Maintenance Floor Cleaner and Protector: for luxury vinyl tile (LVT), laminate, rubber, sheet vinyl, linoleum and other no/low maintenance surfaces.

In addition to the five standardized Ecolab products identified above, the College shall also furnish:

- College-designated paper towels (Georgia Pacific Paper Towels – 89480/89460)
- College-designated toilet tissue (Georgia Pacific Toilet Tissue – 19372)
- College-designated hand soap (Purell Healthy Soap – 5213-02)
- College-designated hand sanitizer (Purell Hand Sanitizer Foam -8353).

The Contractor shall not include product purchase cost, markup, administrative fee, procurement fee, delivery charge, or other acquisition costs associated with these College-furnished products in its Contract Price.

The Contractor shall include in its Contract Price all labor, supervision, handling, internal distribution, stocking, dispenser replenishment, inventory monitoring, usage reporting, and management of College-furnished products.

Included in the Project Approach should be the Contractor's best guess estimate of the annual usage of College-furnished items by location. Specific information requested for these estimates is provided in the example table below. These are estimates for planning purposes only. Estimates do not guarantee consumption or affect contract award. The Contractor should base usage estimates on its proposed staffing, cleaning methods, service frequencies, and building inventory.

Estimates may be updated during the course of the contract based on actual consumption. Usage control recommendations may be requested by the College if unusual or excessive consumption is occurring.

Example:

College-Furnished Product	Unit of Measure	Palatka Campus	Workforce Training Center	Orange Park Campus	Thrasher-Horne Center	St Augustine Campus	Total Annual Estimates	Case-Pack/ Assumptions
Cleaner #6102258-QC 42								
Paper Towels #89480/ 89460								
Hand Soap #5213-02								
Hand Sanitizer Foam #8353								

4.2.2 **CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for providing a quality turnkey custodial program as well as proper use, custody, accountability, and stewardship of all College-furnished products.

At a minimum, the Contractor shall:

- Use College-furnished products solely for authorized services at College facilities.
- Maintain reasonable inventory controls and product accountability by campus and storage location.
- Prevent unauthorized removal, misuse, excessive consumption, and waste.
- Store products in designated locations and comply with product labels, Safety Data Sheets, manufacturer requirements, College procedures, and applicable laws and safety standards.
- Monitor inventory and provide sufficient advance notice when products approach College-established reorder points.
- Promptly report damaged, missing, defective, or improperly functioning dispensing equipment.
- Provide product usage and inventory reports when requested and investigate unusual or excessive consumption.
- Participate in periodic College inventory audits and account for unused inventory at contract expiration or termination.

The Contractor will be financially responsible for College-furnished products lost, damaged, wasted, or misused because of Contractor negligence, willful misconduct, unauthorized use, or failure to follow established procedures.

Except for the five standardized Ecolab products listed above (College-furnished), the Contractor shall furnish all other cleaning chemicals necessary to perform the work. All Contractor-furnished chemicals shall comply with the applicable chemical specifications.

Concentrated chemicals shall remain in their original labeled containers. Ready-to-use solutions dispensed through an approved dispensing system may be placed in properly labeled secondary containers that comply with OSHA hazard-communication requirements.

No ammonia, bleach, or powdered cleanser shall be used in the performance of this work.
Except for the chemicals and consumable products specifically identified as College-furnished, the Contractor shall furnish, at its own expense, all equipment, machinery, tools, custodial carts, trash liners, cleaning implements, microfiber products, floor pads, brushes, personal protective equipment, safety signage, replacement parts, batteries, and other supplies necessary to perform the Contract. All associated costs shall be included in the Contract Price.

Please refer to Appendix A, Appendix B and Appendix C for a schedule of services and performance standards expected of the Contractor. The Contractor shall not perform additional services or materially modify the approved scope of work without prior written authorization from the College's designated Facilities representative. Verbal requests, informal communications, or directions from individual College employees shall not constitute authorization for a change in scope or entitlement to additional compensation.

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PART 5: APPENDICES

APPENDIX A: CUSTODIAL SERVICE TASK SCHEDULE

Services are to be performed daily or as specified in the service contract. The specific custodial schedule will be determined by the College and the Contractor's representative at the beginning of the Contract term. Services to be performed will include, at a minimum, all the following cleaning frequencies and tasks.

A.1 Daily Service Tasks

- Empty all trash containers; wash containers as needed and replace plastic liners.
- Clean accessible and unobstructed surfaces of desks, tables, file cabinets, windowsills, counters, and similar furnishings without moving or disturbing papers, personal property, electronic equipment, or other items. Staff offices shall receive routine trash removal, floor care, and cleaning of accessible surfaces according to the College-approved schedule. Additional cleaning of occupied desk surfaces, shelving, cabinets, or personal work areas shall be performed upon request.
- Clean and disinfect all toilets, basins, sinks, and tiled surfaces.
- Vacuum carpeted areas. Sweep entrance areas, benches, stairwells, and hard floors. Damp mop tile floors. Clean and disinfect restroom tile floors.
- Refill soap dispensers and replace paper towels and toilet paper as needed.
- Clean marker boards using whiteboard cleaner.
- Collect and dispose of loose debris around all buildings
- Clean and maintain the Campus Student Centers each evening prior to closing, including floor care, cleaning of counters and tables, and trash removal.
- Perform assigned deep-cleaning tasks during the evening shift.

A.2 Weekly Service Tasks

- Dust lighting fixtures 9 feet and below.
- Clean and disinfect telephones.
- Spot clean painted walls to remove marks and stains.
- Vacuum upholstered furniture.

A.3 Monthly Service Tasks at the Direction of the College

- Maintain eligible flooring through scrubbing, recoating, burnishing, refinishing, or other appropriate methods only as directed by the College’s designated Facilities representative and in accordance with the flooring manufacturer’s requirements. Wax or floor finish shall not be applied to no/low-maintenance flooring unless specifically authorized in writing by the College.
- Clean interior windows, door glass, and other interior glass surfaces below nine (9) feet.
- Remove cobwebs and accumulated dust from accessible ceiling surfaces, vents, grilles, and overhead ledges nine (9) feet and below. Work above nine (9) feet shall be performed only

when specifically authorized by the College and when appropriate access equipment and trained personnel are provided.

- Remove carpet stains between major cleanings.

A.4 Semi-Annual Service Tasks

- All classroom furniture is to be washed during one of the longer between-semester breaks.

A.5 Other Scheduled Tasks

- Move custodial supplies, including College-furnished paper products, hand soap, hand sanitizer, and cleaning chemicals, from the campus receiving room or designated receiving area to custodial storage rooms and custodial closets when requested by the College's designated Facilities representative. Supplies shall be moved using a College-approved cart, dolly, pallet jack, or other appropriate material-handling equipment. The Contractor is not required to move other deliveries, freight, furniture, equipment, or departmental materials.
- The Contractor shall not move hazardous materials, regulated chemicals, compressed-gas cylinders, firearms, ammunition, confidential records, cash, artwork, laboratory specimens, medical materials, information-technology equipment, specialized instructional equipment, or other sensitive, unusually valuable, or restricted items unless the work is separately authorized in writing by the College and the Contractor has appropriately trained personnel and equipment.
- Contractor personnel shall not lift or move items that exceed safe manual-handling limits or that require specialized rigging, powered lifting equipment, licensed operators, or professional movers. Items requiring more than routine material handling shall be reported to the College's designated Facilities representative for further direction. All deliveries shall be moved in accordance with applicable safety requirements and without damage to College property.
- Clean the Campus Bookstore periodically upon request by Bookstore staff. Services shall include floor cleaning, countertop cleaning, and other specifically authorized routine custodial services.
- Clean and organize designated storage rooms only when specifically authorized by the College's designated Facilities representative. Authorized services may include removing trash and loose debris, sweeping or vacuuming floors, damp mopping eligible flooring, wiping accessible shelving, and repositioning routine materials to permit cleaning and orderly storage.
- Contractor personnel shall not discard, open, inventory, relocate, or reorganize records, files, chemicals, laboratory materials, information-technology equipment, maintenance parts, specialized equipment, personal property, or other contents unless specifically directed by the College's designated Facilities representative. Items shall not be removed from the storage room or transferred to another campus, building, or department without prior written authorization.

The Contractor shall immediately report damaged containers, leaking products, blocked exits, unsafe stacking, pest activity, suspected hazardous materials, or other unsafe conditions. Contractor personnel shall not handle spills, unknown substances, or hazardous materials unless such work is within the Contract scope and the employees are properly trained, equipped, and authorized.

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APPENDIX B: CLEANING PERFORMANCE STANDARDS

The Contractor's performance will be monitored by periodic inspections of work to ensure standards of cleanliness and preservation are attained. The following are specific requirements for the performance of detailed cleaning functions at SJR State. Requirements presented are to be considered minimum acceptable standards.

B.1 General Chemical, Equipment, and Safety Requirements

All cleaning chemicals, equipment, and procedures shall be used in accordance with the product label, Safety Data Sheet, manufacturer's written instructions, College-approved procedures, and all applicable federal, state, and local safety and environmental requirements. The product substitution, dispensing, dilution, and mixing requirements established in Sections 4.1 and 4.3 apply to all work described in this Appendix. Unlabeled containers shall not be used, and no product or procedure that may damage College property shall be used. Proper personal protective equipment and warning signage shall be used as required.

B.2 Routine Work Above Floor Care

B.2.1 Empty Trash

All trash in normal trash receptacles is to be removed daily and put into the appropriate container outside of the building. Other items specifically marked "trash" will be removed. Liners which are to be replaced must be secured tightly so that no trash spills from the liner during disposal. Liners secured and ready for removal must not be put on carpeting. Where liners are not replaced, contents of the trash receptacle are to be put into a cart container lined with a liner. No litter shall remain on the floor. No trash receptacles or liners containing trash are to be placed on any furniture or worktables. Spot clean the outside surface of the receptacle if the liner is not being replaced; clean both inside and outside if the liner is replaced.

B.2.2 Replace Liners

Liners are to be replaced only as needed — defined as replacing liners which show any visible attached litter, rips, or stains. Liners are to be fitted smoothly over the top, secured, and opened up on the inside ready for use.

B.2.3 Dust Furniture and Horizontal Building Surfaces

All furniture and horizontal building surfaces free of work material are to be dusted with a lightly treated dust cloth, including horizontal ledges, window sills, handrails, desks, chairs, file cabinets, and other horizontal areas 9'0" or below (ladder usage required). Items on desktops are not to be disturbed. Surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, and litter. Use a telescoping-handle duster for high dusting.

B.2.4 Dust Vertical Furniture and Building Surfaces

Using a lightly treated dust cloth, remove all dust, lint, and dry soil from vertical surfaces of desks, chairs, file cabinets, and other office furniture and equipment, and from vertical walls, windows,

blinds, and handrails up to 9'0" (ladder usage required). Surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, and litter.

B.2.5 Spot Clean Walls, Partitions, Furniture, Doors, Etc.

Use a sponge, clean cloth, and spray bottle of disinfectant cleaner (Germicidal) to remove smudges, fingerprints, marks, and streaks from washable surfaces of walls, partitions, doors, furniture, fixtures, and glass. Germicidal detergent shall be used in drinking fountains; glass cleaner in mirrors and glass surfaces; all-purpose cleaner-degreaser on hard-to-remove spots. Carpeted walls and ceilings, where present, shall be vacuumed using a filtered tank vacuum.

B.2.6 Clean Marker Boards

All marker boards shall be cleaned unless marked “Do Not Erase,” using whiteboard cleaner for removing marker ink.

B.2.7 Clean and Disinfect Drinking Fountains

Drinking fountains must be cleaned with disinfectant cleaner daily and wiped dry with a dry cloth. A small brush may be necessary to remove built-up lime scale and hard water deposits. When completed, the entire fountain, including all sides, shall be free of smears, spots, and soil.

B.3 Routine Floor Care

B.3.1 Dust Mop or Sweep Non-Carpeted Floors

Prior to dust mopping, use a mop and an approved cleaner to remove spills and obvious soil. Use a non-damaging scraper to remove gum, tar, and other sticky substances. On resilient tile, slate, smooth sealed concrete, or other smooth finishes, use a treated dust mop and dustpan; on rough, unsealed concrete (outside entries and dock areas), use a push broom. The entire area shall be thoroughly cleaned to remove dust, dry soil, and litter. Spread oil-dry compound on oily spots and spills, then sweep. Move chairs and trash receptacles as necessary to clean underneath. After dust mopping or sweeping, floor surfaces, including corners and abutments, shall be free of streaks, litter, and spots.

B.3.2 Spot Mop Non-Carpeted Floors

Use a wet mop, mop bucket and wringer, and floor cleaner, germicidal disinfectant, or cleaner-degreaser, approved by the College to remove all obvious soil and non-permanent stains from the affected area. Use a clean mop head and change solution periodically. Mops used for cleaner-degreaser solution shall not be used for any other solution. Remove entire spots including surrounding areas. Move chairs and trash receptacles as necessary. After spot mopping, the floor shall have a uniform appearance with no streaks, swirl marks, or detergent residue, and no splash marks on furniture, walls, or baseboards. All visible litter shall be picked up and disposed of, and cardboard boxes and other obvious trash removed to the trash area.

B.3.3 Damp Mop

Prior to damp mopping, the floor shall be dust mopped. Use a wet mop, mop bucket and wringer, and floor cleaner or cleaner-degreaser, approved by the College, to remove all soil and non-permanent stains from the entire area, changing solution frequently so it remains clear. Move furniture as necessary. Wring the mop well before mopping so no water stands on the floor during the process. After wet mopping, floors shall have a uniform appearance with no streaks, swirl marks, or detergent residue, and no splash marks or mop strands remaining.

B.3.4 Burnishing Finished Surfaces

Applies only to finished resilient tile, sealed concrete, terrazzo, VCT, or other floor surfaces approved by the College for burnishing. Prepare the surface by removing spills, dust, soil, gum, adhesives, and other foreign material. Remove dried residue using a non-damaging scraper and a College-approved gum or residue remover compatible with the flooring material. Dust mop the entire surface before burnishing. When completed, the floor shall have a clean, uniform appearance with no visible swirl marks, residue, or equipment damage. Burnishing shall be performed only at the frequency and on the flooring surfaces authorized by the College.

B.3.5 Wet Mop-Scrub Floors

Prior to wet cleaning, dust mop the entire floor surface (except small restrooms where dust mopping is not required). Use a wet mop, mop bucket and wringer, scrub brush, floor squeegee, and floor cleaner or germicidal disinfectant (cleaner-degreaser when necessary), approved by the College, to remove all soil and non-permanent stains. In areas with approved floor drains, collect the cleaning solution, rinse the floor with clear water, and squeegee the floor dry; in areas without a drain, pick up the solution with a wet mop and bucket, then rinse with clear water. Move furniture as necessary. After cleaning, the floor shall have a uniform appearance with no streaks, swirl marks, or detergent residue, and no splash marks or mop strands remaining.

B.3.6 Entrance Mats

Carpet-style entrance mats shall be vacuumed with an upright vacuum to remove soil. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed down outside to remove soil and grit. All entrance mats shall be lifted to remove soil and moisture underneath and returned to their normal location.

B.3.7 Vacuum Carpeted Areas

Use a carpet vacuum on all accessible carpeted surfaces, working with slow forward and back motion and overlapping passes for thorough pickup. Tilt or move chairs, chair mats, and trash receptacles as necessary, and reach underneath desks and worktables as far as possible without moving them. Corners, edges, and areas behind doors shall be vacuumed using a crevice tool or brush attachment as needed. Hand-pick surface litter such as paper clips, bits of paper, and staples and place it in a trash receptacle. After vacuuming, carpeting shall be free of all visible litter, soil, and embedded grit, and mats and chairs shall be returned to their proper location.

B.3.8 Spot Carpet

Use a damp cloth or sponge and regular carpet shampoo materials. Do not heavily wet the spot itself and rub it into the clean area; instead, use a cloth or sponge that is only moderately wet and rub with a brushing action from the edge of the spot toward the center, so the spot is reduced rather than spread. A small/medium extractor may be used for stains that cannot be removed by other methods.

B.4 Restroom Care (Unique to Wet Areas)

B.4.1 Refill Paper Towel, Toilet Tissue, and Hand Soap Dispensers

All dispensers shall be filled to the proper level, with paper supplies and hand soap correctly installed as directed by the College's designated Facilities representative. Wipe the hand soap dispenser and adjacent surfaces to remove spillage. Spot clean dispensers as spots occur. No extra rolls of paper towels or toilet tissue shall be left in the restrooms. After refilling, the dispenser shall be ready to use and checked so paper rolls easily. Report any defective dispenser to the College's designated Facilities representative.

B.4.2 Clean and Disinfect Wash Basins, Toilets, Urinals, and Showers

Use a sprayer to apply germicidal detergent solutions to all wash basins, toilets, and urinals. Clean the tops, sides, insides, and wall areas between and around all fixtures with a sponge, including undersides. Clean the inside of toilets and urinals with a bowl mop, including the underside of the flushing rim. Both sides of toilet seats and all exterior surfaces must be thoroughly cleaned with a sponge; use two different color sponges so the toilet/urinal sponge is easily distinguished from other sponges. Wipe seats and metal fixture surfaces dry to prevent spotting and remove residue around chrome/metal hardware. After cleaning, fixtures must be free of all removable spots and smears. Clean and disinfect shower floors, walls, fixtures, drains, doors, curtains, and other applicable surfaces using College-approved products and procedures. Remove soap residue, body oils, mineral deposits, hair, and other soil. After cleaning, shower surfaces shall be free of visible soil, residue, standing water, objectionable odors, and cleaning-product buildup.

B.4.3 De-Scale Toilets and Urinals

Use only a College-approved acid-type restroom cleaner or descaling product to remove scale, mineral deposits, rust stains, and other buildup from toilets and urinals. The product shall be applied and used strictly in accordance with its label, Safety Data Sheet, manufacturer's written instructions, and College procedures. Contractor personnel shall use all required personal protective equipment and shall take precautions to prevent splashing, overspray, or damage to adjacent flooring, partitions, fixtures, grout, and metal surfaces. Products shall not be mixed with bleach, ammonia, disinfectants, or any other chemical. After treatment, fixtures shall be rinsed or wiped as required by the manufacturer and left free of removable deposits and chemical residue.

B.4.4 Floor Drain Cleaning and Chemical Disposal

Floor drains shall be cleaned and maintained using College-approved products and procedures. Cleaning chemicals, disinfectants, or unused solutions shall not be poured into a floor drain unless

expressly permitted by the product label, authorized by the College, and allowed under applicable environmental and wastewater requirements. Unused cleaning solutions shall be handled and disposed of in accordance with the product label, Safety Data Sheet, College procedures, and applicable law.

B.4.5 Spot-Clean Walls, Partitions, Doors, Mirrors, Etc.

Use a soft cloth and glass cleaner to spot clean mirrors or chrome-plated/stainless-steel cabinets. Use cleaner-disinfectant and a damp cloth or sponge to spot clean wall surfaces and wipe down shower walls; check walls behind fixtures daily for spills. Use cleaner-disinfectant to spot clean partition surfaces and stall doors, paying special attention to areas near fixtures that get splashed, and remove all writing from stalls as soon as possible. Use cleaner-disinfectant and a deck brush to scrub persistent wall stains. Clean both sides of the entrance door, paying particular attention to push plates and kick plates. After spot cleaning, the surface shall be clean, uniform, and free of streaks and spots.

B.4.6 Pressure-Spray Cleaning Equipment

Pressure-spray or high-pressure cleaning equipment shall not be used inside College buildings without prior written authorization from the College's designated Facilities representative. When authorized, such equipment may be used only in areas designed for wash-down cleaning and equipped with adequate, functioning floor drains. Before use, the Contractor shall protect electrical fixtures, outlets, dispensers, doors, walls, ceilings, furnishings, and other surfaces that may be damaged by water or cleaning solution.

The Contractor shall control overspray, aerosols, runoff, and splashing; use all required personal protective equipment and warning signage; and prevent water or chemicals from entering occupied areas or contacting electrical components. All cleaned surfaces shall be rinsed, dried, and restored in accordance with manufacturer and College requirements. Pressure-spray equipment shall not be used on porous, painted, damaged, or moisture-sensitive surfaces unless specifically approved by the College.

B.5 Quality Standards by Area Type

The standards in this Section B.5 are inspection and acceptance criteria used to evaluate completed work by area type. They do not establish tasks or frequencies in addition to those required by Appendix A and Sections B.2 through B.4.

B.5.1 Carpets

Cleaning: Carpets will be thoroughly clean and free from dust, dirt, embedded grit, stains, and debris. Bare Floor Cleaning: Floor edges and areas adjacent to carpeting shall be cleaned using tools and methods appropriate for the applicable flooring material, with no dirt left in corners, under furniture, or behind doors. Furniture and Equipment Replaced: all furniture and equipment moved during cleaning will be returned to its original position. Portable and tank-type machines will be

wiped clean, dust bags emptied, and vacuum hose coiled loosely on the machine or hung on racks; equipment in view will always appear neat and orderly.

B.5.2 Public Areas

Public areas will be clean and free of dirt streaks, litter, and spots caused by spilling or tracking, with no dirt or debris in corners, under furniture, or behind doors. Wads of gum, tar, and other foreign material will be removed. All horizontal, dust-holding surfaces will be free of observable dust, with a uniform appearance free of streaks, smudges, and lint. There will be no spots on vertical surfaces up to 9 feet.

Doorknobs, push bars, kick plates, railings, and other applicable surfaces shall be cleaned and, where appropriate for the material, polished to a uniform appearance free of visible dirt, fingerprints, smudges, streaks, residue, and cleaning-product buildup. The Contractor shall not be responsible for correcting permanent wear, corrosion, scratches, discoloration, or other pre-existing damage unless separately authorized by the College.

Drinking fountains shall meet the standard established in B.2.7. Damp mopping: floors shall have a uniform appearance with no streaks, swirl marks, or detergent residue, and no splash marks or mop strands remaining. Equipment and material: all equipment will be clean and properly placed in assigned storage locations, and unused products returned to their assigned storage locations.

B.5.3 Elevators

Normal polishing — vacuum cleaning and dusting: interior surfaces shall be free of loose dirt and dust streaks. Cleaning, polishing, and wall spotting: doors, handrails, controls, and other surfaces shall be clean and polished, and walls free of finger marks, smudges, and foreign material. Elevator floors, corners, tracks, threshold plates, walls, doors, controls, and handrails shall be cleaned using methods and products appropriate for each surface. Floor finish or wax shall be applied only to eligible flooring and only when authorized by the College.

B.5.4 Floors (Non-Carpeted)

The dust mopping, sweeping, mopping, scrubbing, and burnishing procedures required for non-carpeted floors are established in B.3.1 through B.3.5. This subsection states the condition in which those tasks shall be left.

Floor mopping: the Contractor shall use the applicable College-approved cleaning solution at the manufacturer-prescribed dilution, shall prevent spills, and shall use appropriate warning signs to advise occupants of wet or slippery conditions.

Preparation of floor area for burnishing: the surface shall be prepared as required by B.3.4. Walls, baseboards, furniture bases, and other surfaces will be free of watermarks, equipment marks, and splashing from floor cleaning solutions, and the floor shall be clean and dry before burnishing begins.

Burnishing: When completed, the floor shall have a clean, uniform appearance free of visible swirl marks, blemishes, residue, or equipment damage. If a burnishing or restoration product is used, it shall be College-approved and applied in accordance with the manufacturer's written instructions.

B.5.5 Offices, Lounges, Etc.

Trash removal: all wastepaper baskets will be empty, in place, clean, and ready to use. Sweeping or vacuum cleaning: no foreign substances left in corners, under furniture, or behind doors; baseboards, furniture, and equipment will not be disfigured or damaged; furniture and equipment moved will be replaced; no trash or foreign matter under desks, tables, or chairs.

Dusting: all surfaces shall have a uniform appearance free of streaks, smudges, dust, and lint. Woodwork, after proper dusting, will appear bright, with corners and crevices free of dust and no oily spots or smudges from touching.

Under normal room lighting, accessible surfaces within the required cleaning area shall be visibly free of accumulated dust, lint, cobwebs, loose soil, streaks, and smudges. Inspection may include reasonable examination of ledges, windowsills, door frames, louvers, baseboards, columns, partitions, and other accessible horizontal surfaces. Inaccessible areas, occupied work surfaces, and surfaces obstructed by personal property or College equipment shall not be moved or disturbed unless specifically authorized by the College.

Damp-wiping: mirrors, windows, ventilation grilles, door glass, and other reachable glass will be clean and free of dirt, dust, streaks, and spots (this does not include window washing). Carpet cleaning: carpets will be thoroughly clean and free from dust, dirt, embedded grit, and debris, with no trash or foreign matter under desks, tables, or chairs, and moved furniture replaced. Sinks: no stains or spots on sink surfaces; sinks clean and bright; walls near wash basins free from spots or smears; floor free of water or soap solution; all metal hardware clean and bright. Cabinets: countertops wiped down daily; cabinet front surfaces cleaned as necessary or once a month. Drinking fountains shall meet the standard established in B.2.7.

B.5.6 Stairways

Sweeping and dusting: stair landings, steps, and corners/treads free of loose dirt or dust streaks after sweeping; stair railings, fire-extinguisher cabinets, door moldings, ledges, and grilles dust free after dusting, with dust removed rather than pushed around. Cleaning, polishing, and wall spotting: glass surfaces clean and free of smudges, finger marks, and dirt; handrails, doorknobs, and other surfaces clean and polished to an acceptable luster; walls up to standing height free of finger marks and other dirt spots. Mopping and scrubbing: stair landings and steps free of loose and/or caked dirt with an overall clean appearance after mopping and scrubbing; walls, baseboards, and stair risers free of watermarks and equipment/splash marks; all surfaces dry with corners and cracks clean after dry mopping.

B.5.7 Restrooms (Inspection Standard)

Clean toilets: toilet bowls and other porcelain surfaces shall be clean and bright; no soil marks on fixtures or walls; floor, wainscoting, and partitions clean. Clean washbasins: no stains or spots on wash basin surfaces; basins clean and bright; walls near wash basins free from spots and smears; floor free of water or soap solution; all metal hardware clean and bright. Dispensers shall be serviced and left in the condition required by B.4.1.

B.6 Project Cleaning Standards (Minimum Standards)

B.6.1 Machine Scrubbing and Operation

The machine and other equipment will be checked and readied for work in a careful and thorough manner. Cleaning solutions shall be prepared, dispensed, and used as required by B.1.

Mechanized equipment will be operated only by authorized personnel with sufficient instruction as to proper and efficient operation, started and operated safely and reasonably, and cared for to avoid damage to personnel, the building, and equipment.

B.6.2 Floor-Scrubbing and Rinsing

The Contractor shall use appropriate warning signs, barriers, and other precautions to warn building occupants of wet or slippery conditions during floor scrubbing. The scrubbing work will properly clean the floor surface using the correct cleaning solution. All areas — including those inaccessible to the machine and cleaned by deck-scrubbing brushes and/or mops — will be clean and free of dirt, water streaks, mop marks, and strands; properly rinsed; and dry mopped for an overall clean appearance. Walls, baseboards, and other surfaces will be free of watermarks and equipment/splash marks. Equipment and materials used will be clean, well-cared for, and properly placed in assigned storage locations.

B.6.3 Wall Washing

There will be no streaks or spots remaining on walls, or signs of non-overlapping work, and no smudges or spots where cleaning of the lower and upper wall halves overlaps. No water will be spilled on the floor or furnishings. Walls will be uniformly clean throughout; woodwork on doors, windows, and molding will be clean; all ventilation grilles will be clean and free of dust and debris. All furniture, pictures, and other furnishings moved during wall washing will be returned to their original positions.

B.6.4 Glass Cleaning

Preparation of work: the window area will be clear of obstructions before washing. Dusting window frames and sash, and washing the glass: the frame and sash will be free of dust and loose dirt; washed glass will be clean and free of dirt, grime, and streaks, and clear of excess moisture; the sash, sill, and surroundings will be free of drippings and watermarks; items moved during washing will be replaced. Use of safety equipment and methods: safety equipment will be used per prescribed instructions, and safety practices followed throughout the work. Care of equipment and

materials: all equipment used will be cleaned and well cared for, stored in the assigned location, and unused materials properly contained and stored.

B.6.5 Stripping and Refinishing Resilient Tile Floors

Stripping is defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and those exposed by removing non-fixed furnishings, including complete removal of marks, scuffs, and stains (except where there is damage to the floor surface). The stripping chemical(s) used shall meet the applicable specifications for the finish/sealer being stripped and be used per manufacturer directions. Floors shall be scrubbed with a single-disc floor machine equipped with a stripping pad, except where manual scrubbing devices are necessary (along walls, in corners, etc.). Stripping solution and rinse water shall be picked up with a wet/dry vacuum except where impossible or impractical. All floor surfaces to which stripper has been applied shall be thoroughly rinsed with clean water — rinsed at least once after vacuum pickup, or at least twice if a mop is used to pick up the stripping solution.

Refinishing is defined as the proper application of at least two coats of finish to all areas, applied with a clean, fine-strand rayon mop head. Unused floor finish that has been poured into an application container shall not be returned to the original manufacturer's container.

B.6.6 Cleaning Stainless Steel

Cleaning stainless-steel surfaces is defined as applying an approved stainless-steel cleaner and completely removing it, leaving the surface clean, dry, and with a uniform appearance consistent with the original manufacturer's finish, free of smudges and streaks upon completion. Water or a mild neutral detergent solution may be used to remove the film of stainless-steel cleaner. The surface and adjacent surfaces shall be left with no trace of cleaning materials. Abrasive cleaners, pads, or brushes are forbidden; brushes with flexible nylon bristles may be used to remove traces of cleaner from crevices and corners. Clean, lint-free cloths shall be used for application and removal.

B.6.7 Wash Furniture

Using cloths and sponges, a detergent solution, and a bucket, dust furniture to remove loose dry soil. On paint, vinyl, and other washable surfaces, apply clean detergent solution in moderate amounts and scrub stubborn spots; on surfaces that will not tear or scratch, a College-approved, nonabrasive cleaner compatible with the furniture surface may be used for stubborn soil. Wring cloths into a catch bucket. Use a clean cloth and rinse water to rinse the solution from furniture surfaces, then dry with a dry cloth. On completion, furniture surfaces shall be clean and dry. Manufacturer instructions and cautions are to be followed for all equipment and materials used, and furniture moved for the project shall be replaced.

B.6.8 Carpet Cleaning — Water Extraction Method

Defined as the spot cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming of all carpet in an area. All vacuuming, before and after water extraction, shall be done with a medium-duty pile-lifter vacuum. All stained areas shall be treated with spot cleaning

solutions per manufacturer directions, continuing until as much of the stain as possible is removed. The water extraction equipment and materials shall meet applicable specifications and be operated over the entire carpeted area, following all manufacturer instructions. After extraction and sufficient drying time, the carpet shall be vacuumed following a pattern that gives the pile a uniform appearance.

B.6.9 Carpet Cleaning — Dry Foam Method

Defined as the spot cleaning, vacuuming, shampooing, and re-vacuuming of all carpets in an area. All vacuuming, before and after shampooing, shall be done with a medium-duty power-lifter vacuum. Stained areas shall be treated with spot cleaning solutions per manufacturer directions until as much of the stain as possible is removed. Shampooing shall be done using equipment and materials specifically designed for dry foam shampooing, per manufacturer instructions. Areas inaccessible to the machine, such as corners, shall be shampooed with foam from the machine and manual scrubbing devices. After shampooing and sufficient drying time, the carpet shall be vacuumed following a pattern that gives the pile a uniform appearance. The shampoo/extraction method supplemented by the bonnet method may be used only in extreme and necessary cases.

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APPENDIX C: CUSTODIAL SERVICE TASK SCHEDULE AT THRASHER-HORNE

Performance Event Cleaning at Thrasher Horne is currently not included in this contract. However, regular cleaning is included in the contract, and shall be done so at the intervals and locations noted in this Appendix. The Contractor shall be expected to perform all specifications as listed in this RFP.

The Contractor's personnel will lock all rooms after cleaning and return keys to College/ Thrasher-Horne Center representative, unless otherwise instructed. The Contractor's personnel shall turn into the College/ Thrasher-Horne Center representative, any articles found in the building. The contractor's personnel shall report to Security, through the College/ Thrasher-Horne Center representative, any suspicious circumstances observed during performance of work, which appear to threaten the security of the building and/or occupants.

In instances where restrooms are cleaned during hours in which building occupants are present, male restrooms must be cleaned by males and female restrooms cleaned by females, or at minimum take appropriate lock out procedures.

C.1 Lobby and Gallery

Lobby and Gallery cleaning tasks below shall be done at the indicated frequencies:

- **Weekly** –
  - ✓ Vacuum all areas including stairs
  - ✓ Spot clean carpeting
  - ✓ Clean front door glass and frames inside and outside
  - ✓ Clean handrails and glass on stairs and upper level
  - ✓ Wipe off counters and tables
  - ✓ Refill general items
  - ✓ Empty trash – Ticket Office and Coat Room
  - ✓ Clean and polish elevator (inside and outside)
- **Bi-Monthly** (twice a month)-
  - ✓ Clean Upper Level Glass
  - ✓ House doors – clean and polish
  - ✓ Wipe off spots on walls
  - ✓ Wipe stall walls
  - ✓ Clean stainless steel in elevator, bathrooms, fountains, etc.
- **Monthly** –
  - ✓ Clean front entry way above and around door
  - ✓ Dust/Clean poster case glass and frames – including those located out front and inside
  - ✓ Sweep and mop gallery, elevator and bathrooms
  - ✓ Clean sinks and toilets both inside and outside

- **Bi-Annually** (twice a year) –
  - ✓ Clean Stanchions
  - ✓ Spot clean furniture

C.2 Guest Services Offices

Guest Services Offices cleaning tasks below shall be done at the indicated frequencies:

- **Daily** –
  - ✓ Empty Trash
  - ✓ Refill general items
- **Weekly** -
  - ✓ Vacuum floors
  - ✓ Sweep and mop (please dilute cleaner to limit fragrance)
  - ✓ Front door glass and frame – inside and outside
  - ✓ Conference table – do not use polish that leaves a film, general cleaner preferred
  - ✓ Clean kitchen sink and counters (if empty)
  - ✓ Clean bathroom, toilet, sink and stainless steel
- **Bi-Weekly** (every other week) –
  - ✓ Clean front entry way above and around door
  - ✓ Clean bathroom walls – especially around toilet and under paper towel dispenser
- **Monthly** –
  - ✓ Dust common areas – around doors, fire extinguisher, shelves, etc.
  - ✓ Dust bathroom vent

C.3 Center

Center cleaning tasks below shall be done at the indicated frequencies:

- **Weekly** -
  - ✓ Check and change soap and sanitizer dispensers as needed
- **Bi-Monthly** (twice a month)-
  - ✓ Dust all surfaces, door frames, recessed lights, webs from ceilings, etc.
- **Bi-Annually** (twice a year) –
  - ✓ Clean/Sanitize trash receptacles
  - ✓ Sweep and mop fire stairwells (all flights)
  - ✓ Dust/Clean air vents
  - ✓ Deep clean (urinal/toilet) and surrounding area in Center Restrooms
  - ✓ Deep clean grouted flooring

C.4 Conference Center

Conference Center cleaning tasks below shall be done at the indicated frequencies:

- **Daily** –
  - ✓ Vacuum foyer and hallways and clean bathrooms in conference center common areas

- ✓ Empty trash in conference center offices
- ✓ Dust in conference center offices
- ✓ Clean restroom and restock supplies in conference center offices

- **Weekly** -
  - ✓ Spot clean carpeting
  - ✓ Clean wall surfaces and glass in conference center common area
  - ✓ General surface cleaning and washing the floor in conference center kitchens
  - ✓ Vacuum floors in conference center offices
- **Bi-Monthly** (twice a month) –
  - ✓ Wipe off spots on walls and dust edges (arm rails, etc.)

C.5 Auditorium and Exteriors

Auditorium and exterior cleaning tasks below shall be done at the indicated frequencies:

- **Daily** –
  - ✓ Blow sidewalks around exterior
  - ✓ Check and empty (as needed) exterior trash receptacles
- **Bi-Monthly** (twice a month) –
  - ✓ Sweep/Clear cobwebs on all exterior entryways
  - ✓ Sweep and mop the auditorium
  - ✓ Wipe down wood arms and backs of seats in the auditorium
  - ✓ Dust in the auditorium
- **Monthly** –
  - ✓ Vacuum the auditorium
  - ✓ Check for gum on seats and arm rests in the auditorium

C.5 Other Areas

Cleaning tasks below are specific to the area and shall be done at the indicated frequencies:

- **Bi-Monthly** (twice a month) –
  - ✓ Vacuum/Dust Backstage Offices
  - ✓ Deep clean Dressing Rooms
  - ✓ Clean/Disinfect countertops, dust, mop kitchen area in the Greenroom
  - ✓ Vacuum/Dust and empty trash in the Light/Sound Booth
- **Monthly** –
  - ✓ Sweep and Mop VCT in Hallways
  - ✓ Clean and restock (as needed) the Tower Restroom

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APPENDIX D: BUILDING INVENTORY LIST

The College reserves the right, at any time during the Contract term, to add, delete, suspend, relocate, reduce, or modify buildings, rooms, facilities, service areas, cleaning frequencies, operating hours, staffing coverage periods, or other service requirements based on changes in enrollment, occupancy, academic programs, facility use, construction, renovation, funding, emergencies, or operational needs.

Normal fluctuations in building occupancy, academic calendars, semester schedules, holidays, campus events, and temporary room-use changes shall be considered part of the Contractor's regular obligations and shall not, by themselves, entitle the Contractor to an adjustment in the Contract Price.

PALATKA CAMPUS - 5001 St. Johns Ave., Palatka, FL 32177

Building	Description	Approximate Square Feet
A	Administration	18,826
B	Business/Classroom Building	13,810
F	Florida School of the Arts	54,000
G	Gymnasium	28,495
L	Library	29,486
N	Baseball Restrooms	336
O	Softball Restrooms	334
S	Science Building	19,661
T	Technical Building	23,328
V	Student Services	18,864

WORKFORCE TRAINING CENTER - 1001 Husson Ave., Palatka, FL 32177

Building	Description	Approximate Square Feet
A	Classroom	5,877
B	Classroom	5,742
C	Classroom	5,817
E	Administration	3,324

ORANGE PARK CAMPUS - 283 College Drive, Orange Park, FL 32065

Building	Description	Approximate Square Feet
A	Administration	17,909
D	Classroom	23,232
H	Health Sciences	44,041
L	Library / EMS	17,992
T	Technical	11,092
V	Student Services	10,387

THRASHER-HORNE CENTER - 2900 Thrasher Horne Ave, Orange Park, FL 32065

Building	Description	Approximate Square Feet
T	Thrasher-Horne Center	84,666

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ST AUGUSTINE CAMPUS - 2990 College Drive, St. Augustine, FL 32084

Building	Description	Approximate Square Feet
A	Administration	5,602
C	Classroom	11,533
H	Health Sciences	26,453
J	Criminal Justice	15,008
L	Library	14,332
S	Science	12,002
V	Student Services	11,351

TOTAL SERVICEABLE SQUARE FOOTAGE

The approximate square footage of the facilities included in this Contract is summarized below. Square footages are gross building areas provided for planning and pricing purposes only. Respondents are responsible for verifying quantities and site conditions before submitting a Bid.

Campus / Facility	Buildings	Approximate Square Feet
Palatka Campus	10	191,479
Workforce Training Center	4	20,760
Orange Park Campus	6	124,653
Thrasher-Horne Center	1	84,666
St. Augustine Campus	7	96,281
Total	**28**	**517,839**

APPENDIX E: PRICE PROPOSAL

Contractor shall use the form provided in Appendix E as their price proposal. Pricing shall be based on square footage for each building. Price per square foot shall include all costs necessary to perform the duties required of this contract, to include but not be limited to: labor, wages, payroll taxes, employee benefits, supervision, management, relief coverage, quality control, training, travel, administration, machinery, tools, supplies (other than College-furnished products), delivery and storage room duties (as outlined in Appendix A), data export, emergency availability, internal handling, stock replenishment, any and all other incidental costs.

Contractor is not due any additional compensation or other fees outside of what is stated in the base price proposal section and special event pricing section (when applicable).

Pricing shall remain firm for the initial contract term. Price adjustment requests may be submitted to the College no less than forty-five (45) days from the renewal date. The consideration for any price adjustment may be based upon the current Consumer Price Index (CPI)- All Urban Consumers (CPI-U) at the time of renewal. The College is under no obligation to grant any requested price adjustment. Additionally, the Contractor is not permitted to combine and/or compound the requested increase in the following year to "make-up" for previous years. The College reserves the right to not renew any contract regardless of price considerations.

Illegible or missing prices will not be accepted, and may be deemed nonresponsive. In the case of a price discrepancy, unit costs shall prevail.

_____ Contractor, by initialing here, acknowledges that the pricing below shall be inclusive of all costs associated with the performance of this contract, and that the following will be provided at no extra cost to the College:

- After hours Priority 1 emergency availability and response
- Relief staffing for absences, vacations, vacancies, turnover and training
- Quality-control inspections, monthly reports (weekly, when requested) and management reviews
- Receipt, distribution, stocking, replenishment, inventory control and usage reporting for College-furnished products

Item Number	Building Description	Building Square Footage	Monthly Rate per Square Foot	Number of Months	Total Annual Price
1	Palatka Campus - Building A Administration	18,826	$	12	$
2	Palatka Campus – Building B Business/Classroom	13,810	$	12	$
3	Palatka Campus – Building F Florida School of the Arts	54,000	$	12	$
4	Palatka Campus – Building G Gymnasium	28,495	$	12	$
5	Palatka Campus – Building L Library	29,486	$	12	$
6	Palatka Campus – Building N Baseball Restrooms	336	$	12	$
7	Palatka Campus – Building O Softball Restrooms	334	$	12	$
8	Palatka Campus – Building S Science	19,661	$	12	$
9	Palatka Campus – Building T Technical	23,328	$	12	$
10	Palatka Campus – Building V Student Services	18,864	$	12	$
11	Workforce Training Center – Building A, Classroom	5,877	$	12	$
12	Workforce Training Center – Building B, Classroom	5,742	$	12	$
13	Workforce Training Center – Building C, Classroom	5,817	$	12	$
14	Workforce Training Center – Building E, Administration	3,324	$	12	$
15	Orange Park Campus – Building A Administration	17,909	$	12	$
16	Orange Park Campus – Building D Classroom	23,232	$	12	$
17	Orange Park Campus – Building H Health Sciences	44,041	$	12	$
18	Orange Park Campus – Building L Library/EMS	17,992	$	12	$
19	Orange Park Campus – Building T Technical	11,092	$	12	$
20	Orange Park Campus – Building V Student Services	10,387	$	12	$

Item Number	Building Description	Building Square Footage	Monthly Rate per Square Foot	Number of Months	Total Annual Price
21	Thrasher-Horne Center Building T	84,666	$	12	$
22	St Augustine Campus – Building A Administration	5,602	$	12	$
23	St Augustine Campus – Building C Classroom	11,533	$	12	$
24	St Augustine Campus – Building H Health Sciences	26,453	$	12	$
25	St Augustine Campus – Building J Criminal Justice	15,008	$	12	$
26	St Augustine Campus – Building L Library	14,332	$	12	$
27	St Augustine Campus – Building S Science	12,002	$	12	$
28	St Augustine Campus – Building V Student Services	11,351	$	12	$
TOTAL ANNUAL AMOUNT (ALL LOCATIONS)					$

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SPECIAL EVENT PRICING:

Special events may occur that will require custodial services (commencement ceremonies, athletic events, student activities, performances, concerts, community events, conferences, meetings, open houses, orientations, registration events, and other College-sponsored functions). The College does not guarantee any minimum number of special events or any minimum dollar amount of work under this section. Special event services shall be requested solely at the discretion of the College based upon operational needs and available funding.

The Contractor shall provide custodial support services for special events on an as-requested basis.

Special event services are not included in the Contractor's Base Price and shall be performed only when specifically authorized by the College's Facilities representative. Special event services shall be billed at the special event rates submitted below. Billing for special event services shall be based solely on the actual hours worked at the bid rates submitted by the Contractor. No other fees or compensation to the Contractor shall be permitted. Following each special event, the Contractor shall restore all assigned areas to the cleanliness standards established in Appendix B.

The Contractor shall not classify routine custodial services, scheduled cleaning, normal event-related building use, or services otherwise included in the contract base price as separately billable special event services. Special event service rates shall only apply when the College provides prior written authorization for services that are outside the regular scope, staffing schedule, or cleaning requirements of the Contract.

Rates listed below shall be inclusive of all related to performing the services required by this contract for special events to include but not limited to: labor, supervision, insurance, contractor-furnished supplies, travel, mobilization any and all fees. Although not a factor in determining award, special event rates need to be filled out in its entirety to be considered responsive.

Category	Regular Time Hourly Rate	Overtime Hourly Rate	After-Hours Weekend Rate per Hour	Holiday Rate per Hour	Minimum Call-Out Hours	Notes
Custodial Employee	$	$	$	$		
Day Porter	$	$	$	$		
Working Supervisor	$	$	$	$		
Non-working Supervisor/ Manager	$	$	$	$		
Other	$	$	$	$		

APPENDIX F: SAMPLE EVALUATION FORM
EVALUATOR SCORING SHEET

ST. JOHNS RIVER STATE COLLEGE

RFP-SJR-04-2026
Custodial Services
Evaluator Scoring Sheet

Evaluation Criteria	Maximum Points	Proposer 1	Proposer 2	Proposer 3
Experience/Qualifications	20			
Price Proposal	35			
Project Proposal -				
Staffing & Management Plan	20			
Quality Control & Performance Management	15			
Transition & Continuity of Service	10			
Total Points	100			

Evaluator Signature: _____

APPENDIX G: SAMPLE CONTRACT
MASTER SERVICES AGREEMENT
for
RFP-SJR-04-2026

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 _____, located at _____(hereinafter referred to as the "Contractor"), (hereinafter collectively referred to as the "Parties").

WHEREAS, SJR State issued a Request for Proposal (hereinafter referred to as "RFP-SJR-04-2026") and Contractor was selected as the most responsive and responsible, and;

WHEREAS, SJR State wishes to contract with Contractor to provide or deliver complete turnkey custodial 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-SJR-04-2026
- Exhibit B: Contractor's Response to RFP-SJR-04-2026

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

1. **SCOPE OF WORK** – Contractor will provide Services as outlined in RFP-SJR-04-2026, 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 _____ and shall extend for a period three (3) years from that date. This Agreement may, by mutual assent of the Parties, be extended for another two (2) additional one (1) year terms, up to a cumulative total of five (5) 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-SJR-04-2026 "Insurance Requirements and Forms" (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**	**Awarded Firm's Name**
Signature:_____	**Signature:**_____
Name:_____	**Name:**_____
Title: _____	**Title:** _____
Date: _____	**Date:** _____

PART 6: ATTACHMENTS/REQUIRED FORMS

6.1 PROPOSAL COVER SHEET: All Respondent's must complete and submit this form as their cover sheet, as referenced in Part 3.9 of this RFP.

6.2 STATEMENT OF NON-SUBMITTAL: If potential proposer does not intend to submit an offer on this RFP please complete and return only this form prior to the RFP due date. This information will be used to help in the preparation of future RFPs.

6.3 NON-DISCRIMINATION IN EMPLOYMENT POLICY FORM: In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work, and further certifies that they are not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

6.4 DIVERSITY, EQUITY AND INCLUSION (DEI) POLICY: Sections 1000.05 and 1004.06, Florida Statutes, and State Board of Education adopted Rule 6A-14.0718, Florida Administrative Code, prohibits Colleges from doing business with companies that do not adhere to the DEI policies as set forth by the State.

6.5 USE OF COERCION FOR LABOR/SERVICES: Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in Section 787.06.

6.6 PUBLIC ENTITY CRIMES FORM: Vendors convicted of a public entity crime may not submit an RFP on a contract to provide any goods or services to a public entity, may not submit an RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold, as per State of Florida Statute 287.133 (2) (a). Respondents must acknowledge compliance with this statute and its intent.

6.7 CONFLICT OF INTEREST DISCLOSURE FORM: Award of this RFP is subject to Chapter 112 Florida Statutes concerning conflict of interest. All Respondents must disclose the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Respondents must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Respondent's firm or any of its branches or dealerships.

Any conflicts of interest, whether apparent or potential, shall be disclosed and submitted to the College for review and evaluation. It shall be at the College's sole discretion whether a conflict exists.

6.8 HOLD HARMLESS AND INDEMNIFICATION AGREEMENT: The vendor agrees to indemnify, defend and hold harmless SJR State College, its District Board of Trustees, its officers, employees, agents and other representatives, individually and collectively from and against any and all claims, losses, etc. arising from injury to persons or damage to property as a result of an act or omission of the vendor. For our purposes, claims/liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys', accountants' and other professional advisors' fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels, incurred or suffered by the College. Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of:

a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this RFP and the Agreement;
b) any disputes, actions, or other Liabilities arising with respect to, or in connection with, compliance by the College with any Public Records laws (as hereinafter defined) with respect to the Contractor's documents and materials;
c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor's subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the premises;
d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this RFP or the Contract executed in connection with this RFP; and
e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this RFP. This indemnification shall survive termination of the RFP and the contract executed in connection with the RFP. The Contractor must acknowledge acceptance of the entire Indemnification Agreement.

6.9 DISPUTE DISCLOSURE: The Respondent must indicate if there are any:

a) Suits or proceedings pending, or to the knowledge of the Respondent, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Respondent or the employees to be used in providing the services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its employees to perform their obligations as stated in their response.
b) The Respondent is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse

effect on the financial condition of the Respondent. If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

6.10 DRUG-FREE WORKPLACE CERTIFICATION: Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process.

6.11 REFERENCES: Provide a list of clients, preferably public or governmental organizations, for which you have provided a similar service. List should include reference name, address, telephone number, contact person, and a description of the service provided. In addition, the College reserves the right to contact current or former clients of the proposer not provided as part of the proposal. Please provide a minimum of three references.

6.12 INSURANCE REQUIREMENTS AND FORMS: The firm shall obtain, maintain, and pay for insurance in the categories listed in the insurance schedule during the term of any contract or agreement resulting from this RFP. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule. The insurance shall cover the Firm's entire operations under the agreement with the College and shall be effective throughout the effective period of this agreement or any subsequent agreements associated with this RFP. It is not the intent of this schedule to limit the types of insurance otherwise required by this Agreement or that the Firm may desire to obtain.

The Contractor's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover the indemnification contained within. It shall also name St. Johns River State College as an additional insured for liability arising out of operations performed for St. Johns River State College. Such insurance shall be written by a company or companies approved to do business in the State of Florida and have a Best Rating of A or better. The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by St. Johns River State College, Attn: Dee Westney, 5001 St. Johns Avenue, Palatka, Florida 32177-3897, DeeWestney@sjrstate.edu. The Contractor shall provide a Certificate of Insurance reflecting coverage with SJR State named as additional insured with the minimum limits below:

Minimum Insurance Requirements Schedule (*All Policies should be Occurrence Form Only)

Policy:	Workers Compensation		
Coverage:	WC Statutory Limits		
	Employers Liability -	$500,000	Each Accident
		$500,000	Disease – Each Employee
		$500,000	Disease – Policy Limit
Policy:	Comprehensive General Liability Insurance:		

Coverage:	$1,000,000	Each Occurrence
	$ 100,000	Fire Damage (Any One Fire)
	$ 10,000	Medical Payments (Any One Person)
	$1,000,000	Personal and Advertising Injury
	$2,000,000	General Aggregate – Per person/Per Project
	$2,000,000	Products – Comp/OP Aggregate
Policy:	Automobile Liability	
Coverage:	$1,000,000	Combined Single Limit

All insurance policies will include a Waiver of Subrogation Clause that clearly states that the insurer paying any claim arising by reason of any operations under the agreement will not seek reimbursement from St. Johns River State College.

Respondents shall attach to their submittal a copy of their insurance certificate showing at least the minimum requirements as set forth in this RFP to show their ability to obtain the minimum required insurance.

The awarded Respondent shall be required to submit a certificate of insurance with at least the minimum requirements as set forth in this RFP, showing the College as additional insured, within seven (7) business days after Notice of Award.

6.13 LICENSES/PERMITS/CERTIFICATIONS: Respondents shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Respondent.

Respondent will submit a copy of their license to do business in the State of Florida and any other applicable license as it relates to the RFP or is required under “Scope of Services/Specifications.”

6.14 ADDENDA: Respondents should confirm receipt of any and all Addenda to ensure the proposal submitted conforms to any and all changes made via an official Addendum posted by the College. It is the Respondent’s responsibility to check for any and all Addenda issued by the College, posted on the College’s website (https://www.sjrstate.edu/purchasingdept) and on https://network.demandstar.com/.

6.15 SUPPLEMENTAL INFORMATION
If the Respondent feels more information would help their proposal, they may submit the information here.

6.16 RFP CHECKLIST: This checklist is provided for the convenience of the company submitting a proposal and may be used to ensure that sections of the RFP are properly completed and returned. This form (Proposal Checklist) is for the Respondent's use and is not required to be submitted.

6.17 Failure to complete, sign and submit the required forms may result in the submittal being deemed "Non Responsive".

THIS SECTION INTENTIONALLY LEFT BLANK

ATTACHMENT 6.1
PROPOSAL COVER SHEET

LEGAL NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

COMPANY REPRESENTATIVE: _____
(Print)

REPRESENTATIVE SIGNATURE: _____
(Sign)

TITLE: _____

PHONE NO: _____

EMAIL ADDRESS: _____

The Respondent by signing this sheet and submitting an RFP certifies that he/she has "not" divulged to, discussed or compared his/her proposal with any other Respondents and has not colluded with any other Respondents or parties to an RFP whatsoever.

ST. JOHNS RIVER STATE COLLEGE

ATTACHMENT 6.2
STATEMENT OF NON-SUBMITTAL

WE, the undersigned, have declined to bid on the above-referenced Request for Proposal for the following reason(s):

Please check all that apply:

- ☐ Scope of Work or Terms and Conditions are too "restrictive" (Please explain below)
- ☐ Unable to meet requirements
- ☐ Request for Proposal was unclear (Please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this service/product
- ☐ Our schedule would not permit us to perform
- ☐ Other (Please explain below)
- ☐ Please remove our company from future opportunities

Comments: _____

_____

_____

_____

Company Name: _____ Date: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

ATTACHMENT 6.3
NON-DISCRIMINATION IN EMPLOYMENT POLICY FORM

The undersigned assures that it shall comply with:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin.

B. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap.

C. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex.

D. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age.

E. Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

F. The Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.

The Vendor certifies that it will comply with the nondiscrimination regulations, guidelines, and standards as they are now, or may be lawfully adopted under the above statutes.

Company: _____

Authorized Signature of Bidder: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT 6.4
DIVERSITY, EQUITY AND INCLUSION POLICY FORM

In compliance with Sections 1000.05 and 1004.06, Florida Statutes, and State Board of Education adopted Rule 6A-14.0718, Florida Administrative Code, the Vendor below certifies that their company:

1. Does not discriminate on the basis of race, color, national origin, sex, disability, religion, or marital status; and

2. Does not advocate for or promote Diversity, Equity and Inclusion ("DEI") or DEI policies that classifies 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; and

3. Does not promote or engage in political or social activism as defined by Rule 6A-14.0718.

By signing this form, the Vendor acknowledges and agrees that it has a continuing obligation to remain in full compliance with all statements and representations made herein.

Signed and Certified this _____ day of _____, 20_____.

Company Name:_____ Date:_____

Name and Title of Authorized Representative:_____

Signature of Authorized Representative:_____

ATTACHMENT 6.5
USE OF COERCION FOR LABOR/SERVICES

Affidavit Regarding Use of Coercion for Labor/Services

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in Section 787.06.

As the person authorized to sign on behalf of the Contractor, I certify that the Contractor identified on this form DOES NOT engage in the following:

- Using or threatening to use physical force against any person
- Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will
- Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined
- Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person
- Causing or threatening to cause financial harm to any person
- Enticing or luring any person by fraud or deceit
- Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person

Under penalties of perjury, I declare that I have read the foregoing document and the facts stated are true.

Signed: _____ Date: _____

Printed Name and Title: _____

Contractor Name: _____

Contractor Address: _____

City/State/Zip: _____

Phone Number: _____ Email: _____

ATTACHMENT 6.6
PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal number: RFP-SJR-04-2026. This sworn statement is submitted to SJR STATE College.

2. This sworn statement is submitted by _____whose business address is_____and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

3. My name is _____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a) A predecessor or successor of a person convicted of a public entity crime; or

   b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public

entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND

(Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature: _____ Date: _____

State of: _____ County of :_____

Personally Appeared before Me, the undersigned authority, who, after being first duly sworn by me affixed his/her signature in the space provided above on this _____day of _____,202___.

_____

Notary Public Signature Notary Public Seal

ATTACHMENT 6.7
CONFLICT OF INTEREST DISCLOSURE FORM

Project Number/Description: **Custodial Services/ RFP-SJR-04-2026**

The term "Conflict of Interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting, a Contractor's/Consultant's professional judgement in completing work for the benefit of St Johns River State College.

It is expressly understood that any apparent or actual conflicts shall be disclosed on this form, as described herein. All Respondents must disclose the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Respondents must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Respondent's firm or any of its branches or dealerships.

Failure to do so may result in disqualification from evaluation or termination from work on this project.

Please check the appropriate statement:

_____ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

_____ The undersigned Respondent, as noted below, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

_____

_____

_____

Legal Name of Respondent: _____

Authorized Representative: _____ Date: _____
(Signature)

_____
(Printed Name/Title)

ATTACHMENT 6.8
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This agreement is submitted with Bid, Proposal or Contract No. RFP-SJR-04-2026 is submitted to St. Johns River State College.

2. This sworn statement is submitted by _____(entity name) whose business address is _____and (if applicable) its Federal Employer Identification Number - FEIN is _____.

3. My name is _____and my relationship to the entity named above is _____.

The indemnitor assumes an unqualified obligation to hold SJR State College harmless for all liability associated with the subject matter of the agreement, regardless of which party was actually at fault (even if the damage, injury, or claim is due to the sole negligence of SJR State College).

To the fullest extent permitted by law, Consultant, contractor, lessee, or vendor will indemnify and hold SJR State College harmless from all claims arising from or in connection with (i) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (ii) any act, omission, or negligence of consultant, contractor, lessee, or vendor or any of consultant's, contractor's, lessee's, or vendor's subtenants or licensees or the partners, directors, officers, agents, employees, invitees, or contractors; (iii) any accident, injury, or damage whatsoever occurring in or at the Premises. Consultant, contractor, lessee, or vendor hereby expressly indemnifies SJR State College for the consequences of any negligent act or omission of SJR State College and its Board of Trustees, officers, employees, agents, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

Signature: _____ Date: _____

County of: _____ State of _____

Personally appeared before me, the undersigned authority, who after being first duly sworn by me affixed his/her signature in the space provided above on this _____day of _____, 202__.

_____ Notary Public Seal

Notary Public Signature

ATTACHMENT 6.9
DISPUTE DISCLOSURE

The proposer must indicate if there are any:

A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the employees to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its employees to perform their obligations as stated in their response.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults. Pending Litigation: (please attach additional documentation if needed)

B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

Signature

Title

Printed Name

Date

ATTACHMENT 6.10
DRUG-FREE WORKPLACE CERTIFICATION

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process. If all or none of the tied bidders/vendors have a Drug-Free Work Place Program, the award of an identical tie bid shall be decided on the flip of a coin.

In order to have a Drug-Free Work Place Program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a Drug-Free Work Place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.

5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature	Title
Printed Name	Date

ATTACHMENT 6.11
REFERENCES

Reference 1:
Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 2:
Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 3:
Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

ATTACHMENT 6.12
INSURANCE

Please attach a copy of the Respondent's Certificate of Insurance, showing at least the minimum insurance requirements as outlined in 6.12 are met.

THIS SECTION INTENTIONALLY LEFT BLANK

ATTACHMENT 6.13
LICENSES/PERMITS/CERTIFICATIONS

In the spaces below, each Respondent shall list all current licenses, permits, and/or certifications held relative to the required services as provided herein. Each Respondent shall attach a copy of each current license, permit and/or certification listed below to his/her proposal.

License Name	License Number	Issuing Agency	Expiration Date

ATTACHMENT 6.14
ADDENDA

During the preparation of the RFP, the following Addenda, if any, were received:

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Please Note: It is the Respondent's responsibility to check for any and all Addenda issued by the College, posted on the College's website (https://www.sjrstate.edu/purchasingdept) and on https://network.demandstar.com/. If a Respondent fails to acknowledge receipt of all Addenda on this form the Respondent may be deemed non-responsive.

THIS SECTION INTENTIONALLY LEFT BLANK

ATTACHMENT 6.15
SUPPLEMENTAL INFORMATION

Please attach any other pertinent information which you feel should be included in this RFP.

THIS SECTION INTENTIONALL LEFT BLANK

ATTACHMENT 6.16
PROPOSAL CHECKLIST

This checklist is provided for the convenience of the company submitting a proposal and may be used to ensure that sections of the RFP are properly completed and returned. This form (Proposal Checklist) is for the Respondent's use and is not required to be submitted.

Required; one (1) original hard copy and one (1) digital copy on a USB of each of the following:

_____ Proposal Cover Sheet

_____ Cover Letter

_____ Pricing Proposal

_____ Qualifications/Experience of the Company

_____ Project Approach and Quality Control

_____ Statement of Non-Submittal

_____ Non-Discrimination in Employment Policy Form

_____ Use of Coercion for Labor/Services

_____ Public Entity Crimes Form

_____ Conflict of Interest Disclosure Form

_____ Hold Harmless and Indemnification Agreement

_____ Dispute Disclosure

_____ Drug Free Workplace Certification

_____ References

_____ Insurance/Certificate of Insurance

_____ Licenses/Permits/Certifications

_____ Addenda Acknowledgement

_____ Supplemental Information (If applicable)



Custodial Services

RFP SJR-04-2026

October 13, 2026

Presented to:
Shelly Vongchanta
Purchasing Director
St Johns River State College

Presented by:
Paul Vucish
Director of Education Solutions
ABM | Education

Reverse of Cover

ABM | Education
Paul Vuscish, Director of Education Solutions
5028 Tampa West BLVD
Tampa, Florida 33634
paul.vucish@abm.com

October 13, 2026

Shelly Vongchanta, Purchasing Director
St Johns River State College
Business Office, Building A,
5001 St. Johns Avenue
Palatka, Florida 32177

Dear Shelly,

For the past year, ABM has been proud to support St Johns River State College (SJRSC) and contribute to the safe, clean, and welcoming learning environment your students, faculty, and staff deserve. As we submit our proposal for continued custodial services, our focus is simple: **strengthen the program you already trust by investing in the people serving your campus and elevating daily service quality across campus. ABM is committed to meaningful improvements that directly benefit SJRSC.**

We understand that this rebid represents an important change: the College is moving from a custodial program supported by both ABM and College employees to a fully outsourced turnkey program. Our proposal is designed to preserve the service quality you value while assuming the full responsibilities required at Palatka, St. Augustine, Orange Park, the Workforce Training Center and the Thrasher-Horne Center.

To further enhance consistency, coverage, and cleanliness, our proposed program includes:

- **Four additional cleaners** to strengthen the support, expand task coverage, and ensure service levels exceed SJRSC's expectations at all campuses
- **Continued emphasis on safety, quality control, and responsiveness**, supported by experienced onsite leadership and regional management already familiar with your campus needs.

These enhancements reflect our belief that the people caring for your facilities are the foundation of a successful custodial program. By supporting the current team members with additional support, training, and management oversight, ABM will help reduce turnover and elevate the overall service experience across all buildings — including main campus and off-site locations.

Accountability will remain central to our partnership. Our program will align with the College's required work-order response standards, daily supervisory inspections, weekly quality-control reporting, monthly performance reports and quarterly reviews. We will also manage College-furnished products responsibly and provide the remaining equipment and supplies required to perform the custodial scope.

ABM | Education
Paul Vuscish, Director of Education Solutions
5028 Tampa West BLVD
Tampa, Florida 33634
paul.vucish@abm.com

ABM has carefully reviewed RFP SJR-04-2026 and its addendums in full and understands all requirements, expectations, and specifications outlined by SJRSC.

We agree to perform all services in complete accordance with the scope of work, terms, conditions, and all instructions included in the RFP and its attachments.

As your current custodial partner, we recognize the importance of reliability, communication, and consistent performance. ABM's local presence, supported by national resources, allows us to provide SJRSC with a stable, well-trained team that understands your campus and takes pride in serving your community every day.

We appreciate the opportunity to continue our partnership and remain dedicated to helping your college maintain facilities that support academic success, student engagement, and the overall campus experience.

All the Best,

Paul Vucish
Director of Education Solutions, ABM



Table of Contents

Executive Summary 7

Section 1 – Cover Sheet and Letter 11

Section 2 – Pricing Proposal 14

Section 3 – Qualifications and Experience 19

Section 4 – Project Approach 27

What to Expect from ABM 56

Section 5 – Required Forms 57

Reverse of Table of Contents

Moment for Safety

Every day at ABM, our managers share a Moment for Safety with their teams, focusing on a specific topic to remind them to work safely. These will be customized to address the unique challenges at your campuses, with an emphasis on the most relevant issues. Some 'Moments for Safety' that typify our program include:

- Identifying Hazards on Walking Surface
- Slips and Falls
- Wet Floor Safety
- Safe Lifting Techniques
- Hand Protection
- Personal Protective Equipment
- Surface Risk Prevention
- Ladder Safety
- Fire Safety
- Safe Walking
- Safe Driving
- First Aid
- Building Security
- Learn from Near-Accident



Our Goals and Culture Align

Your custodial services provider significantly impacts your college's environment. Goals and culture must align for mutual understanding and seamless collaboration, and we're pleased to note that your values so closely match ours. At ABM, we believe that shared values and goals build trust and enable long-term success.



Excellence

Integrity

Accountability

Integrity

Innovation

Excellence



Partnership Promise



"The Vikings of St Johns River has the personal commitment of our leadership that we will continue to provide the highest levels of customer service, align our goals around what makes you successful, and establish a transparent partnership based on trust. We will service your campuses with ABM's core values: respect, integrity, collaboration, innovation, excellence, and trust. I measure our success based on the results we achieve for clients, and my team is proud to be serving you."

-Scott Camp, President, Education



Executive Summary

Understanding SJRSC

ABM is proud to serve as St. Johns River State College's current custodial partner and welcomes the opportunity to continue that relationship. Our focus is to preserve that quality while delivering the full turnkey custodial program described in this RFP. No one understands you better that your current partner. We are grateful for the opportunity to serve and proud of the trust that you place in us.

Customized Solutions

Your stakeholders, including students, families, faculty, and staff, all have unique needs. Our custodial services program is designed to meet these needs through service, quality, and performance. As you already know, ABM has the resources to identify and capture efficiencies, automate and improve workforce management, and provide in-demand amenities to key stakeholders. Our solution for SJRSC results in healthier campuses, stronger community engagement, and greater student success.

Tailored Service Schedules

Our cleaning schedules will follow the task frequencies and performance standards in Appendices A, B and C, including the Thrasher-Horne Center's specific routine requirements. Periodic floor care and deep cleaning will be coordinated around College breaks and facility use.

Visible Quality and Accountable Response

ABM will align its quality-control program with the College's required standards through daily supervisory inspections, weekly written quality-control reports, monthly performance reporting and quarterly reviews. Inspections will identify deficiencies, assign corrective actions and document verification of satisfactory completion. Reporting will provide both campus-level detail and a consolidated view of the College's custodial program.

Our proposed SITE inspection and ABM Connect reporting tools will support service visibility and communication. We will coordinate the work-order workflow with College Facilities and Information Technology, with clear responsibility for acknowledgment, dispatch, response, completion and escalation. The College's response and completion standards will guide our daily service management, including a minimum monthly 95 percent on-time completion rate for High, Medium and Low priority requests.

Emergency requests will receive the priority and attention specified in the RFP, with an identified on-call supervisor and current after-hours contacts. Service records will document the work performed and the person verifying completion. College data will remain College property, with export and removal handled in accordance with the contract requirements.

Transition to Full Responsibility

ABM will preserve ongoing service while preparing to assume the expanded turnkey responsibilities in December. Our mobilization plan will address staffing readiness, employee consideration and onboarding, equipment availability, supply stewardship, campus access, work-order coordination and quality-control documentation. Our existing site knowledge reduces mobilization risk while allowing us to concentrate on the responsibilities that change under the new contract.

Committed to Continuing Our Partnership

We appreciate the opportunity to continue caring for the College's campuses and facilities. With the relationships and knowledge developed through our current service, supported by ABM's education and regional operations resources, we are prepared to help the College move confidently into its fully outsourced custodial program. Our goal is to remain a responsive partner that delivers consistent quality across every service location.

Dedicated to Education

How are we able to do that? It's because ABM's education operating segment specializes in and is solely dedicated to education environments. Our team of industry leaders and subject matter experts have decades of experience tailoring our flexible programs to the evolving needs of academic institutions. We partner with approximately 200 higher education institutions and more than 250 school districts nationwide.

People Make the Difference

The difference between a good program and an exceptional one is the commitment of our onsite management team and frontline personnel to your campus community. We offer dedicated, experienced management, supported by trained frontline team members who prioritize delivering the highest quality and performance to meet your specific needs of all your campuses.

Our Approach

Managing your campus in today's fast-paced and complex environment demands a responsive approach that transforms data into actionable insights. At ABM, we use advanced analytics to streamline operations and solve challenges specific to your requirements.

Our approach includes:

- Tech integration
- Clear communication
- Tailored operations

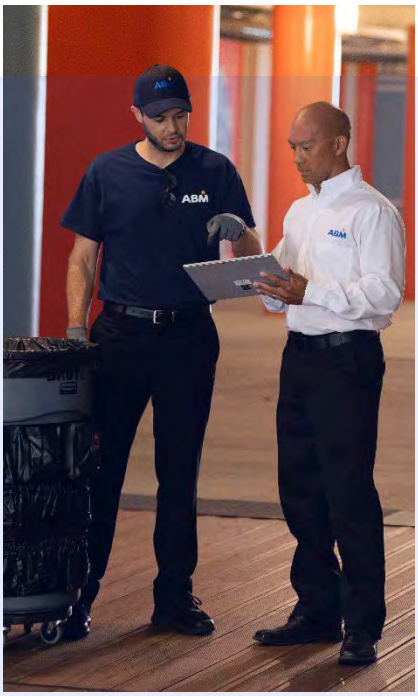


Our Tools

ABM combines cutting-edge technology with structured governance to support smooth, efficient operations. Using advanced tools and robust performance metrics, we deliver high-quality service, maintain client satisfaction, and keep operations running smoothly.

Effective account governance is pivotal in fostering robust partnerships. Our toolkit includes:

- **Centralized National support**: Core tasks including billing, contract compliance, and technology support
- **Regional and local support:** Direct relationships and compliance with local regulations and quality standards
- **On-site managers:** Primary contact overseeing compliance, quality, and continuous improvement



Our People

Our governance teams strategize alignment, operational excellence, and effective service delivery through:

- **Continuous Improvement:** Strategic alignment and service quality
- **Reliable Delivery:** Implements and oversees day-to-day service delivery
- **Transparent Communication:** Manages daily service delivery and maintains operational continuity


CAUTION!
CAUTION
CUIDADO
ATTENTION

Section 1 – Cover Sheet and Letter

Cover Sheet:

ATTACHMENT 6.1
PROPOSAL COVER SHEET

LEGAL NAME OF COMPANY:	ABM Education Services, LLC
MAILING ADDRESS:	14141 South Freeway
CITY, STATE, ZIP CODE:	Sugar Land, Texas 77478
TELEPHONE NUMBER:	(713) 776-5100
COMPANY REPRESENTATIVE: (Print)	Wulf Werner, Regional Vice President
REPRESENTATIVE SIGNATURE: (Sign)	
TITLE:	Regional VP of Operations, ABM
PHONE NO:	(713) 776-5100
EMAIL ADDRESS:	wulf.werner@abm.com

The Respondent by signing this sheet and submitting an RFP certifies that he/she has "not" divulged to, discussed or compared his/her proposal with any other Respondents and has not colluded with any other Respondents or parties to an RFP whatsoever.

ST. JOHNS RIVER STATE COLLEGE

Cover Letter (1 of 2)



ABM | Education
Paul Wussler, Director of Education Solutions
2029 Tarpon West Blvd
Tampa, Florida 33613
paul.wussler@abm.com

October 13, 2026

Shelly Vongchanta, Purchasing Director
St. Johns River State College
Business Office, Building A
5001 St. Johns Avenue
Palatka, Florida 32177

Dear Shelly,

For the past year, ABM has been proud to support St Johns River State College (SJRSC) and contribute to the safe, clean, and welcoming learning environment your students, faculty, and staff deserve. As we submit our proposal for continued custodial services, our focus is simple: **strengthen the program you already trust by investing in the people serving your campus and elevating daily service quality across campus. ABM is committed to meaningful improvements that directly benefit SJRSC.**

We understand that this rebid represents an important change: the College is moving from a custodial program supported by both ABM and College employees to a fully outsourced turnkey program. Our proposal is designed to preserve the service quality you value while assuming the full responsibilities required at Palatka, St. Augustine, Orange Park, the Workforce Training Center and the Thrasher-Horne Center.

To further enhance consistency, coverage, and cleanliness, our proposed program includes:

- **Four additional cleaners** to strengthen the support, expand task coverage, and ensure service levels exceed SJRSC's expectations at all campuses
- **Continued emphasis on safety, quality control, and responsiveness**, supported by experienced onsite leadership and regional management already familiar with your campus needs.

These enhancements reflect our belief that the people caring for your facilities are the foundation of a successful custodial program. By supporting the current team members with additional support, training, and management oversight, ABM will help reduce turnover and elevate the overall service experience across all buildings – including main campus and off-site locations.

Accountability will remain central to our partnership. Our program will align with the College's required work-order response standards, daily supervisory inspections, weekly quality-control reporting, monthly performance reports and quarterly reviews. We will also manage College-furnished products responsibly and provide the remaining equipment and supplies required to perform the custodial scope.

Cover Letter (2 of 2)

ABM | Education
Paul Vucish, Director of Education Solutions
5028 Tampa West BLVD
Tampa, Florida 33634
paul.vucish@abm.com

ABM has carefully reviewed RFP SJR-04-2026 and its addendums in full and understands all requirements, expectations, and specifications outlined by SJRSC.

We agree to perform all services in complete accordance with the scope of work, terms, conditions, and all instructions included in the RFP and its attachments.

As your current custodial partner, we recognize the importance of reliability, communication, and consistent performance. ABM's local presence, supported by national resources, allows us to provide SJRSC with a stable, well-trained team that understands your campus and takes pride in serving your community every day.

We appreciate the opportunity to continue our partnership and remain dedicated to helping your college maintain facilities that support academic success, student engagement, and the overall campus experience.

All the Best,

Paul Vucish
Director of Education Solutions, ABM

Section 2 – Pricing Proposal

APPENDIX E: PRICE PROPOSAL

Contractor shall use the form provided in Appendix E as their price proposal. Pricing shall be based on square footage for each building. Price per square foot shall include all costs necessary to perform the duties required of this contract, to include but not be limited to: labor, wages, payroll taxes, employee benefits, supervision, management, relief coverage, quality control, training, travel, administration, machinery, tools, supplies (other than College-furnished products), delivery and storage room duties (as outlined in Appendix A), data export, emergency availability, internal handling, stock replenishment, any and all other incidental costs.

Contractor is not due any additional compensation or other fees outside of what is stated in the base price proposal section and special event pricing section (when applicable).

Pricing shall remain firm for the initial contract term. Price adjustment requests may be submitted to the College no less than forty-five (45) days from the renewal date. The consideration for any price adjustment may be based upon the current Consumer Price Index (CPI)- All Urban Consumers (CPI-U) at the time of renewal. The College is under no obligation to grant any requested price adjustment. Additionally, the Contractor is not permitted to combine and/or compound the requested increase in the following year to "make-up" for previous years. The College reserves the right to not renew any contract regardless of price considerations.

Illegible or missing prices will not be accepted, and may be deemed nonresponsive. In the case of a price discrepancy, unit costs shall prevail.

WW Contractor, by initialing here, acknowledges that the pricing below shall be inclusive of all costs associated with the performance of this contract, and that the following will be provided at no extra cost to the College:

- After hours Priority 1 emergency availability and response
- Relief staffing for absences, vacations, vacancies, turnover and training
- Quality-control inspections, monthly reports (weekly, when requested) and management reviews
- Receipt, distribution, stocking, replenishment, inventory control and usage reporting for College-furnished products

Pricing, Lines 01 – 20:

Item Number	Building Description	Building Square Footage	Monthly Rate per Square Foot	Number of Months	Total Annual Price
1	Palatka Campus - Building A Administration	18,826	$0.14	12	$32,456.33
2	Palatka Campus – Building B Business/Classroom	13,810	$0.14	12	$23,808.67
3	Palatka Campus – Building F Florida School of the Arts	54,000	$0.14	12	$93,096.88
4	Palatka Campus – Building G Gymnasium	28,495	$0.14	12	$49,125.85
5	Palatka Campus – Building L Library	29,486	$0.14	12	$50,834.35
6	Palatka Campus – Building N Baseball Restrooms	336	$0.14	12	$579.27
7	Palatka Campus – Building O Softball Restrooms	334	$0.14	12	$575.82
8	Palatka Campus – Building S Science	19,661	$0.14	12	$33,895.88
9	Palatka Campus – Building T Technical	23,328	$0.14	12	$40,217.85
10	Palatka Campus – Building V Student Services	18,864	$0.14	12	$32,521.84
11	Workforce Training Center – Building A, Classroom	5,877	$0.14	12	$10,132.04
12	Workforce Training Center – Building B, Classroom	5,742	$0.14	12	$9,899.30
13	Workforce Training Center – Building C, Classroom	5,817	$0.14	12	$10,028.60
14	Workforce Training Center – Building E, Administration	3,324	$0.14	12	$5,730.63
15	Orange Park Campus – Building A Administration	17,909	$0.14	12	$30,875.41
16	Orange Park Campus – Building D Classroom	23,232	$0.14	12	$40,052.35
17	Orange Park Campus – Building H Health Sciences	44,041	$0.14	12	$75,927.40
18	Orange Park Campus – Building L Library/EMS	17,992	$0.14	12	$31,018.50
19	Orange Park Campus – Building T Technical	11,092	$0.14	12	$19,122.79
20	Orange Park Campus – Building V Student Services	10,387	$0.14	12	$17,907.36

Pricing, Lines 21 – 28 and Total

Item Number	Building Description	Building Square Footage	Monthly Rate per Square Foot	Number of Months	Total Annual Price
21	Thrasher-Horne Center Building T	84,666	$0.14	12	$145,965.57
22	St Augustine Campus – Building A Administration	5,602	$0.14	12	$9,657.94
23	St Augustine Campus – Building C Classroom	11,533	$0.14	12	$19,883.08
24	St Augustine Campus – Building H Health Sciences	26,453	$0.14	12	$45,605.40
25	St Augustine Campus – Building J Criminal Justice	15,008	$0.14	12	$25,874.04
26	St Augustine Campus – Building L Library	14,332	$0.14	12	$24,708.60
27	St Augustine Campus – Building S Science	12,002	$0.14	12	$20,691.64
28	St Augustine Campus – Building V Student Services	11,351	$0.14	12	$19,569.31
TOTAL ANNUAL AMOUNT (ALL LOCATIONS)					$919,762.71

Special Event Pricing:

Category	Regular Time Hourly Rate	Overtime Hourly Rate	After-Hours Weekend Rate per Hour	Holiday Rate per Hour	Minimum Call-Out Hours	Notes
Custodial Employee	$22.74	$33.70	$33.70	$33.70	4	
Day Porter	$22.74	$33.70	$33.70	$33.70	4	
Working Supervisor	$28.94	$42.90	$42.90	$42.90	4	
Non-working Supervisor/	No Charge	No Charge	No Charge	No Charge	N/A	Manager position is salaried.
Other	N/A	N/A	N/A	N/A	N/A	


What will you
CONQUER
today?
ST. JOHNS
RIVER
STATE COLLE

Section 3 – Qualifications and Experience

- Experience in Education
- Local Presence
- Recognized for Innovation and Maintaining Industry Standards
- Our Reach and Reliability

Experience in Higher Education – Confidential

Similar Clients

ABM provides facility services to hundreds of schools across the country. Below is a sampling of ABM's higher education clients:

Palm Beach State College, FL	Lake Sumter State College, FL
Pensacola State College, FL	St. Petersburg College, FL
University of Miami, FL	Florida Memorial University, FL
Barry University, FL	University of Florida (IFAS), FL
Miami Dade College, FL	University of West Florida, FL
Southeast Missouri State University, MO	Auburn University, AL
Robeson Community College, NC	Jackson State CC, TN
Florida Southwestern State College, FL	Columbia State CC, TN
Wake Tech Community College, NC	Medical University of South Carolina, SC
Volunteer State CC, TN	University of Louisville, KY
Kentucky Wesleyan University, KY	Central Piedmont Community College, NC
Bossier Parish Community College, LA	St. Johns River State College, FL
LSU Health Science Center, Shreveport, LA	Tulane University Athletics, LA
Fletcher Technical Community College, LA	Savannah State University, SC

Associations

ABM is an active member and participant in the following educational industry professional and trade organizations:

US Green Building Council (USGBC)
The Association of Physical Plant Administrators (APPA)
International Facility Management Association (IFMA)
National Minority Supplier Development Council
Building Services Contractors Association International (BSCAI)
National Association of College and University Business Officers (NACUBO)
Southern Association of College and University Business Officers (SACUBO)
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



Did you know?

ABM cleans over

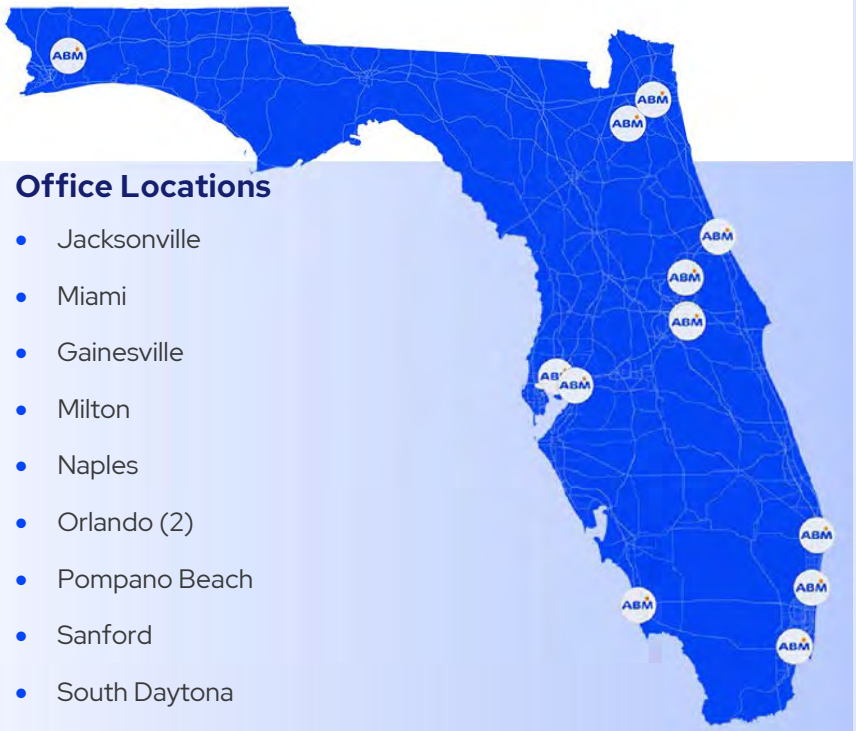
1 billion sq. ft.

square feet of education space each year.

National Network, Local Presence

We are Committed to Florida

ABM employs over 4,000 Floridians as custodians, groundskeepers, technicians and engineers for our partners. Since 2021, we've invested in a robust set of innovation resources, adding value for numerous satisfied regional customers – and providing multi-service facility solutions every day..



Office Locations

- Jacksonville
- Miami
- Gainesville
- Milton
- Naples
- Orlando (2)
- Pompano Beach
- Sanford
- South Daytona
- Tampa (2)
- West Palm Beach

Active Partners in Florida

University of Florida (IFAS)

University of Miami

Barry University

Collier County Public Schools

Florida Memorial University

Florida SouthWestern State College

St. Petersburg College

St. John's River State College

Hillsborough County Public Schools

Lake Sumter State College

Miami Dade College

Monroe County School District

Palm Beach State College

Pensacola State College

Santa Rosa County School District

University of West Florida

Volusia County School District

Seminole County Schools

Proud Supporter and Sponsor of Florida K-12 Schools, Colleges, and Universities

ABM provides financial resources for education trade associations through sponsorships, event participation and partnerships. We are proud to be an engaged and active member of the education for K-12 schools, colleges and universities.

Driving Sustainable Outcomes with ISSA CIMS

ABM is proud to be the first organization to be **ISSA CIMS Green Building (GB) + Sustainability with Honors certified** , a distinction that reflects the highest standards of quality, consistency, and accountability in the cleaning and facility services industry. This certification underscores our leadership in environmentally responsible practices and our commitment to helping clients meet their sustainability goals without compromising service quality or safety.



This certification represents far more than a compliance milestone. Following a multi-month, rigorous third-party assessment spanning 60+ sites and multiple major markets, ABM was recognized for **best-in-class systems, strong leadership engagement, and a proven culture of client satisfaction and team member retention**. Assessors cited ABM's comprehensive quality, training, safety, and documentation platforms as "top-notch," noting that the organization is operating from a position of strength across corporate and site-level operations.

For SJRSC, this certification delivers meaningful value:

- **Independent review and validation** of ABM's operational excellence, safety, and quality management practices
- **Greater consistency and accountability** across locations and service teams
- **Enhanced transparency** through documented, data-driven quality assurance and continuous improvement
- **A trusted partner** aligned with recognized industry standards and long-term performance

By achieving CIMS certification, ABM reinforces what clients experience every day: a trusted partner dedicated to elevating service standards, driving continuous improvement, and delivering cleaner, safer, and more sustainable environments.



Where We Come From

Our legacy dates back to 1909, when founder Morris Rosenberg invested just $4.50 to start a window-cleaning business. Over the past century, ABM has grown from a solo endeavor into a dynamic, client-focused enterprise. Guided by unwavering commitment and a pursuit of excellence, our history reflects transformative growth and steadfast values. Through strategic acquisitions, we have expanded our integrated services and capabilities. Today, we take pride in our award-winning workforce and cutting-edge automation technologies, which enhance efficiency across the thousands of physical assets we service and maintain. See our complete timeline here.

1913
More than Windows

Expansion to full janitorial services updates us to American Building Maintenance Company.

1933
Coast to Coast Expansion

Growing to 1,500 employees and specialized and technical services, we open our first NY office.

1959
45 Cities Strong

At 50 years old, ABM has more than 6,000 employees.

2009
The Century Mark

Celebrate 100 years ringing the New York Stock Exchange Closing Bell.

2015
Newly Reshaped Vision

With Scott Salmirs as CEO, we implement industry-focused groups and centralized support.

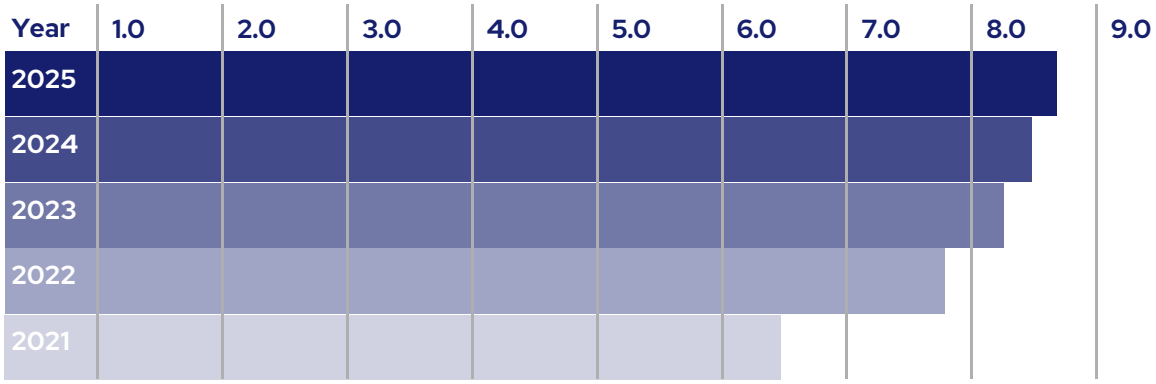
2024
The First of Its Kind

ABM opens training and testing facility to bolster microgrid and power solutions.

Our Financial Reliability

By faithfully serving over 20,000 clients nationwide, ABM has generated annualized revenue of more than $8.7 billion in over 200 metro areas. ABM is Sarbanes-Oxley compliant, so we adhere to strict third-party auditing to safeguard our shareholders and clients from malicious business practices.

Revenues (billions)



Financial Highlights

We have an exceptionally transparent balance sheet comprised of a strong cash position, minimal debt, and a solid performance record boasting consecutive quarterly dividends since 1965.

FISCAL YEAR	2025	2024	2023	2022	2021
Revenue (millions)	$8,745.9	$8,359.4	$8,096.4	$7,806.6	$6,228.6
Net cash provided by continuing operating activities (millions)	$234.4	$226.7	$243.3	$20.4*	$314.3

*Includes an anticipated one-time cash charge

ABM is also one of the largest facilities services contractors on the New York Stock Exchange. Our subsidiaries are leaders in their respective fields and are capable of independent growth as well as growth through acquisition. Our size, operational infrastructure, and financial strength enable us to offer customers a level of sophistication that translates into savings and peace of mind.

Our Annual Reports are posted online: https://abm.gcs-web.com/financial-information/annual-reports

Quarterly press releases are available at: http://investor.abm.com/releases.cfm

Performance Bonding Certification

TRAVELERS ZURICH Liberty Mutual

CHUBB Arch Insurance

November 1, 2025

Re: ***ABM Industries Incorporated and Subsidiaries (see attached)***
Surety Prequalification

Letter To Whom It May Concern:

It has been the privilege of the current surety partners Travelers Casualty and Surety Company of America ("Travelers"), Fidelity and Deposit Company of Maryland ("Zurich"), Liberty Mutual Insurance Company ("Liberty"), Westchester Fire Insurance Company ("CHUBB"), Federal Insurance Company ("CHUBB"), and Arch Insurance Company ("ARCH") to provide surety bonds on behalf of ***ABM Industries Incorporated ("ABM")*** *for over* ***Fifteen (15)*** *years. Each of ABM's Sureties is recognized by A.M. Best with financial strength ratings of Travelers at A++ XV, Zurich at A+ XV, Liberty at A XV, Chubb at A++ XV, and Arch at A+ XV, respectively. Additionally, each surety is listed in the Department of Treasury's Federal Register of Certified Companies and is a licensed, admitted surety in all fifty US states. In our opinion,* ***ABM*** *remains properly financed, well equipped, and capably managed.*

ABM has single project bond capacity in excess of $70 Million and a collective aggregate bond capacity in excess of $500 Million. Total available capacity is in excess of $300 Million.

Please note that this letter is not an assumption of liability, nor is it a bid bond or performance bond. Any request for surety support would be subject to normal Surety underwriting procedures and is exclusively a matter between ABM and its Sureties. Therefore, there is no liability to you or any third party if for any reason Sureties do not execute any bonds.

Sincerely,

Sarah Murtha, Attorney-In-Fact

Travelers Casualty and Surety Company of America
Fidelity and Deposit Company of Maryland
Liberty Mutual Insurance Company
Westchester Fire Insurance Company
Federal Insurance Company
Arch Insurance Company


SUNSHINE
SERVICE
SCHOLAR
Our Mission
SUNSHINE SERVICE SCHOLARS
ST. JOHNS RIVER STATE COLLEGE
DEBATE
& RESEARCH

Section 4 – Project Approach

- Timelines
- Quality Control
- Methodology for St Johns River State College



Flexible & Scalable

- Quick response to emergencies and changes
- True partnership focused on continuous improvement



Deep Site Knowledge

- Understands your layout, needs, and standards
- Trained on your processes and protocol



Seamless Operations

- No service disruption or learning curve
- Maintains staffing consistency



Integrated Systems

- Tools and technology are already aligned with your workflows
- Tailored solutions developed over time



Proven Partner

- Track record of reliability and results
- Established relationships with staff



Lower Risk

- Trusted compliance with safety and regulations
- Reduces legal and HR-related exposure

Timelines: Seamless Continuity with ABM

Renewing our partnership means continuity for your operations. Our proven support, built on years of reliability and responsiveness at your campuses, provides uninterrupted service as we move into the new contract period—with no downtime or learning curve.

Familiar Faces, Proven Results

You know our team, and we know the Vikings. We're already integrated into your operations and committed to your community. Our established partnership, founded on trust and open communication, sets the stage for continued high-quality custodial services.

People and Process: The Foundation of Success

Every ABM contract follows our proven mobilization framework—from planning and validation through transition, stabilization, and continuous improvement. For a renewal, we tailor each phase to build on the people, processes, systems, and site knowledge already in place. This allows us to validate new requirements, implement agreed-upon changes, and position the operation for continued improvement and cost savings.

Transition Made Easy

Your site-specific Operations Playbook provides a strong foundation for the renewed contract period. We'll update it to reflect agreed-upon changes, new requirements, and improvement opportunities—helping our onsite team maintain service continuity while advancing performance from day one

Timelines: Simplified Milestones

As your current provider, we apply the same proven mobilization framework while streamlining activities typically required for a new partnership. With our people, processes, systems, and site knowledge already in place, we can focus on what matters most—maintaining quality, enhancing efficiency, implementing agreed-upon changes, and delivering innovative solutions.

MOBILIZING NEW CONTRACTS							
	Tasks & Assignments	Week 1	Week 2	Week 3	Week 4	Week 5	Ongoing
Contract, Insurance, Licenses							
1	Contract review and negotiation						
2	Finalize contract with SJRSC						
3	Order updated insurance certificate						
4	Submit new contract period set up documentation						
5	Summarize all revised contract details and review with team						
6	Confirm all licenses are still in place						
7	Outline processes and discuss updated operating plan with SJRSC stakeholders as required						
Human Resources							
1	Develop updated communication plan with SJRSC senior leadership						
2	Meet with SJRSC facility stakeholders to review employee orientation protocols						
3	Coordinate with SJRSC to plan any required job fairs						
4	Assist SJRSC with communicating job fair details as applicable						
5	Work with human resources team to plan and staff job fairs						
6	Review employee roster						
7	Complete new employee paperwork and submit to human resources						
8	Meet with current employees to discuss any program modifications						
9	Review training programs						
10	Assess employee recognition program						
11	Complete revitalization checklist						

Quality Control: SITE™ Quality Inspection System

Our quality control process includes routine management inspections to validate that tasks meet the highest standards. We conduct inspections according to predefined criteria and document the results in our advanced quality management system, SITE (Site Inspection Tracker – Electronic)

SITE Capabilities

Standardized Inspections

Customizable quality inspection templates and room / area-specific criteria aid in consistent service evaluation across facilities and portfolios

Performance Visibility

Real-time reporting and trend analysis provide insight into service quality, helping identify opportunities for continuous improvement

Documentation & Accountability

Inspection results, comments, and photo documentation create a clear record of service performance and completed corrective actions

Actionable Insights

Historical performance data supports informed decision-making, quality management, and operational planning

Objective Quality Measurement

SITE uses a simplified inspection methodology based on three ratings—Satisfactory, Unsatisfactory, and Not Applicable—to promote consistency, accountability, and continuous improvement. Our team customizes Inspection criteria, benchmarks, and corrective action thresholds to your contract requirements and facility needs, leveraging more than 70 configurable room / area types.

Dashboard Reporting

Inspection results collected through SITE are available through the **ABM *Connect*** client-facing dashboard, providing clients with direct visibility into quality performance, compliance trends, and continuous improvement efforts. Together, SITE and ABM *Connect* create a transparent framework for measuring, validating, and improving service delivery across your facilities.





Quality Control: Quality Assurance with ABM

Our quality assurance management system identifies where to focus our efforts to maintain consistency, reduce deficiencies, and enhance efficiency.

Process Improvement

We actively identify opportunities and problem areas using our proven best practices. We engage our team members through planning and standardization to optimize processes, achieve results, and execute the solution – **and we constantly make improvements with a simple three-step process: Inspect, Correct and Communicate.**



Inspect

During inspections, we monitor buildings to identify missed service areas. We inspect your college on a regular schedule and enter the data into TFM allowing for real-time inspection results. As our partner, you have the option to participate in this data collection.

Customized quality control inspection reports show results and trends. We use these results to determine the necessary actions to maintain compliance, improvement, and your satisfaction.

We conduct the following inspections:

- ABM internal web-based inspections
- Manager and supervisors/leads
- Joint inspections with SJRSC, ABM senior leadership, supervisors/leads and frontline team members
- Monthly building administrator surveys
- Face-to-face meetings and ongoing communication with building staff
- Team member safety inspections

We establish a culture that focuses on your satisfaction, engages team members, and continuously measures performance to improve.

Correct

So that your college looks its best, we promptly correct any area of insufficiency identified during inspections. Team members will be immediately notified of any concerns that need attention. Items requiring more detailed work will be scheduled appropriately.

Communicate

Real-time, easily accessible reports enable both our clients and site personnel to analyze and extract information, helping maintain service performance.



These reports offer trended statistical analysis that supports fact-based operational decisions. The results allow us to evaluate and develop a forward plan.

Overall benefits include:

- Commend team members
- Implement a specific training plan
- Improving processes
- Reviewing supervision and/or team members



ABM can tailor a solution for your individual needs such as:

- Automated communication, resulting in reduced response time
- Inspection work order tracking
- Constant access, communication, and tracking

Methodology for St Johns River State College

Making a Difference through Custodial Solutions

SJRSC benefits from a custodial services program tailored to meet your unique needs. ABM creates a personalized service delivery plan, providing skilled, qualified, and proven solutions to address your challenges.

Our custodial program approach includes open communication, proven practices, dedicated management, and industry standards of excellence. Through our partnership, we echo our mission to take care of the people, places, and spaces important to you.

SJRSC will continue to benefit from the advantage of our dedicated management team, local resources, and unmatched industry expertise. Our services enhance the learning environment by maintaining a clean, welcoming community.

Self-performance and Industry Expertise

We deliver a quality, cost-effective, and uniform standard of service using our own highly qualified team members. We service hundreds of educational sites nationwide, meeting specific custodial standards and resolving site-specific issues. We analyze your requirements and provide services to keep your campus clean, making a strong impression on visitors, students, faculty, and staff.

Consistent High-quality Service Delivery

ABM creates an operations playbook that includes standard operating practices (SOPs) focused on service delivery, operational execution, and customer service. We document every aspect of our experience in the playbook, including benchmarks and best practices, to achieve the most successful outcomes for effective client engagement and service delivery.

Technology-enabled Workforce

ABM team members serving your campus will use our award-winning, innovative technology to drive efficiencies, lower costs and promote compliance. We streamline service delivery by using technological tools that allow SJRSC and ABM to have greater access and transparency.

Guaranteed Energy and Sustainability Solutions

SJRSC's sustainability objectives will become ours. We will collaborate with you to achieve short-term goals, such as green cleaning, while also supporting you in identifying and meeting long-term objectives for water efficiency, energy consumption, materials, and resources. We have certified LEED APs who are ready to work on specific plans to update your systems and increase efficiencies.

1. Our Operational Approach

Your college encompasses its own set of distinct focal points, and require customized custodial services to meet your needs.

The key initiatives outlined below highlight essential elements of our custodial services program. We tailor our procedures to provide specific care for the areas that matter most to your schools.

Standard Cleaning Procedures

In collaboration with SJRSC, we develop and implement a set of standard cleaning procedures. Once trained on these procedures, personnel use them as a baseline for quality control site inspections and performance audits.



First Impression Areas

First impression areas are critical to students, faculty, staff, and visitors.

We use a rotation-based cleaning schedule for entrances, lobbies, restrooms, hallways, and other high-traffic areas.

This keeps these spaces clean, tidy, odor-free and fully stocked.

Summer / Winter / Break Cleaning

We establish protocols for project cleaning and special events during school breaks and regular school sessions.

We work with SJRSC to customize our protocols to align with your calendars and events.



Floor Care Regimen and Maintenance

Well-maintained floor surfaces provide a positive aesthetic and protects SJRSC assets.

Our floor care program focuses on extending the life of the various floor assets through routine, periodic, and restorative cleaning operations.

Our resolute floor care team follows the established floor care regimen, for both hard and soft surfaces.

- Carpets are spot or fully cleaned as needed.
- Damaged tiles are identified and reported and floors are periodically stripped and refinished.
- Routine burnishing and coating are also performed to protect the surface.

Equipment

ABM uses equipment exclusively from industry-leading providers. We invest in the safest and most effective equipment to drive efficient service delivery.

Before using any equipment, staff are trained in its proper use and maintenance.

During start-up, we will update the initial equipment list and make any substitutions or investment made without impacting school costs.

Schedules for Routine Cleaning Operations

We perform cleaning tasks based on routine inspections and reports. We will also develop protocols for equipment operation, maintenance and accident preparedness.

We distribute cleaning frequency schedules, so all areas stay properly cleaned and maintained.

Task Areas of Importance

High-traffic areas receive special attention, especially first impression areas.

We will train all team members on the proper storage and use of chemicals, including dilution control procedures. This training also includes regular safety training on hazardous materials, such as specialty floors containing asbestos and compliance with OSHA Bloodborne Pathogens standards.

When applicable, team members receive training on safety protocols for cleaning areas with special engineering concerns, such as inadequate ventilation, poor lighting, and restricted access.

Training & Best Practices

All team members receive consistent and ongoing training to provide reliable, high-quality service.

Our extensive custodial training program begins with team member orientation. Training continues throughout a team member's tenure with required monthly and annual training sessions.

By empowering our team members with comprehensive training, we minimize deficiencies and identify opportunities for improvement.

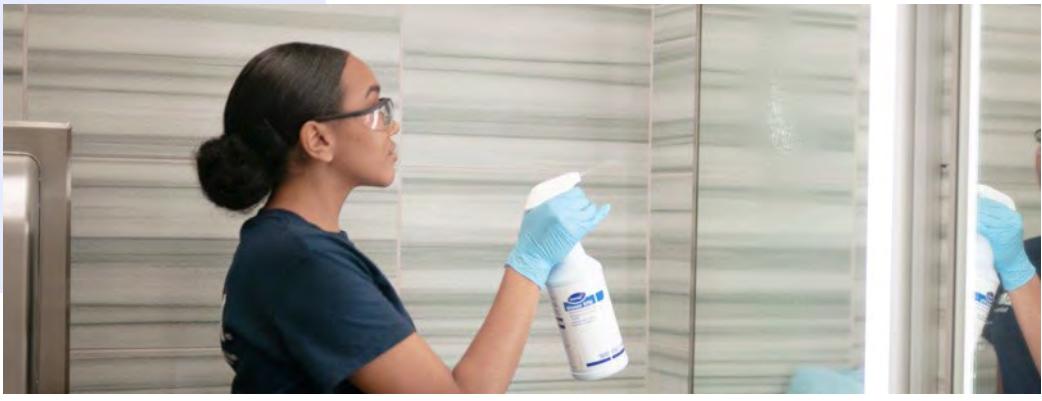
Efficient Use of Chemicals & Equipment

All team members undergo training on standard operating procedures, effective sequencing of cleaning steps and proper use of personal protective equipment (PPE).

The safety of our staff, your students, and faculty takes priority. Our team members complete regular safety training focusing on reducing and preventing injuries and exposure to hazardous materials per OSHA standards.

We implement a quarterly maintenance program that inspects and maintains the performance of custodial equipment.

SDS sheets are provided to all team members.



2. Our Staffing Approach

Labor is the largest expense for any facilities organization. Our methodology optimizes staff allocation to drive performance at required levels, timely response to service requests, and minimal reliance on local service providers. Achieving the ideal staff mix maximizes the value of available human resources.

Determining the most effective staffing model for facilities services is complex. Campus size, building location, quality, design, and usage all impact task requirements, time allocation, and necessary skill sets.

We continuously monitor key performance indicators (KPIs) to evaluate productivity and align crew skills with facility needs. Reporting and performance measurements are central to our culture, supported by regular operations, coverage, and service-level discussions. These open dialogues drive informed decision-making and operational efficiency.

Our extensive experience allows us to offer deep insight into the advantages and limitations of various staffing models. Our leadership team leverages industry benchmarks, including APPA standards, to refine practices and develop innovative approaches tailored to industry needs.



Staffing Factors

Expertise and experience of the available workforce

Anticipated fluctuations: Vacations and holidays

Unanticipated fluctuations: sick days and weather-related emergencies

Staffing Adjustments

Should SJRSC require changes post contract award, ABM's custodial services program is designed for quick adaptability. We collaborate with schools to adjust staffing based on scope changes and operational developments.

Creating a streamlined communication structure enables the team to quickly adapt to changing needs while adjusting budgets and schedules as needed. Supported by our regional management team, we provide seamless coordination and strong support for the onsite staff.

The management team is committed to supporting SJRSC by promptly addressing new priorities and work requirements. Our site manager has full authority to efficiently meet program requirements, reallocating or committing resources as needed to address changing service needs.



Self-performance

What distinguishes ABM from other facility service providers is our self-performance delivery model, which is unmatched by any national competitor.

We consistently self-perform key services, including:

- Custodial
- Facility operations and maintenance
- Grounds

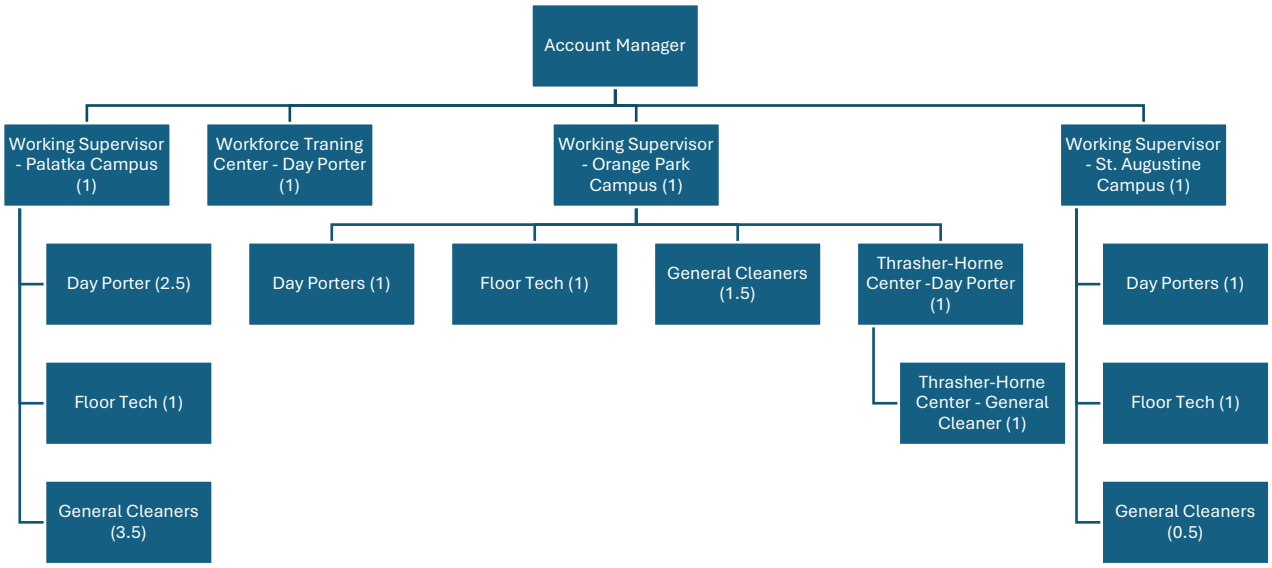
Our in-house expertise and best practices provide high-quality, cost-effective services through skilled onsite staff while maximizing value.

When third-party support is necessary, our Preferred Provider Program guarantees clients receive top-tier service based on quality and cost.

Onsite Staffing Organization Chart

Current Support Structure for St Johns River State College

Your custodial services will be managed by a team of experts knowledgeable of colleges, universities and the local market. The following organizational chart outlines the proposed changes to your original support team structure, adding the 4 additional positions:



3. Our Management Approach: Organized to Respond to Your Needs

Centralized Support for our Local Leaders

Running an efficient operation requires comprehensive support in transition management, accounting, contract administration, technology, human resources, safety, and labor relations. As part of the ABM *Way*, our Center of Excellence guides industry best practices ensuring our clients benefit from the most advanced processes, tools, and technologies. To support St Johns River State College, we leverage these resources and subject matter experts throughout every phase of our partnership. This team focuses on delivering high-quality, reliable service tailored to meet the unique needs of our on-site leadership team.

SCOTT CAMP

President, Education



Scott joined ABM in 2024 to lead ABM's Education business. His role prioritizes growing our portfolio of clients and developing talent among the critical teams that support them. Scott is a senior leader with extensive operations and business development experience. He has a proven track record for building highly effective and collaborative teams and improving operational processes.

Scott came to us from Iron Mountain after serving in various leadership roles over the past 20+ years, where he led a billion-dollar book of business with impressive financial results.

JONATHAN ROMINES

Senior Vice President of Operations, Southeast



Jonathan has worked at ABM since 2004 and has over 17 years of experience in facilities management in the higher education market. His background includes large campus transitions and on-going operations, complex facilities maintenance transitions, training, quality assurance, green and sustainability program implementation, and human resource management.

Jonathan holds a bachelor's degree from Middle Tennessee State University.

WULF WERNER

Regional Vice President of Operations



Wulf has over 25 years of operations, quality control, and strategic planning experience. Wulf is a US Navy veteran and began his career with ABM in 2007 as an Area Manager in Duval County, Florida. Over the next 15 years, he served in multiple management roles from South Carolina to the Midwest, supporting K-12 and higher education clients. In 2023 Wulf moved back to Florida as a Regional Vice President overseeing operations for the state. Wulf holds a Bachelor of Science in Business Administration from Touro University.

TODD HOOVER

Regional Director of Operations, Florida



Todd serves as Regional Director of Operations for North and Central Florida, providing executive oversight for complex K-12 and higher education portfolios. He is routinely deployed to lead mobilizations, stabilize transitioning accounts, and strengthen performance through disciplined execution and clear accountability – ensuring smooth start-ups for major institutions - including St. Johns River State College. His leadership focuses on rapid workforce alignment, structured supervision, inspection-based performance management, and measurable service consistency.

With 27 years of prior experience as a state-certified master plumber, Todd brings deep technical knowledge of building systems, enhancing risk assessment and operational planning across custodial, maintenance, and grounds programs. Todd's approach delivers operational control, workforce stability, and sustained performance improvement for complex educational environments.

PAUL VUCISH

Director of Education Solutions



Paul provides client development and support for the education market, including K-12 and higher education institutions throughout the Southeast. Paul started in the facility service industry in 2001 and specialized in business development for various markets such as commercial office space, industrial sites, and education facilities. Before joining ABM in 2021, Paul drove consistent year-over-year organic growth in sales territories throughout the Southeast with a focus on education markets.

Paul earned a bachelor's degree in industrial engineering from Clemson University and an MBA from the University of Tennessee.

ANTHONY SCOTT

Account Manager



A facility management specialist, Anthony was recruited specifically to spearhead custodial operations for St Johns River State College. Before coming to ABM's Education Services division, he managed high-volume client sites throughout FL, AL, and GA for prominent providers of integrated facility maintenance and janitorial solutions. He is skilled at developing and leading training programs; monitoring workflow, productivity, and performance metrics; ensuring operational and production goals; identifying and implementing process improvement initiatives; and maintaining high-quality standards for our partners.

Anthony is a retired U.S. Navy Veteran from Brunswick, Georgia. After serving his country, he built a career in facilities management. He is a man of integrity, hard work, and commitment who believes in treating people with respect, building strong relationships, and providing value for ABM's partners.

4. Our Communication Plan

Communication plays a key role in the level of customer service ABM provides to our clients. Our successful relationship with SJRSC depends on clearly communicating expectations, objectives, and results. From the beginning, we organize regular meetings between you and the account manager, who serves as the main point-of-contact.

Proposed Meetings and Reviews

Personal communication addresses service issues, spots trends, and helps make adjustments before concerns become problems. We propose both personal meetings and joint reviews to regularly review our services with you. You decide our meeting frequency to address special needs within your college and provide updates on service-related issues.

Accessibility and Customer Service

- Client meetings
- Satisfaction measurements
- Customer service training
- Reward / acknowledgement programs
- ABM customer service request portal

Sample Meeting Schedule

FREQUENCY	PURPOSE	PERFORMED BY	MEETING WITH
Daily	Special needs	Site Supervisor	SJRSC Representative
Weekly (upon request)	Service relations and quality control inspections	Site and/or RDO	SJRSC Representative
Weekly for 30 days	Service	Site Supervisor, RDO	SJRSC Representative
Monthly	Service performance and quality control inspections	Site Supervisor and RDO	SJRSC Representative
Joint Reviews	Service, business issues, and service performance review	Site Supervisor, RDO and VP Ops	SJRSC Representative

Monthly Reporting

ABM provides a monthly service report to St. Johns River State College. The monthly reports are organized by campus as well as a summary for the whole college-wide system. The reports will include the following as a minimum:

- Staffing and vacancies
- Scheduled versus actual labor hours by campus, including vacancies, absences,
- unfilled shifts, use of relief personnel, overtime hours, and corrective actions taken to
- address staffing shortages
- Attendance
- Inspections

- Work-order metrics as required by Section 4.2
- Service-level attainment
- Complaints
- Recurring deficiencies
- Corrective actions
- Safety incidents
- Training
- College-furnished product usage
- Inventory concerns
- Supply issues
- Performance trends
- Continuous improvement initiatives

Additional items may be added to the monthly report as requested by the college.

Client Business Reviews

Our management structure is designed to best serve you. To maintain operating knowledge of the entire portfolio, the account manager interfaces with management teams and serves as the point-of-contact for communications. SJRSC and ABM agree on the details and processes in our operations playbook in advance. Formal joint reviews between ABM and SJRSC take place at least quarterly or semi-annually, but more often if necessary. We will review key performance indicators (KPIs) results during these meetings, including analysis of quality scores, survey results, work order statuses, employee turnover, actual year-to-date costs versus budget, or costs outside of scope.

Meeting Agenda

We will present our performance compared to expectations during client business reviews (CBRs) and highlight areas of success and achievement. The account manager engages the ABM local team for reviews that may also include regional and corporate resources. If our performance falls below expectations, we discuss action plans to resolve those issues. Our primary goal is to meet our contract obligations by improving our performance each year, identifying concerns before they become larger issues, and correcting identified deficiencies promptly.

Customer Satisfaction Surveys

You can help design the customer satisfaction surveys for your site, based on what is most important to you. We usually survey a percentage of experienced service personnel as well as people who call-in reactive requests. The responses are reviewed, and the ratings are reported against the performance standards, usually on a quarterly basis. ABM and SJRSC representatives review suggestions for improvements.

Issue Resolution and Communication

Our standard order of operations for issue resolution is below.

Issues Resolved at Site Level

1	2	3	4
ABM contact receives concern, complaint, or question	Issue is processed at the site level	Issue is closed with client liaison	Issue is reported to the Client Joint Review Committee

Issues Cannot Be Resolved at Site Level

1	2	3	4
ABM contract receives concern, complaint, or question	Issue is not or cannot be processed at the site level	Issue is handled by Regional Manager and communicated to the Regional VP	Issue is reported during the Client Executive Business Review

Communication Cadence

The following table highlights the timing and cadence of communicating with SITE.

STANDARD ORDER OF COMMUNICATIONS	Daily		Weekly		Monthly	
	Informal	Formal	Informal	Formal	Informal	Formal
Service Issues	●	●	●	●		●
Vehicle Maintenance			●			●
Employee Status	●	●		●		●
Training				●		●
Special Projects	●			●		●
SLAs						●
Safety	●	●		●		●
Feedback	●			●		●
Uniform/Equipment			●			●
Recruiting	●			●		●
Incentives				●		●
Escalations	●	●		●		●
Method of Communication	• Voice mail • Email • Verbal • Phone	• Supervisor's report • Email • CBRs	• Impromptu meetings • General discussions	• Summary • Email • Management meetings • CBRs	• N/A	• Managing meeting • Safety updated • Service meeting • CBRs



5. Our People

Getting the Right People for St Johns River State College

Great people are the foundation of our success—and yours. You require the right talent to support consistent, high-quality operations. So, we prioritize finding the right talent, rewarding their performance, and fostering their development. Professionals drawn to ABM's reputation as a great place to grow, are highly qualified, thoroughly trained, and fully committed to your success.

Targeted Rapid Recruiting

Our rapid recruiting combines strategic initiatives with tailored solutions to attract top talent to staff a high-performance workforce. With our approach, your college remains fully staffed and operational using:

- **Standalone Hiring Centers**: Achieve rapid onboarding through dedicated facilities streamlining the recruitment process and minimizing downtime, so critical roles are filled quickly.
- **External Hiring Partners**: Access a broad pool of quality candidates through our trusted partner – Hire Right - reducing the time and effort needed to find the right talent.
- **Custom Incentive Programs**: Boost candidate interest with tailored incentives that align with your staffing goals, enabling long-term stability.

HIRE RIGHT

- **Local Sourcing**: Build a workforce that understands your needs by prioritizing local talent, enhancing engagement and operational alignment.
- **New Business Launch Teams**: Deploy specialized teams to quickly staff new contracts or expansions, to deliver smooth launches and immediate productivity.
- **Sourcing Channels and social media**: Leverage diverse platforms and targeted campaigns to connect with candidates efficiently, increasing reach and applicant flow.

Integrating these features with your needs makes sure your campus remains fully staffed, cost-efficient, and ready to meet any challenge.

Seamless Screening and Onboarding

Using tailored assessments, only the best candidates are selected, while proactive management minimizes onboarding delays, guaranteeing a smooth transition from offer to start date. I-9 and E-Verify integration provide compliance with hiring regulations, reducing administrative burden.



Our customizable approach identifies the most qualified candidates while enhancing the candidate experience, resulting in a streamlined hiring process that benefits your operations. By partnering with HireRight we provide the following benefits:

- **Reduced time to hire** by up to five business days allows you to fill critical roles faster and maintain operational continuity.
- **Fast background checks** averaging six hours so that you quickly receive necessary candidate verifications.
- **Comprehensive drug screening** with multiple options, including immediate onsite results, provides flexible solutions to meet your compliance and operational needs.
- **I-9 and E-Verify integration** provide compliance with hiring regulations, reducing administrative burden.
- **Expanded background screenings** provide access to thorough criminal and background checks ensuring only qualified, trustworthy candidates join your team .
- **Candidate care center** including live chat, email, and phone support provides prompt assistance to candidates, ensuring a smooth and positive onboarding experience.

Investing In Our People

Fostering team member growth provides enhanced service quality, consistent and reliable operations, and the team member expertise needed to provide innovative solutions for our partners. Our commitment to developing our workforce means you receive exceptional service and a trusted partnership.

We encourage team members to outline their career aspirations and collaborate with leadership to achieve their goals. By aligning personal ambitions with company objectives, we create a motivated workforce that drives operational excellence for our clients.

Training that Creates Value for our Partners

To create greater career-growth opportunities and improve the connectivity and productivity of our workforce, we invest in training and development tools and our talent management capabilities. We encourage team members to pursue self-improvement and outperform expectations, and we support them with a strong commitment to continuous learning.

- Management training – to maintain currency with industry standards and best practices

- Independent training initiatives - enables team members to develop skills in roles and environments where they work
- Specialized training - complements and certifies professional development and maintains industry and government compliance

We believe in recognizing talent and promoting from within. We prepare team members to step into management and leadership roles, focusing on developing hourly team members' customer service and communication skills, time management, delegation capabilities, management style, and various other professional skills.



Working at ABM Means Opportunity

Our passion for investing in people is evident by the number of current managers and executives who started as interns and frontline workers.

Incentivizing Continuity

We inspire loyalty and dedication among team members through regular performance check-ins, goal-setting, and incentive programs. The result is consistent, high-quality service that meets our clients' needs.

Leadership Development

Opportunities for advancement empower team members to take on leadership roles, fostering a culture of accountability and excellence. This leadership pipeline directly impacts client satisfaction by having experienced and motivated personnel manage operations.

Recognition and Incentives

ABM's award-winning team member recognition program celebrates outstanding team members. Peer-to-peer recognition creates a stronger sense of belonging, improves job performance and satisfaction, and creates a positive, supportive working environment. By acknowledging team members' efforts and achievements, we reinforce behaviors that align with our values, driving engagement, excellence, and continuous improvement.

Service Awards

We reward team members at designated years-of-service milestones and provide safety incentive programs and monthly contests tailored to achieving goals. Team members receive gifts, plaques, and other recognition. Team members recognized by clients, their customers, and other third parties enter a drawing to win various prizes.



6. Uniforms and Identification

As part of your team, our team members must maintain a professional image in your facility. Our team wears a standard uniform, which was thoughtfully designed with direct input from frontline operators to deliver quality, comfort, proper fit, and functional performance.

Team members are responsible for keeping their uniforms clean, functional, and well-presented. ABM managers regularly inspect the uniform appearance, and we immediately provide any necessary replacement items.

Our agreement with our primary supplier Cintas, a leader in the uniform industry, allows us to offer a wide range of well-made, high-quality apparel. Depending on SJRSC's requirements, typical uniforms may include:

- T-shirts, knit polo shirts, and slacks
- Windbreakers, parkas, or other outerwear
- Smocks and aprons

All team members must visibly display an official photo ID as part of their uniform.









7. Equipment Supply Program

ABM has built strong partnerships with leading equipment manufacturers who share our dedication to excellence. We use a carefully selected and standardized range of equipment and train our team members thoroughly in its safe and effective use. This innovative, high-quality equipment delivers:

- Superior cleaning results through more efficient machines
- Enhanced safety, featuring ergonomic designs to prioritize team member health
- Reduced training time and costs through standardization

These established relationships give us cost-control benefits, which in turn offer you several key advantages:

- Predictable costs through long-term fixed-price contracts
- Access to new products and ongoing training support
- Environmentally friendly products that meet your specifications and quality standards
- Personalized problem-solving attention
- Centralized purchasing for streamlined inventory control

Consumables can be provided at an additional cost.



Service and Maintenance

Optimal performance is achieved through a comprehensive maintenance program. At ABM, we rely on factory-trained service specialists to maintain our machines and minimize downtime. Furthermore, we adhere to the manufacturer's maintenance schedules to maximize the longevity of our equipment.

Warranty

All Tennant® and Aztec equipment comes with a **three-year warranty*** that includes pick up.

- **Cordless (battery powered):** three years – parts, travel and labor
- **Corded:** two years – parts; one year – travel and labor

*Applies to defects only. Equipment damages due to misuse or wear are not covered.

Repair

ABM uses local Tennant and HP product service centers to maintain and repair our equipment onsite.

Annual Usage Chart, SJRSC-Provided Consumables

Per Para 4.2.1 on page 22 of your RFP: This chart is our "best guess estimate of the annual usage of college-furnished items by location". ABM will track all orders to help SJRSC create an annual budget in the new contract.

Product	Unit of Measure	Palataka Campus	Workforce Training Center	Orange Park Campus	Thrasher-Horne Center	St. Augustine Campus	Total Annual Estimate
QC 42 – Multi Surface Disinfectant 	2 bottles (1.3 liters) per Case	36	12	36	12	36	132
QC 73 – Acid Bathroom Cleaner 	2 bottles (1.3 liters) per Case	36	12	36	12	36	132
QC 77 – Bio-Enzymatic Odor Eliminator 	2 bottles (1.3 liters) per Case	36	12	36	12	36	132
QC 35 –MAXX Floor Cleaner 	2 bottles (1.3 liters) per Case	36	12	36	12	36	132
QC 36 – No/Low Maintenance Floor Cleaner 	2 bottles (1.3 liters) per Case	2	1	2	1	3	9
GP – Paper Towels (89480) 	6 Rolls per Case	8	2	8	2	9	29
GP – Toilet Tissue (19372) 	18 rolls per Case	9	2	9	2	9	31
Purell Soap (5213-02) 	4 liters per case (2 refill bottles)	7	2	6	2	7	24
Purell Hand Sanitizer (8353) 	2.4 liters per case (2 refills per case)	6	2	6	2	7	23

8. Training Built for Success

At ABM, we understand a successful custodial services program requires a well-trained, confident, and motivated team. We prioritize comprehensive and continuous training to make sure our team members deliver exceptional results, improve efficiency, and expand their skills. Team members complete mandatory training that emphasizes safety and operational excellence, including:

New Team Member

Training sessions cover:

- Site rules and regulations
- ABM policies and procedures
- Safety and operational basics

Management

Our robust training prepares our managers to lead confidently and assures they deliver the superior quality and service that SJRSC expects.

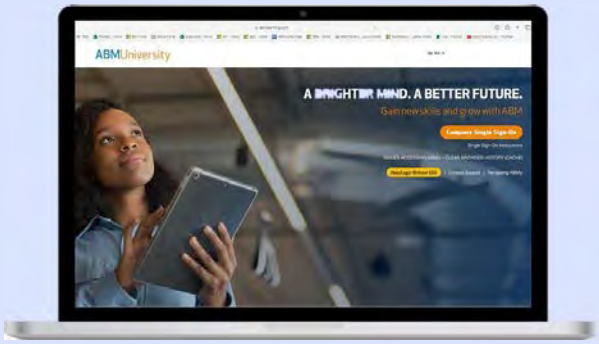
Recurring

By fostering open communication and regular coaching, we help team members continuously grow within their roles, assuring long-term success and engagement.

Supervisors reinforce this learning with ongoing coaching and regular performance reviews.

On-Demand Learning for Excellence

ABM *University* is our dynamic online training platform that delivers engaging, up-to-date onboarding and professional development resources. It empowers team members to master their roles while driving better outcomes for SJRSC.



Training is evaluated through testing, hands-on demonstrations, and quality assurance inspections. This assures every team member is prepared to meet SJRSC's expectations while creating a safe, productive environment for your students, teachers, and administrators.

A Trusted Partner for Continuous Improvement

We instill a culture of ownership and accountability in our team members, resulting in higher productivity, quality, and retention. Equipping our teams with world-class training and support, we make sure they are always ready to deliver outstanding results for SJRSC. Together, we can create a thriving environment that supports your mission and builds lasting value for your college.

9. Our Safety-first Mentality

As part of our purpose to take care of the people, spaces, and places that matter most, ABM's safety-first mentality drives a commitment to providing a safe and compliant workplace. Grounded in comprehensive health and safety policies, hands-on support, and site-specific training, we take our role in delivering safe, high-quality service extremely seriously.

Health and Safety Policies

Our comprehensive manual of health and safety policies covers standard operating procedures for all hazards faced by our team members. Our official Team Member Safety Handbook is available in seven languages.

We design our programs to meet or exceed the compliance standards of OSHA and other regulatory bodies, thereby protecting the health and welfare of our team members, our clients, and the environment.

Site-specific Training

We tailor training content to each client's site and safety requirements, incorporating best practices from organizations like the National Safety Council. Training is crucial for building awareness among our team members of safe work practices, hazard identification, and emergency response procedures.

Hazard Identification

We train team members to proactively identify hazards, maintaining protocols that include personal protective equipment, safety inspections, and safe work processes. We require team members to report all unsafe acts or conditions to supervisors or use our toll-free safety hotline. Team members have the authority to stop work at any time if unsafe conditions exist.

Safe Work Observation Program

SWOP directly engages team members in creating a safe work environment driven by two-way feedback between leaders and direct reports. By fostering meaningful safety conversations, SWOP enables our managers to provide real-time feedback on positive safety behaviors and areas for improvement.



Safety Culture

Our "Think Safe, Act Safe, Be Safe" approach establishes a safety mindset from day one of employment. Our culture is anchored in impactful, ongoing training, and reinforced through safety-focused messages, customized programs and materials.

We continuously reinforce our safety culture through daily "Moments for Safety" reminders distributed to all team members.

Celebrating Safety Month

We launched a unified, enterprise-wide initiative to celebrate Team Member Safety Month in June, reinforcing our commitment to a strong safety culture across all levels of the organization.

10. Innovation

One Platform. One View.

More than a reporting tool, ABM *Connect* serves as the operational intelligence hub for facility management. The platform consolidates service-level agreements (SLAs), key performance indicators (KPIs), work orders, labor information, inspections, and operational metrics into a single dashboard that makes data-driven decisions easier.

This centralized view enables clients to:

- Monitor performance across facilities and service lines
- Track operational trends and service outcomes
- Identify opportunities for improvement
- Access consistent reporting and documentation
- Make informed decisions based on timely information

The Dashboard View of Your Enterprise

ABM *Connect* provides customizable reporting designed to deliver meaningful operational insights at the frequency that best supports your organization. Weekly, monthly, quarterly, and annual reports can be tailored to your specific performance objectives and governance requirements. Standard report recommendations we provide include:

- Total spend / spend by category
- Additional service detail
- Work order status
- Work order priority
- Response time
- Equipment status
- Consumption trends
- Inspection results
- Timekeeping
- Training and safety
- Labor budget vs. actuals
- Labor allocations

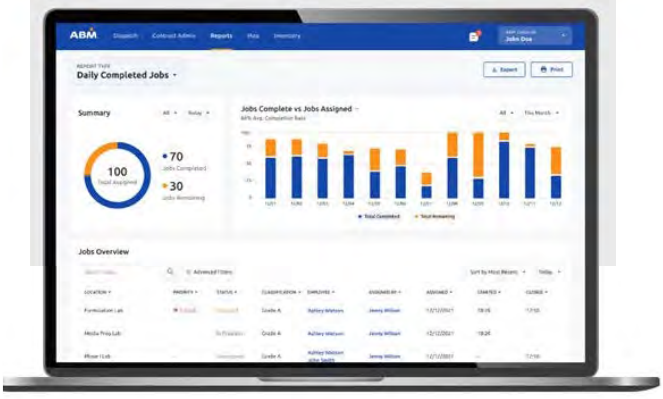


ABM *Connect*™

Award-Winning Technology

Our commitment to technology innovation has earned industry recognition for both our organization and our digital solutions. In 2026, Fast Company named ABM one of the **World's 50 Most Innovative Companies**, ranking #2 in the Business Services category. ABM *Connect* also received an **Edison Award for Commercial Technology** for its ability to unify information from people, systems, and connected technologies into a single operational intelligence platform.

These recognitions reinforce our continued investment in technology solutions that improve transparency, operational performance, and client outcomes.



ABM at a Glance

Rooted in Commitment
Driven by a Pursuit of Excellence

ABM drives the possibility for a healthier, more sustainable world. Our broad team of over 100,000 team members deliver facility, engineering, and infrastructure solutions that make spaces more resilient, intelligent, and connected. We support 19 industries, serving 6+ billion square feet of space every day to improve the health, productivity, and sustainability of the places important to you.



Transforming Spaces and Places

The comfort and safety of shared environments matter. You can count on ABM as your trusted advisor for taking your facility to the next level...and the next.

Championing People

The caring nature of our interactions – with each other, our clients, and our communities defines who we are.

Advancing Sustainability

ABM is working to reduce the impact on the environment, improve energy efficiency, and help clients reach their corporate responsibility goals.

Inspiring Innovation

Changing the way your space operates through tech-enabled solutions.

ANNUAL REVENUE
$8.7 billion

SQUARE FEET CLEANED DAILY
6+ billion

FORTUNE 500 CHOOSING ABM
57%

CLIENTS WHO TRUST US
20,000

Driving possibility, together.


FALL TUTORING
SERVED
PROUD

Additional Services

As your facility needs expand, we have the capacity to oversee every square foot of your operations.



Energy

- Guaranteed energy savings programs
- Infrastructure solutions
- Renewable energy solutions
- Smart building technologies



eMobility

- Specialized microgrid systems
- Turnkey and large-scale deployment projects
- Zero-emission fleet transition



Facilities Engineering, HVAC & Mechanical

- Engineering and recommissioning
- Onsite and mobile technicians
- Preventive maintenance
- Repairs, replacements, and retrofits



Landscape & Turf

- Exterior pest and fertility management
- Irrigation maintenance and management
- Landscape installation and management
- Seasonal floral programs



Parking

- On and off-street parking management
- Revenue enhancement and expense control
- Shuttle and transportation
- Special event and valet parking



Waste Management

- Corrugate handling and recycling
- Onsite trash sorting program
- Solid waste data tracking and monitoring
- Waste audits



What to Expect from ABM

Service Excellence

With our highly trained in-house workforce, we provide services that increase efficiencies and lower your operating expenses – all while maintaining a uniform standard of service excellence.

Breadth of Services

We provide an unrivaled range of facilities solutions that keep your college safe, clean, comfortable, and energy efficient.

Deep Industry Expertise

From our national office to our local branches, our workforce understands your industry. In over 117 years of service, we've developed the expertise to make our solutions work best for you.

Technology-enabled Workforce

Innovative technology solutions simplify service delivery, empower onsite team members, and allow for greater transparency.

Innovative Sustainability Solutions

We use our expertise to support your sustainability goals, including green cleaning, LEED support, infrastructure solutions, and more.

Designed by experts.
Planned by Professionals.
Built for the Vikings of SJRSC.

Section 5 – Required Forms

Attachment 6.1 – Cover Sheet

Attachment 6.2 – Non Submittal (Not used)

Attachment 6.3 – Non-discrimination Certification

Attachment 6.4 – Inclusion Policy

Attachment 6.5 – Use of Coercion

Attachment 6.6 – Public Crimes Disclosure

Attachment 6.7 - Conflict of Interest Disclosure

Attachment 6.8 – Indemnification Agreement

Attachment 6.9 – Dispute Disclosure

Attachment 6.10 – Drug-Free Workplace Certification

Attachment 6.11 – References

Attachment 6.12 – Certificate of Insurance

Attachment 6.13 - Certifications List

Attachment 6.14 – Addenda Confirmation

Attachment 6.15 – Supplemental Information

6.1 Cover Sheet

ATTACHMENT 6.1
PROPOSAL COVER SHEET

LEGAL NAME OF COMPANY:	ABM Education Services, LLC
MAILING ADDRESS:	14141 South Freeway
CITY, STATE, ZIP CODE:	Sugar Land, Texas 77478
TELEPHONE NUMBER:	(713) 776-5100
COMPANY REPRESENTATIVE: (Print)	Wulf Werner, Regional Vice President
REPRESENTATIVE SIGNATURE: (Sign)	
TITLE:	Regional VP of Operations, ABM
PHONE NO:	(713) 776-5100
EMAIL ADDRESS:	wulf.werner@abm.com

The Respondent by signing this sheet and submitting an RFP certifies that he/she has "not" divulged to, discussed or compared his/her proposal with any other Respondents and has not colluded with any other Respondents or parties to an RFP whatsoever.

ST. JOHNS RIVER STATE COLLEGE

6.2 Non-submittal Statement

Not Applicable.

6.3 Non-discrimination Certification

ATTACHMENT 6.3
NON-DISCRIMINATION IN EMPLOYMENT POLICY FORM

The undersigned assures that it shall comply with:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin.

B. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap.

C. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex.

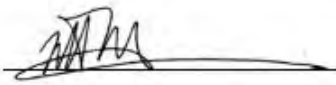
D. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age.

E. Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

F. The Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.

The Vendor certifies that it will comply with the nondiscrimination regulations, guidelines, and standards as they are now, or may be lawfully adopted under the above statutes.

Company: ABM Education Services, LLC

Authorized Signature of Bidder: 

Printed Name: Wulf Werner

Title: Regional VP of Operations, ABM

Date: October 2, 2026

6.4 Inclusion Policy

ATTACHMENT 6.4
DIVERSITY, EQUITY AND INCLUSION POLICY FORM

In compliance with Sections 1000.05 and 1004.06, Florida Statutes, and State Board of Education adopted Rule 6A-14.0718, Florida Administrative Code, the Vendor below certifies that their company:

1. Does not discriminate on the basis of race, color, national origin, sex, disability, religion, or marital status; and

2. Does not advocate for or promote Diversity, Equity and Inclusion ("DEI") or DEI policies that classifies 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; and

3. Does not promote or engage in political or social activism as defined by Rule 6A-14.0718.

By signing this form, the Vendor acknowledges and agrees that it has a continuing obligation to remain in full compliance with all statements and representations made herein.

Signed and Certified this 2nd day of October, 2026.

Company Name: ABM Education Services, LLC Date: October 2, 2026

Name and Title of Authorized Representative: Wulf Werner, Regional Vice President

Signature of Authorized Representative: 

6.5 Use of Coercion

ATTACHMENT 6.5
USE OF COERCION FOR LABOR/SERVICES

Affidavit Regarding Use of Coercion for Labor/Services

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in Section 787.06.

As the person authorized to sign on behalf of the Contractor, I certify that the Contractor identified on this form DOES NOT engage in the following:

- Using or threatening to use physical force against any person
- Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will
- Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined
- Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person
- Causing or threatening to cause financial harm to any person
- Enticing or luring any person by fraud or deceit
- Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person

Under penalties of perjury, I declare that I have read the foregoing document and the facts stated are true.

Signed: _____ Date: October 2, 2026

Printed Name and Title: Wulf Werner, Regional Vice President

Contractor Name: ABM Education Services, LLC

Contractor Address: 14141 South Freeway

City/State/Zip: Sugar Land, Texas 77478

Phone Number: (713) 776-5100 Email: wulf.werner@abm.com

6.6 Public Crimes Disclosure (1 of 2)

ATTACHMENT 6.6
PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal number: RFP-SJR-04-2026. This sworn statement is submitted to SJR STATE College.

2. This sworn statement is submitted by ABM Education Services, LLC whose business address is 14141 South Freeway, Sugar Land TX 77478 and (if applicable) its Federal Employer Identification Number (FEIN) is 62-1442583.

3. My name is Wulf Werner and my relationship to the entity named above is Regional VP of Operations, ABM.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a) A predecessor or successor of a person convicted of a public entity crime; or

   b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public

6.6 Public Crimes Disclosure (2 of 2)

entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND

(Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature: _____ Date: October 2, 2026

State of: Georgia County of: Fulton

Personally Appeared before Me, the undersigned authority, who, after being first duly sworn by me affixed his/her signature in the space provided above on this 20 day of October, 2026

_____
Notary Public Signature

JON STEPHEN ROSCOE NOTARY PUBLIC FULTON COUNTY, GA MY COMMISSION EXPIRES OCTOBER 14 2029 Notary Public Seal

6.7 Conflict of Interest Disclosure

ATTACHMENT 6.7
CONFLICT OF INTEREST DISCLOSURE FORM

Project Number/Description: **Custodial Services/ RFP-SJR-04-2026**

The term "Conflict of Interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting, a Contractor's/Consultant's professional judgement in completing work for the benefit of St Johns River State College.

It is expressly understood that any apparent or actual conflicts shall be disclosed on this form, as described herein. All Respondents must disclose the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Respondents must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Respondent's firm or any of its branches or dealerships.

Failure to do so may result in disqualification from evaluation or termination from work on this project.

Please check the appropriate statement:

✓ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

____ The undersigned Respondent, as noted below, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

_____

_____

_____

Legal Name of Respondent: ABM Education Services, LLC

Authorized Representative: _____ Date: October 2, 2026
(Signature)

Wulf Werner, Regional Vice President
(Printed Name/Title)

6.8 Indemnification Agreement

ATTACHMENT 6.8
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This agreement is submitted with Bid, Proposal or Contract No. RFP-SJR-04-2026 is submitted to St. Johns River State College.

2. This sworn statement is submitted by ABM Education Services, LLC (entity name) whose business address is 14141 South Freeway, Sugar Land TX 77478 and (if applicable) its Federal Employer Identification Number - FEIN is 62-1442583.

3. My name is Wulf Werner and my relationship to the entity named above is Regional VP of Operations, ABM

The indemnitor assumes an unqualified obligation to hold SJR State College harmless for all liability associated with the subject matter of the agreement, regardless of which party was actually at fault (even if the damage, injury, or claim is due to the sole negligence of SJR State College).

To the fullest extent permitted by law, Consultant, contractor, lessee, or vendor will indemnify and hold SJR State College harmless from all claims arising from or in connection with (i) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (ii) any act, omission, or negligence of consultant, contractor, lessee, or vendor or any of consultant's, contractor's, lessee's, or vendor's subtenants or licensees or the partners, directors, officers, agents, employees, invitees, or contractors; (iii) any accident, injury, or damage whatsoever occurring in or at the Premises. Consultant, contractor, lessee, or vendor hereby expressly indemnifies SJR State College for the consequences of any negligent act or omission of SJR State College and its Board of Trustees, officers, employees, agents, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

Signature: _____ Date: October 2, 2026

County of: Fulton State of Georgia

Personally appeared before me, the undersigned authority, who after being first duly sworn by me affixed his/her signature in the space provided above on this 2d day of October, 2026.

JONATHAN STEPHEN ROSCOE
NOTARY PUBLIC
FULTON COUNTY, GA
MY COMMISSION EXPIRES
OCTOBER 14 2029

Notary Public Signature

Notary Public Seal

6.9 Dispute Disclosure

ATTACHMENT 6.9
DISPUTE DISCLOSURE

The proposer must indicate if there are any:

A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the employees to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its employees to perform their obligations as stated in their response.

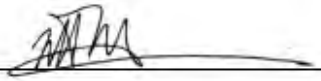
If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults. Pending Litigation: (please attach additional documentation if needed)

ABM has no pending or threatened suits or defaults

B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

ABM has no pending or threatened suits or defaults



Signature

Regional VP of Operations, ABM
Title

Wulf Werner
Printed Name

October 2, 2026
Date

6.10 Drug-Free Workplace Certification

ATTACHMENT 6.10
DRUG-FREE WORKPLACE CERTIFICATION

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process. If all or none of the tied bidders/vendors have a Drug-Free Work Place Program, the award of an identical tie bid shall be decided on the flip of a coin.

In order to have a Drug-Free Work Place Program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a Drug-Free Work Place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.

5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature	Title: Regional VP of Operations, ABM
Printed Name: Wulf Werner	Date: October 2, 2026

6.11 References

ATTACHMENT 6.11
REFERENCES

Reference 1:
Name of Business or Public Entity: Palm Beach State Colllege
Address: 4200 S Congress Ave
City, State, Zip: Lake Worth, FL 33461
Contact Person's Name: Joan Rumsey, VP Finance and Administration
Contact Person's Phone Number & e-mail: (561) 868-3480 / rumseyj@pbsc.edu
Date of Services performed: September 2023 to Present

Reference 2:
Name of Business or Public Entity: Pensacola State College
Address: 1000 College Blvd
City, State, Zip: Pensacola, Florida 32504
Contact Person's Name: Diane Bracken, Facilities Director
Contact Person's Phone Number & e-mail: (850) 484-1175 / dbracken@pensacolastate.edu
Date of Services performed: January 2010 to Present

Reference 3:
Name of Business or Public Entity: St Johns River State College
Address: 5001 St Johns Ave
City, State, Zip: Palatka, Florida 32177
Contact Person's Name: Ray Sjogren, Director of Facilities
Contact Person's Phone Number & e-mail: (386) 312-4091 / raymondsjogren@sjrstate.edu
Date of Services performed: December 2025 to Present

6.12 Certificate of Insurance (1 of 3)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	**CONTACT NAME:** WTW Certificate Center **PHONE (A/C, No, Ext):** 1-877-945-7378 **FAX (A/C, No):** 1-888-467-2378 **E-MAIL ADDRESS:** certificates@wtwco.com
INSURED ABM Education Services, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** INSURER A: ACE American Insurance Company — 22667 INSURER B: ACE Property & Casualty Insurance Company — 20699 INSURER C: Indemnity Insurance Company of North Ameri — 43575 INSURER D: Beazley Excess and Surplus Insurance Inc — 17520 INSURER E: QBE Specialty Insurance Company — 11515 INSURER F: Beazley Insurance Company Inc — 37540

COVERAGES **CERTIFICATE NUMBER:** W41824655 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X $1,000,000 SIR X XCU GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			XSL G48953335	11/01/2025	11/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 2,000,000 $ Excluded $ 2,000,000 $ 6,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			ISAH11380931	11/01/2025	11/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 5,000,000 $ $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			XEU G27910865 011	11/01/2025	11/01/2026	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: No If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WLR C72623538	11/01/2025	11/01/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	Sexual Misconduct			D2CFC9250601	11/01/2025	11/01/2026	Each Victim Total Agg SIR - Any One Victim	$3,000,000 $3,000,000 $250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Voids and Replaces Previously Issued Certificate Dated 11/12/2025 WITH ID: W41756191.

SEE ATTACHED

CERTIFICATE HOLDER

ABM Industries Incorporated
4151 Ashford Dunwoody Road, Suite 600
Atlanta, GA 30319

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

SR ID: 28885295 BATCH: 4209558

Certificate of Insurance (2 of 3)

AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD

ADDITIONAL REMARKS SCHEDULE

Page 2 of 3

AGENCY Willis Towers Watson Southeast, Inc.	NAMED INSURED ABM Education Services, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319
POLICY NUMBER See Page 1	
CARRIER See Page 1 / NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Sample certificate. Evidence of Coverage.

INSURER AFFORDING COVERAGE: QBE Specialty Insurance Company NAIC#: 11515
POLICY NUMBER: 130007484 EFF DATE: 07/01/2025 EXP DATE: 07/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Professional Liability	Each Claim	$5,000,000
	Aggregate	$5,000,000
	Retention	$1,000,000

INSURER AFFORDING COVERAGE: Beazley Insurance Company Inc NAIC#: 37540
POLICY NUMBER: V3AD42250101 EFF DATE: 11/01/2025 EXP DATE: 11/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Crime/Employee Dishonesty/ Fidelity	Each Occurrence	$5,000,000

INSURER AFFORDING COVERAGE: AIG Specialty Insurance Company NAIC#: 26883
POLICY NUMBER: CPO 16081985 EFF DATE: 05/01/2025 EXP DATE: 05/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractor's Pollution Liability	Each Loss	$10,000,000
	Aggregate	$10,000,000
	SIR	$500,000

ACORD 101 (2008/01)

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SR ID: 28885295 BATCH: 4209558 CERT: W41824655

Certificate of Insurance (3 of 3)

AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD

ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY	NAMED INSURED
Willis Towers Watson Southeast, Inc.	ABM Education Services, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319
POLICY NUMBER See Page 1	
CARRIER: See Page 1 / NAIC CODE: See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
POLICY NUMBER: WCU C72623496 EFF DATE: 11/01/2025 EXP DATE: 11/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Workers Compensation	EL Each Accident	$1,000,000
WC-Statutory/CA-$1M SIR	EL Disease Pol Lmt	$1,000,000
OH, WA, OR, IL, MI - $500K SIR	EL Disease-Each Empl	$1,000,000

ADDITIONAL REMARKS:
ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/MEMBER are included under Excess Workers Compensation policy #WCU C72623496

INSURER AFFORDING COVERAGE: American Home Assurance Company NAIC#: 19380
POLICY NUMBER: 080768613 EFF DATE: 05/01/2025 EXP DATE: 05/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Property Coverage	Per Policy	$5,000,000

ADDITIONAL REMARKS:
All Risk of Physical Damage at any location including customer's premises, subject to policy terms.

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
POLICY NUMBER: ISAH11380931 EFF DATE: 11/01/2025 EXP DATE: 11/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Garage Keepers Legal Liability	Limit	$2,000,000

ADDITIONAL REMARKS:
Automobile Liability includes Excess Garage keepers Liability.

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SR ID: 28885295 BATCH: 4209558 CERT: W41824655

6.13 Certifications List

ATTACHMENT 6.13
LICENSES/PERMITS/CERTIFICATIONS

In the spaces below, each Respondent shall list all current licenses, permits, and/or certifications held relative to the required services as provided herein. Each Respondent shall attach a copy of each current license, permit and/or certification listed below to his/her proposal.

License Name	License Number	Issuing Agency	Expiration Date
FL Cert of Good Standing	M240000-13892	FL Division of Corporations	N/A - Active

6.14 Addendum Confirmation

ATTACHMENT 6.14
ADDENDA

During the preparation of the RFP, the following Addenda, if any, were received:

Addendum #: 1 Date Received: 09/16/2026

Addendum #: 2 Date Received: 09/28/2026

Addendum #: 3 Date Received: 09/30/2026

Addendum #: _____ Date Received: _____

Please Note: It is the Respondent's responsibility to check for any and all Addenda issued by the College, posted on the College's website (https://www.sjrstate.edu/purchasingdept) and on https://network.demandstar.com/. If a Respondent fails to acknowledge receipt of all Addenda on this form the Respondent may be deemed non-responsive.

THIS SECTION INTENTIONALLY LEFT BLANK

6.15 Supplemental Information



ABM *Cares*

Our philanthropy and wellness program, ABM *Cares*, empowers team members to support causes that are important to them and positively impact the communities where they live, work, and play. We offer a matching program for charitable donations and a paid day off to volunteer, as well as a donation to the charity of their choice for every 10 hours volunteered. And we recently deployed an emergency grant program for team members in need. ABM *Cares* benefits our people by fostering a sense of purpose and belonging.

Through the ABM *Cares* website, we make it easy for team members to start a campaign for causes they believe in, search for charities that align with their interests, sign up for volunteer events in their area, donate funds and request an ABM match, and track hours volunteered.

Giving back is fundamental to who we are. We have some of the most caring team members in the world, and their generosity defines our culture. Our partnership with them helps us drive our mission *to make a difference, every person, every day.*

Furthermore, our network of ABM *Cares* Ambassadors provide guidance and drive engagement at the local level—encouraging each of our local branch offices to partner with and invest in charities and organizations that are important to team members in that community. While ABM as a company sponsors national organizations, it's the support and contributions at the local level that truly makes a difference.

GIVING AND MATCHING IN 2025

$605,000

ABM FAMILIES SUPPORTED

600+

VOLUNTEER HOURS

4,560

Certifications from Attachment 6.13



Sunbiz.org DIVISION of CORPORATIONS
an official State of Florida website

Department of State / Division of Corporations / Search Records / Search by Entity Name /

Previous On List Next On List Return to List ABM Education Services Search

No Events **No Name History**

Detail by Entity Name

Foreign Limited Liability Company
ABM EDUCATION SERVICES, LLC

Filing Information

Document Number	M24000013892
FEI/EIN Number	62-1442583
Date Filed	10/30/2024
State	TN
Status	ACTIVE

Principal Address

14141 Southwest Freeway
Suite 477
Sugar Land, TX 77478

Changed: 03/06/2026

Mailing Address

14141 Southwest Freeway
Suite 477
Sugar Land, TX 77478

Changed: 03/06/2026

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Inside of Back Cover


ABM
2026 ABM Industries
All Rights Reserved

PURVIS GRAY

November 5, 2026

St. Johns River State College
Foundation, Inc.
5001 St. Johns Avenue
Palatka, FL 32177

Board of Directors

Enclosed are the original and one copy of the 2025 exempt organization return, as follows...

2025 Form 990

Please be sure to read the attached Tax Return Engagement Memorandum. We suggest that you examine these returns carefully to fully acquaint yourself with all the items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

The original return should be dated, signed and filed in accordance with the filing instructions. The copy should be retained for your files.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions or if we can be of assistance in any way, please do not hesitate to call.

Very truly yours,

Purvis Gray & Company, LLP

PURVIS GRAY

TAX RETURN ENGAGEMENT MEMORANDUM

We appreciate the opportunity to serve you and prepare your tax return. This memorandum is to inform you of important matters related to that preparation and remind you of some important responsibilities placed on you as the taxpayer. **Please read this carefully before signing your return.**

Your tax return was prepared using information you provided. We have not audited or independently verified the data you furnished even though we may have asked for further clarification on some of the information, even if we issued an auditors' or accountants' report on your financial statements. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other information that form the basis of income and deductions. This includes documents we returned to you. Such documentation may be necessary to prove the accuracy and completeness of the return to a taxing authority.

Your returns are subject to review by taxing authorities. Any items resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available to represent you, billing you for such services at our standard hourly rates.

Generally, no deduction shall be allowed for any travel expense, business gifts, or for the use of "listed property," unless the taxpayer can substantiate the business use or purpose by adequate records or sufficient evidence. For a meal deduction, the records must document the amount, time, place and business purpose. The term "listed property" includes property subject to business and personal use, e.g., automobiles, boats, airplanes, portable telephones and home computers. Failure to comply with these requirements can result in the disallowance of the deductions and in the assessment of substantial penalties. Our understanding is that the information you provided is supported by records required.

Special documentation requirements apply when deducting certain charitable contributions. Examples of these requirements include (1) certain contributions of $250 or more must be supported by a written acknowledgement from the charitable organization; (2) a deduction of $500 or more of a motor vehicle, boat, or airplane requires an attached statement to your return; and (3) certain noncash contributions of $5,000 or more may require a timely prepared "qualified appraisal" or the deduction will be disallowed. We have not attempted to verify your records regarding charitable contributions, even though we may have asked you for clarification or additional details while preparing the return.

The law provides for a number of penalties which may be assessed by the Internal Revenue Service or other tax authority. A complete list of those penalties is not included herein, but please be advised that a penalty may apply if (1) there is a late payment of tax; (2) there is a failure to timely file the return; or (3) there is a failure to make timely and adequate estimated tax payments. Also, a 20% penalty may be applied if there is (1) negligence or disregard of the rules and regulations; (2) a substantial valuation overstatement; (3) a substantial estate or gift valuation understatement or (4) there is a substantial underpayment of income tax. A substantial underpayment generally is one that exceeds the greater of 10% of the correct tax for the year or $5,000 ($10,000 in the case of a "C" corporation).

As taxpayer, you have the final responsibility for the tax return. You should carefully review any return before you sign and file such return. After you review your return, if you find that you did not provide us with all necessary information or there is a possibility that information provided may not be in accordance with the appropriate guidelines, please contact us immediately to discuss such matters before filing the tax return since revisions may be required.

Once again, thank you for the opportunity to be of service.

Purvis, Gray & Company, LLP

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

March 31, 2026

Prepared For:

St. Johns River State College
Foundation, Inc.
5001 St. Johns Avenue
Palatka, FL 32177

Prepared By:

PURVIS, GRAY & COMPANY, LLP
222 NE 1st ST
Gainesville, FL 32601

Amount Due or Refund:

Not applicable

Make Check Payable To:

Not applicable

Mail Tax Return and Check (if applicable) To:

Not applicable

Return Must be Mailed On or Before:

Not applicable

Special Instructions:

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-TE to our office. We will transmit the return electronically to the IRS and no further action is required. Return Form 8879-TE to us by February 16, 2027.

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS E-file Signature Authorization for a Tax-Exempt Entity

For calendar year 2025, or fiscal year beginning APR 1 , 2025, and ending MAR 31 , 20 26

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

OMB No. 1545-0047

2025

Name of filer ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

EIN or SSN 23-7336585

Name and title of officer or person subject to tax MELISSA C. MILLER CHAIRWOMAN

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here	[X]	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b	5,195,932.
2a	**Form 990-EZ** check here	[ ]	**b Total revenue,** if any (Form 990-EZ, line 9)	2b	
3a	**Form 1120-POL** check here	[ ]	**b Total tax** (Form 1120-POL, line 22)	3b	
4a	**Form 990-PF** check here	[ ]	**b Tax based on investment income** (Form 990-PF, Part V, line 5)	4b	
5a	**Form 8868** check here	[ ]	**b Balance due** (Form 8868, line 3c)	5b	
6a	**Form 990-T** check here	[ ]	**b Total tax** (Form 990-T, Part III, line 4)	6b	
7a	**Form 4720** check here	[ ]	**b Total tax** (Form 4720, Part III, line 1)	7b	
8a	**Form 5227** check here	[ ]	**b FMV of assets at end of tax year** (Form 5227, Item D)	8b	
9a	**Form 5330** check here	[ ]	**b Tax due** (Form 5330, Part II, line 19)	9b	
10a	**Form 8038-CP** check here	[ ]	**b Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____ , (EIN) _____ and that I have examined a copy of the 2025 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize PURVIS, GRAY & COMPANY, LLP to enter my PIN 18607

ERO firm name

Enter five numbers, but do not enter all zeros

as my signature on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax Date 11/05/26

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 37738980331

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2025 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature _____ Date 11/05/26

ERO Must Retain This Form - See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2025

Open to Public Inspection

A For the 2025 calendar year, or tax year beginning APR 1, 2025 **and ending** MAR 31, 2026

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
5001 ST. JOHNS AVENUE

City or town, state or province, country, and ZIP or foreign postal code
PALATKA, FL 32177

F Name and address of principal officer: MELISSA C. MILLER
5001 ST. JOHNS AVENUE, PALATKA, FL 32177

D Employer identification number
23-7336585

E Telephone number
386-312-4222

G Gross receipts $ 12,548,522.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: SJRSTATE.EDU/FOUNDATION

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1970 **M** State of legal domicile: FL

Part I Summary

Activities & Governance

1	Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O		
2	Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	18
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2025 (Part V, line 2a)	5	0
6	Total number of volunteers (estimate if necessary)	6	70
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	619,939.	882,318.
9	Program service revenue (Part VIII, line 2g)	0.	0.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	349,443.	4,248,370.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	15,046.	65,244.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	984,428.	5,195,932.

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	406,291.	511,449.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) 68,964.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	379,943.	531,264.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	786,234.	1,042,713.
19	Revenue less expenses. Subtract line 18 from line 12	198,194.	4,153,219.

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	10,959,945.	12,278,474.
21	Total liabilities (Part X, line 26)	208,567.	138,864.
22	Net assets or fund balances. Subtract line 21 from line 20	10,751,378.	12,139,610.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

MELISSA C. MILLER, CHAIRWOMAN
Type or print name and title

Paid Preparer Use Only

Preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
EMILY J. NEWSOM, CPA		11/05/26	☐	P00020448

Firm's name PURVIS, GRAY & COMPANY, LLP — Firm's EIN 59-0548468

Firm's address 222 NE 1ST ST GAINESVILLE, FL 32601 — Phone no. (352) 378-2461

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:
TO SUPPORT ST. JOHNS RIVER STATE COLLEGE AND ITS STUDENTS THROUGH, AMONG OTHER THINGS, A SCHOLARSHIP PROGRAM AND WORKFORCE DEVELOPMENT SUPPORT.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 511,449. including grants of $ 511,449.) (Revenue $)
SUPPORTED ST. JOHNS RIVER STATE COLLEGE STUDENTS BY FUNDING SCHOLARSHIPS.

4b (Code:) (Expenses $ 347,398. including grants of $) (Revenue $)
SUPPORTED ST. JOHNS RIVER STATE COLLEGE STUDENT PROGRAMS AND ACTIVITIES.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 858,847.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10	X	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a		X
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18	X	
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	0		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return **2a** 0			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year **7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 **10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities **10b**			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders **11a**			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) **11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year **12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans **13b**			
c	Enter the amount of reserves on hand **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	18		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

JOLYNN CARTER - 386-312-4100

5001 ST. JOHNS AVENUE, PALATKA, FL 32177

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JOE H PICKENS JD	1.00									
DIRECTOR	40.00	X						0.	443,869.	150,758.
(2) MELANIE BROWN	1.00									
DIRECTOR	40.00	X						0.	236,373.	84,996.
(3) MICHEEL SJOGREN	1.00									
DIRECTOR	40.00	X						0.	116,637.	26,437.
(4) JOLYNN CARTER	40.00									
SECRETARY	1.00			X				0.	77,391.	18,056.
(5) ANN BREIDENSTEIN	1.00									
DIRECTOR BEG 2/26		X						0.	0.	0.
(6) RON W BROWN	1.00									
VICE CHAIR		X		X				0.	0.	0.
(7) JIM BUSH	1.00									
DIRECTOR		X						0.	0.	0.
(8) JAN CONRAD	1.00									
DIRECTOR		X						0.	0.	0.
(9) WENDALL DAVIS	1.00									
DIRECTOR		X						0.	0.	0.
(10) LINDA FORDE	1.00									
TREASURER		X		X				0.	0.	0.
(11) TOM HUNTER	1.00									
DIRECTOR		X						0.	0.	0.
(12) BRIAN KNIGHT	1.00									
DIRECTOR BEG 2/26		X						0.	0.	0.
(13) WAYNE MCCLAIN	1.00									
DIRECTOR VEB 2/26		X						0.	0.	0.
(14) MELISSA C MILLER	1.00									
CHAIRWOMAN		X		X				0.	0.	0.
(15) JOYCE OLIVER	1.00									
DIRECTOR		X						0.	0.	0.
(16) LYNN POWERS	1.00									
DIRECTOR		X						0.	0.	0.
(17) MARY TABOR	1.00									
DIRECTOR		X						0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) JOHN RAYMOND THEOBOLD DIRECTOR	1.00	X						0.	0.	0.
(19) KARLA FLAGG-WRIGHT DIRECTOR	1.00	X						0.	0.	0.
1b Subtotal								0.	874,270.	280,247.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								0.	874,270.	280,247.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	X	
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c	16,816.			
	d Related organizations	1d				
	e Government grants (contributions)	1e	177,301.			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	688,201.			
	g Noncash contributions included in lines 1a-1f	1g	$			
	h **Total.** Add lines 1a-1f		882,318.			
Program Service Revenue		**Business Code**				
	2a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g **Total.** Add lines 2a-2f					
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		343,124.			343,124.
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents 6a					
	b Less: rental expenses 6b					
	c Rental income or (loss) 6c					
	d Net rental income or (loss)					
		(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory 7a	11,200,859.				
	b Less: cost or other basis and sales expenses 7b	7,295,613.				
	c Gain or (loss) 7c	3,905,246.				
	d Net gain or (loss)		3,905,246.			3905246.
	8a Gross income from fundraising events (not including $ 16,816. of contributions reported on line 1c). See Part IV, line 18 8a		120,000.			
	b Less: direct expenses 8b		56,977.			
	c Net income or (loss) from fundraising events		63,023.			63,023.
	9a Gross income from gaming activities. See Part IV, line 19 9a		2,221.			
	b Less: direct expenses 9b		0.			
	c Net income or (loss) from gaming activities		2,221.			2,221.
	10a Gross sales of inventory, less returns and allowances 10a					
	b Less: cost of goods sold 10b					
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		**Business Code**				
	11a					
	b					
	c					
	d All other revenue					
	e **Total.** Add lines 11a-11d					
	12 **Total revenue.** See instructions		5,195,932.	0.	0.	4313614.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	511,449.	511,449.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	55,248.		55,248.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	59,654.		59,654.	
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a GENERAL STUDENT ACTIVIT	347,398.	347,398.		
b ENTERTAINMENT & CIVIC	68,964.			68,964.
c				
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	1,042,713.	858,847.	114,902.	68,964.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	111,327.	1	341,642.
	2	Savings and temporary cash investments	2,132,598.	2	1,362,249.
	3	Pledges and grants receivable, net	127,997.	3	138,364.
	4	Accounts receivable, net		4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a			
	b	Less: accumulated depreciation — 10b		10c	
	11	Investments - publicly traded securities	8,587,979.	11	10,436,175.
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	44.	15	44.
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	10,959,945.	16	12,278,474.
Liabilities	17	Accounts payable and accrued expenses		17	500.
	18	Grants payable		18	
	19	Deferred revenue	195,246.	19	138,364.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	13,321.	25	0.
	26	**Total liabilities.** Add lines 17 through 25	208,567.	26	138,864.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☐ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions		27	
	28	Net assets with donor restrictions		28	
		Organizations that do not follow FASB ASC 958, check here ☒ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds	3,377,256.	29	3,814,839.
	30	Paid-in or capital surplus, or land, building, or equipment fund	0.	30	0.
	31	Retained earnings, endowment, accumulated income, or other funds	7,374,122.	31	8,324,771.
	32	Total net assets or fund balances	10,751,378.	32	12,139,610.
	33	Total liabilities and net assets/fund balances	10,959,945.	33	12,278,474.

Form **990** (2025)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	5,195,932.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,042,713.
3	Revenue less expenses. Subtract line 2 from line 1	3	4,153,219.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	10,751,378.
5	Net unrealized gains (losses) on investments	5	-2,764,987.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	12,139,610.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2025

Open to Public Inspection

Name of the organization ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number 23-7336585

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations .....
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	630,109.	1142334.	643,902.	619,939.	882,318.	3918602.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	630,109.	1142334.	643,902.	619,939.	882,318.	3918602.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						3918602.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
7 Amounts from line 4	630,109.	1142334.	643,902.	619,939.	882,318.	3918602.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	132,697.	162,737.	246,146.	272,028.	343,124.	1156732.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)				63,393.	122,221.	185,614.
11 **Total support.** Add lines 7 through 10						5260948.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2025 (line 6, column (f), divided by line 11, column (f)) 14 74.48 %

15 Public support percentage from 2024 Schedule A, Part II, line 14 15 76.53 %

16a **33 1/3% support test - 2025.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test - 2024.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10% -facts-and-circumstances test - 2025.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10% -facts-and-circumstances test - 2024.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2025 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2024 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2025** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2024** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2025.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2024.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

- **a** ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*
- **b** ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*
- **c** ☐ The organization supported a governmental supported organization. *Describe in* **Part VI** *how you supported a governmental supported organization (see instructions).*

			Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of its supported organization(s)? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to each of its supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. **Answer lines 3a, 3b, and 3c below.**			
a	Are the organization and its supported organization(s) part of an integrated system (for example, a hospital system)? *If "Yes," provide details in* **Part VI.**	**3a**		
b	Did the organization direct the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*	**3b**		
c	Did the organization have the power to regularly appoint or elect (and remove) a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* **Part VI.**	**3c**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**		
2 Enter 0.85 of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	**1**	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	**2**	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	**3**	
4 Amounts paid to acquire exempt-use assets	**4**	
5 Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	**5**	
6 **Total annual distributions.** Add lines 1 through 5.	**6**	
7 Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	**7**	
8 Distributable amount for 2025 from Section C, line 6	**8**	
9 Line 7 amount divided by line 8 amount	**9**	

Section E - Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2025**	**(iii) Distributable Amount for 2025**
1 Distributable amount for 2025 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2025 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2025			
a From 2020			
b From 2021			
c From 2022			
d From 2023			
e From 2024			
f **Total** of lines 3a through 3e			
g Applied to under distributions of prior years			
h Applied to 2025 distributable amount			
i Carryover from 2020 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2025 from Section D, line 6: $			
a Applied to underdistributions of prior years			
b Applied to 2025 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2025, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2025. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2026.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2021			
b Excess from 2022			
c Excess from 2023			
d Excess from 2024			
e Excess from 2025			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, 3b, and 3c; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5 and 7; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE A, PART II, LINE 10, EXPLANATION FOR OTHER INCOME:
FUNDRAISING
2024 AMOUNT: $ 63,393.
2025 AMOUNT: $ 122,221.

SCHEDULE D (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number 23-7336585

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included on line 2a	2c	
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $ _____

(ii) Assets included in Form 990, Part X $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $ _____

b Assets included in Form 990, Part X $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	7,374,122.	7,058,678.	6,094,012.	6,199,807.	5,678,196.
b Contributions	1,044,865.	605,140.	630,325.	689,474.	599,491.
c Net investment earnings, gains, and losses	935,819.	438,882.	955,696.	-223,545.	414,000.
d Grants or scholarships	511,449.	406,291.	381,800.	387,473.	380,449.
e Other expenditures for facilities and programs	330,766.	176,844.	106,439.	153,338.	40,744.
f Administrative expenses	187,820.	145,443.	133,116.	30,913.	70,687.
g End of year balance	8,324,771.	7,374,122.	7,058,678.	6,094,012.	6,199,807.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %
b Permanent endowment 42.0000 %
c Term endowment 58.0000 %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations? 3a(i)		X
(ii) Related organizations? 3a(ii)		X
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? 3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				0.

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	2,487,922.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a	-2,764,987.		
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	-2,764,987.
3	Subtract line 2e from line 1			3	5,252,909.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b	-56,977.		
c	Add lines 4a and 4b			4c	-56,977.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	5,195,932.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	1,099,690.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d	56,977.		
e	Add lines 2a through 2d			2e	56,977.
3	Subtract line 2e from line 1			3	1,042,713.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	1,042,713.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:
SCHOLARSHIPS

PART XI, LINE 4B - OTHER ADJUSTMENTS:
FUNDRAISING EXPENSES -56,977.

PART XII, LINE 2D - OTHER ADJUSTMENTS:
FUNDRAISING EXPENSES 56,977.

SCHEDULE G (Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number: 23-7336585

Part I **Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- **a** ☐ Mail solicitations
- **b** ☐ Internet and email solicitations
- **c** ☐ Phone solicitations
- **d** ☐ In-person solicitations
- **e** ☐ Solicitation of nongovernment grants
- **f** ☐ Solicitation of government grants
- **g** ☐ Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ **Yes** ☐ **No**

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	**(ii)** Activity	**(iii)** Did fundraiser have custody or control of contributions? Yes	**(iii)** No	**(iv)** Gross receipts from activity	**(v)** Amount paid to (or retained by) fundraiser listed in col. **(i)**	**(vi)** Amount paid to (or retained by) organization
Total						

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

		(a) Event #1 GOLF CLASSIC (event type)	(b) Event #2 PRESIDENT GALA (event type)	(c) Other events 2 (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	26,140.	103,085.	7,591.	136,816.
	2 Less: Contributions		14,065.	2,751.	16,816.
	3 Gross income (line 1 minus line 2)	26,140.	89,020.	4,840.	120,000.
Direct Expenses	4 Cash prizes	1,300.			1,300.
	5 Noncash prizes	3,452.			3,452.
	6 Rent/facility costs	3,585.			3,585.
	7 Food and beverages	2,400.	24,744.	3,426.	30,570.
	8 Entertainment		300.		300.
	9 Other direct expenses	1,095.	14,605.	2,070.	17,770.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				56,977.
	11 Net income summary. Subtract line 10 from line 3, column (d)				63,023.

Part III **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes ____ % ☐ No	☐ Yes ____ % ☐ No	☐ Yes ____ % ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	**13a**	%
b An outside facility	**13b**	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name _____

Address _____

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization $ _____ and the amount of gaming revenue retained by the third party $ _____

c If "Yes," enter the name and address of the third party:

Name _____

Address _____

16 Gaming manager information:

Name _____

Gaming manager compensation $ _____

Description of services provided _____

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year $

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

Part IV **Supplemental Information** *(continued)*

SCHEDULE I (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number 23-7336585

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ Yes ☒ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	**(b)** EIN	**(c)** IRC section (if applicable)	**(d)** Amount of cash grant	**(e)** Amount of noncash assistance	**(f)** Method of valuation (book, FMV, appraisal, other)	**(g)** Description of noncash assistance	**(h)** Purpose of grant or assistance

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the Instructions for Form 990. **Schedule I (Form 990) (Rev. 12-2024)**

LHA 532101 04-01-25

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
SCHOLARSHIPS	514	511,449.	0.		

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

SCHEDULE J (Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number: 23-7336585

Part I Questions Regarding Compensation

		Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. ☐ First-class or charter travel ☐ Housing allowance or residence for personal use ☐ Travel for companions ☐ Payments for business use of personal residence ☐ Tax indemnification and gross-up payments ☐ Health or social club dues or initiation fees ☐ Discretionary spending account ☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain **1b**		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? **2**		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. ☐ Compensation committee ☐ Written employment contract ☐ Independent compensation consultant ☐ Compensation survey or study ☐ Form 990 of other organizations ☐ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
a	Receive a severance payment or change-of-control payment? **4a**		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan? **4b**		X
c	Participate in or receive payment from an equity-based compensation arrangement? **4c**		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.		
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.		
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
a	The organization? **5a**		X
b	Any related organization? **5b**		X
	If "Yes" on line 5a or 5b, describe in Part III.		
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
a	The organization? **6a**		X
b	Any related organization? **6b**		X
	If "Yes" on line 6a or 6b, describe in Part III.		
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III **7**		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III **8**		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? **9**		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JOE H PICKENS JD	(i)	0.	0.	0.	0.	0.	0.	0.
DIRECTOR	(ii)	344,614.	0.	99,255.	126,341.	24,417.	594,627.	0.
(2) MELANIE BROWN	(i)	0.	0.	0.	0.	0.	0.	0.
DIRECTOR	(ii)	219,986.	16,387.	0.	77,389.	7,607.	321,369.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(i)							
	(ii)							
	(i)							
	(ii)							

Part III **Supplemental Information**

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE O (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number: 23-7336585

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:
TO SUPPORT ST. JOHNS RIVER STATE COLLEGE AND ITS STUDENTS THROUGH, AMONG OTHER THINGS, A SCHOLARSHIP PROGRAM AND WORKFORCE DEVELOPMENT SUPPORT.

FORM 990, PART VI, SECTION B, LINE 11B:
AT THE ORGANIZATION'S ANNUAL MEETING, THE BOARD OF TRUSTEES REVIEWS AND APPROVES THE ORGANIZATION'S ANNUAL FINANCIAL STATEMENT AUDIT AS WELL AS THE ORGANIZATION'S FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C:
THE BOARD DISCUSSES EACH ITEM TO BE VOTED ON AT EACH MEETING AND DISCUSSES IF THERE ARE ANY CONFLICTS OR ISSUES. THE MULTIPLE ATTORNEYS ON THE BOARD WEIGH IN TO DETERMINE IF THERE IS ANY POTENTIAL ISSUE. ANYONE WITH A CONFLICT ABSTAINS FROM THE VOTE.

FORM 990, PART VI, SECTION C, LINE 19:
DOCUMENTS ARE AVAILABLE FOR INSPECTION UPON REQUEST AT THE ORGANIZATION'S OFFICE.

SCHEDULE R (Form 990)
(Rev. January 2025)
Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.

Employer identification number: 23-7336585

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) Section 512(b)(13) controlled entity? No
ST. JOHNS RIVER STATE COLLEGE - 59-1033399 5001 ST. JOHNS AVENUE PALATKA, FL 32177	EDUCATION	FLORIDA	170B1A	LINE 6	N/A		X
SJRSC STUDENT HOUSING CORPORATION - 93-2694070, 5001 ST. JOHNS AVENUE, PALATKA, FL 32177	HOUSING	FLORIDA	501(C)(3)	LINE 7	N/A		X

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

Part V **Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

		Yes	No
Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.			
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b Gift, grant, or capital contribution to related organization(s)	1b		X
c Gift, grant, or capital contribution from related organization(s)	1c	X	
d Loans or loan guarantees to or for related organization(s)	1d		X
e Loans or loan guarantees by related organization(s)	1e		X
f Dividends from related organization(s)	1f		X
g Sale of assets to related organization(s)	1g		X
h Purchase of assets from related organization(s)	1h		X
i Exchange of assets with related organization(s)	1i		X
j Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	X	
o Sharing of paid employees with related organization(s)	1o	X	
p Reimbursement paid to related organization(s) for expenses	1p		X
q Reimbursement paid by related organization(s) for expenses	1q		X
r Other transfer of cash or property to related organization(s)	1r	X	
s Other transfer of cash or property from related organization(s)	1s	X	

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)	ST. JOHNS RIVER STATE COLLEGE	C	159,181.	CASH
(2)	ST. JOHNS RIVER STATE COLLEGE	N	0.	SEE PART VII
(3)	ST. JOHNS RIVER STATE COLLEGE	O	0.	SEE PART VII
(4)	ST. JOHNS RIVER STATE COLLEGE	R	511,449.	CASH
(5)	ST. JOHNS RIVER STATE COLLEGE	R	347,398.	CASH
(6)	SJRSC STUDENT HOUSING CORPORATION	S	640,553.	CASH

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) NO	(k) Percentage ownership

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

PART V, LINE 2, TRANSACTION TYPES N & O:

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC. SHARES EMPLOYEES, FACILITIES AND EQUIPMENT WITH ST. JOHNS RIVER STATE COLLEGE. THE AMOUNT FOR THESE SERVICES HAS NOT BEEN DETERMINED.

2026

St. Johns River State College
Foundation, Inc.

Financial Statements and Independent Auditor's Report

March 31, 2026

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

ST. JOHNS RIVER STATE COLLEGE
FOUNDATION, INC.
PALATKA, FLORIDA

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

MARCH 31, 2026

TABLE OF CONTENTS

Independent Auditor's Report 1-3

Management's Discussion and Analysis 4-6

Financial Statements
- Statement of Net Position 7
- Statement of Revenues, Expenses, and Changes in Net Position 8
- Statement of Cash Flows 9
- Notes to the Financial Statements 10-15

Additional Reports
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* 16-18
- Response to Auditor's Findings 19

PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT

Board of Directors
St. Johns River State College Foundation, Inc.
Palatka, Florida

Report on the Audit of the Financial Statements

Opinion
We have audited the accompanying financial statements of the St. Johns River State College Foundation, Inc. (the Foundation), which comprise the statement of net position as of March 31, 2026, the related statements of revenues, expenses, changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Foundation as of March 31, 2026, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

INDEPENDENT AUDITOR'S REPORT

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical

INDEPENDENT AUDITOR'S REPORT

context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

We have previously audited the Foundation's 2025 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 15, 2025. In our opinion, the summarized comparative information presented herein as of and for the year ended March 31, 2025, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 20, 2026, on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

Purvis Gray

July 20, 2026
Gainesville, Florida

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ended March 31, 2026

Introduction

The following Management's Discussion and Analysis (MD&A) provides an overview of the financial activities and financial position of the St. Johns River State College Foundation, Inc. (the Foundation) for the fiscal year ended March 31, 2026. The Foundation serves as the direct-support organization of St. Johns River State College and exists to enhance educational opportunities through scholarships, academic support, student assistance, and contributions that advance the College's mission. This discussion should be read in conjunction with the accompanying financial statements and notes. [18607AR26...ation, Inc | PDF]

Overview of the Financial Statements

The financial statements include the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, Statement of Cash Flows, and Notes to the Financial Statements. Together, these statements provide information regarding the Foundation's financial condition, operating activities, cash flows, and significant accounting policies. The Foundation early implemented Governmental Accounting Standards Board (GASB) Statement No. 103, *Financial Reporting Model Improvements*, during fiscal year 2026. The implementation affected presentation and disclosure requirements but did not impact beginning net position.

Financial Highlights

- Total net position increased by $1,388,232, from $10,751,378 to $12,139,610, representing growth of approximately 12.9 percent.
- Total assets increased by $1,318,529, from $10,959,945 to $12,278,474.
- Contributions increased from $619,333 to $953,546, an increase of $334,213, or approximately 54.0 percent.
- Total investment earnings, including realized and unrealized gains, increased to $1,483,383 compared to $717,566 in the prior year.
- Scholarship expenditures increased from $406,291 to $511,449, reflecting the Foundation's continued commitment to student support.
- Restricted expendable net position increased by $899,656 and restricted non-expendable net position increased by $50,993 due primarily to investment growth and new endowment contributions.

Statement of Net Position

Total assets at March 31, 2026, were $12,278,474 compared to $10,959,945 at March 31, 2025, an increase of $1,318,529. Current assets increased by $1,257,169 primarily due to growth in investment balances, which increased by $1,797,203 from $5,127,941 to $6,925,144. Endowed investments increased by $50,993 to $3,511,031 as a result of new endowment gifts and investment appreciation. The irrevocable trust receivable increased from $127,997 to $138,364.

Total liabilities decreased substantially from $13,321 to $500. During the year, the Foundation's charitable gift annuity obligation was fully extinguished following the death of the final beneficiary. As a result, both the annuity liability and related deferred inflow associated with the charitable annuity were removed from the Statement of Net Position.

Total net position increased to $12,139,610 at year-end. Unrestricted net position increased by $437,583 to $3,814,839. Restricted expendable net position increased from $3,914,084 to $4,813,740, while restricted non-expendable net position increased from $3,460,038 to $3,511,031. These increases reflect increased and continued donor support, positive investment performance, and growth in endowed resources.

Statement of Revenues, Expenses, and Changes in Net Position

Operating revenues totaled $953,546 during fiscal year 2026 compared to $619,333 during fiscal year 2025. Contributions continued to serve as the Foundation's primary operating revenue source and increased by more than fifty percent over the prior year. The increase reflects strong philanthropic support from Foundation donors and community partners.

Operating expenses totaled $1,099,690 compared to $834,581 in the prior year. Scholarship support increased by $105,158 to $511,449. Other College support increased by $135,029 to $347,398, reflecting expanded programmatic support and student-focused initiatives. Fundraising expenses increased modestly from $105,308 to $125,941, while supporting services remained relatively consistent with the prior year.

The Foundation reported an operating loss of $146,144 compared to an operating loss of $215,248 in the prior year. As a philanthropic organization, the Foundation relies significantly on investment income and growth in endowed resources to support its mission.

Non-operating revenues totaled $1,483,383 compared to $717,566 in fiscal year 2025. Interest and dividend income increased to $343,124, while net realized and unrealized investment gains increased significantly to $1,140,259. The increase reflects favorable investment market performance during the fiscal year.

After accounting for investment income, endowment contributions of $50,993, and transfers between fund categories, the Foundation reported an overall increase in net position of $1,388,232.

Cash Flows and Liquidity

Cash and cash equivalents totaled $1,703,891 at March 31, 2026, compared with $2,243,925 at March 31, 2025. The decrease of $540,034 was primarily attributable to investment purchases exceeding investment sales during the year.

The Foundation reported net cash used in operating activities of $145,642, an improvement from the prior year's use of $220,998. Investment activity remained strong, and non-cash appreciation in investment values totaled $871,854 during the year.

Capital Assets, Long-Term Investments, and Endowments

The Foundation's financial strength continues to be driven by its investment portfolio and endowed funds. Total investments, including endowed investments, increased to $10,436,175 at year-end. Investment earnings generated $911,112 of growth within endowed funds during fiscal year 2026. New permanent endowment contributions totaled $50,993 and supported the continued growth of scholarship resources available for future generations of students.

The Foundation maintains a diversified investment portfolio governed by Board-approved investment policies designed to balance growth, income generation, and risk management.

Economic Factors and Future Outlook

The Foundation remains financially strong and well-positioned to support St. Johns River State College through scholarships, educational programming, student assistance, and strategic institutional initiatives. Continued growth in contributions, investments, and endowed resources has strengthened the Foundation's long-term financial sustainability.

Looking ahead, the Foundation will continue to focus on donor engagement, endowment growth, scholarship expansion, and support for transformative initiatives that enhance educational opportunities throughout the College's service area. The Foundation remains committed to responsible stewardship of donor resources while advancing the mission of St. Johns River State College.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.
STATEMENT OF NET POSITION
MARCH 31, 2026,
WITH SUMMARIZED COMPARATIVE TOTALS FOR MARCH 31, 2025

	2026	2025
Assets		
Current Assets:		
Cash and Cash Equivalents	$ 1,703,891	$ 2,243,925
Due from St. Johns River State College Student Housing Corp.	44	44
Investments	6,925,144	5,127,941
Total Current Assets	8,629,079	7,371,910
Non-Current Assets:		
Endowed Investments	3,511,031	3,460,038
Irrevocable Trust Receivable	138,364	127,997
Total Assets	12,278,474	10,959,945
Liabilities		
Current Liabilities:		
Accounts Payable	500	-
Annuity Payable	-	10,600
Non-Current Liabilities:		
Annuity Payable	-	2,721
Total Liabilities	500	13,321
Deferred Inflows of Resources		
Irrevocable Trust	138,364	127,997
Charitable Annuity	-	67,249
Total Deferred Inflows of Resources	138,364	195,246
Net Position		
Unrestricted	3,814,839	3,377,256
Restricted:		
Expendable	4,813,740	3,914,084
Non-Expendable	3,511,031	3,460,038
Total Net Position	$ 12,139,610	$ 10,751,378

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED MARCH 31, 2026,
WITH SUMMARIZED COMPARATIVE TOTALS FOR MARCH 31, 2025

	2026				2025
		Restricted			
	Unrestricted	Expendable	Non-Expendable	Total Fund	Total Fund
Operating Revenues					
Contributions	$ 131,676	$ 821,870	$ -	$ 953,546	$ 619,333
Total Operating Revenues	131,676	821,870	-	953,546	619,333
Operating Expenses					
Program Services:					
Scholarships	-	511,449	-	511,449	406,291
Other College Support	16,632	330,766	-	347,398	212,369
Total Program Services	16,632	842,215	-	858,847	618,660
Fund-Raising	63,955	61,986	-	125,941	105,308
Supporting Services:					
Management and General	44,510	34,538	-	79,048	79,228
Professional Fees	26,187	9,667	-	35,854	31,385
Total Supporting Services	70,697	44,205	-	114,902	110,613
Total Operating Expenses	151,284	948,406	-	1,099,690	834,581
Operating (Loss)	(19,608)	(126,536)	-	(146,144)	(215,248)
Non-Operating Revenue (Expenses)					
Interest and Dividends	146,557	196,567	-	343,124	272,028
Net Realized and Unrealized Gain on Investments	401,007	739,252	-	1,140,259	445,538
Endowment Contributions	-	-	50,993	50,993	48,999
Endowment Administrative Fee	81,629	(81,629)	-	-	-
Transfers In	-	172,002	-	172,002	-
Transfers Out	(172,002)	-	-	(172,002)	-
Total Non-Operating Revenue (Expenses)	457,191	1,026,192	50,993	1,534,376	766,565
Change in Net Position	437,583	899,656	50,993	1,388,232	551,317
Net Position, Beginning of Year	3,377,256	3,914,084	3,460,038	10,751,378	10,200,061
Net Position, End of Year	$ 3,814,839	$ 4,813,740	$ 3,511,031	$ 12,139,610	$ 10,751,378

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2026,
WITH SUMMARIZED COMPARATIVE TOTALS FOR MARCH 31, 2025

	2026	2025
Cash Flows from Operating Activities		
Cash Received from Contributions and Support	$ 953,546	$ 619,333
Payments for Scholarships	(511,449)	(406,291)
Payments for General Student Expenses	(347,396)	(212,369)
Payments for Other Expenses	(240,343)	(221,671)
Net Cash (Used in) Operating Activities	(145,642)	(220,998)
Cash Flows from Investing Activities		
Proceeds from Sale of Investments	11,200,859	1,817,365
Purchases of Investments	(11,978,768)	(1,334,664)
Receipt of Interest and Dividends	343,124	272,028
Payments on Annuities	(10,600)	(10,600)
Net Cash Provided by (Used in) Investing Activities	(445,385)	744,129
Cash Flows from Non-Capital Financing Activities		
Receipts from Donors for Permanent Endowments	50,993	48,999
Net Cash Provided by Non-Capital Financing Activities	50,993	48,999
Net Increase (Decrease) in Cash and Cash Equivalents	(540,034)	572,130
Cash and Cash Equivalents, Beginning of Year	2,243,925	1,671,795
Cash and Cash Equivalents, End of Year	$ 1,703,891	$ 2,243,925
Schedule of Non-Cash Operating Activities		
Change in Fair Value of Investments	$ 871,854	$ 368,123

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2026

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

The St. Johns River State College Foundation, Inc. (the Foundation) was formed in 1970 as a non-profit organization. The Foundation's sole purpose is the support of the St. Johns River State College (the College) and its students. The primary goal of the Foundation is to further develop its scholarship program and to fund activities that promote the College. The Foundation is a direct support organization under Section 1004.70, Florida Statutes, and, for financial reporting purposes, is considered a component unit of the College.

Basis of Presentation

The financial statements of the Foundation have been prepared in accordance with generally accepted accounting principles (GAAP) as applicable to government units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting principles.

For financial reporting purposes, the Foundation is considered a special-purpose governmental entity engaged only in business-type activities. Accordingly, the financial activity of the Foundation is accounted for in a single business-type fund which, to observe restrictions placed on the use of resources, is further grouped into sub-accounts as follows:

- Unrestricted—represents resources available for operations without restriction.
- Restricted, Expendable—represents resources available only for scholarships or other eligible student related purposes.
- Restricted, Non-Expendable—represents contributions received, in which the principal amount is restricted in perpetuity by the donor, with income available only for scholarships or other eligible student related purposes.

All restrictions are externally imposed; thus, no net position is restricted by enabling legislation. When both restricted and unrestricted resources are available for use, it is the Foundation's policy to use restricted resources first, then unrestricted resources as they are needed.

Operating and Non-Operating Activities

Operating activities consist of transactions that are directly related to the Foundation's primary purpose of supporting the College and its students. These activities generally include resources received and used to carry out the Foundation's ongoing programs and administrative functions. Non-operating activities consist of transactions that are incidental to, or not directly related to, the Foundation's primary programs. Investment-related activity, including investment income and changes in the fair value of investments, is reported as non-operating activity.

Measurement Focus and Basis of Accounting

The Foundation utilizes the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of the timing of the related cash flows.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the Foundation considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

Investments

Investments are reported at fair value, except for money market investments, which are reported at cost.

Donor-Restricted Endowments
Investment income, including unrealized appreciation and depreciation, is allocated to the restricted expendable account on a pro rata basis based on the non-expendable endowment balance and the undistributed earnings associated with each endowment. In accordance with state law, these funds are then available for expenditure when the specific donor criteria are met.

In the absence of donor stipulations or law to the contrary, losses on the investments of a donor-restricted endowment fund reduce restricted expendable net position to the extent that donor-imposed temporary restrictions on net appreciation of the fund have not been met before a loss occurs. Any remaining loss reduces unrestricted net position.

If losses reduce the assets of a donor-restricted endowment fund below the level required by the donor stipulations or law, gains that restore the fair value of the assets of the endowment fund to the required level are classified as increases in unrestricted net position.

After the fair value of the assets of the endowment fund equals the required level, gains that are restricted by the donor are classified as increases in restricted expendable net position or restricted non-expendable net position, depending on the donor's restrictions.

Contribution Receivable
Unconditional promises to give that are expected to be collected within one year and in future years are recorded at net realizable value. Conditional promises to give are not included as support until the conditions are substantially met.

Deferred Inflows of Resources
A deferred inflow of resources is an acquisition of net assets that is applicable to a future reporting period.

Income Tax
The Foundation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Use of Estimates
The preparation of financial statements in conformity with GAAP requires management to make various estimates. Actual results could differ from those estimates.

Implementation of New Accounting Standard
During the current fiscal year, the Foundation adopted GASB Statement No. 103, *Financial Reporting Model Improvements*. The primary objective of this Statement is to enhance the effectiveness of the financial reporting model in providing information essential for decision-making and assessing accountability. Key improvements include:

- **Management's Discussion and Analysis:** Enhancing the quality of the analysis to focus on the "why" behind changes in financial position and results of operations.
- **Proprietary Fund Reporting:** Introducing a mandated subtotal for "operating income (loss) and non-capital subsidies" and revising the required sequence of the Statement of Revenues, Expenses, and Changes in Net Position to separately report non-capital subsidies.

Reporting of changes in accordance with GASB Statement No. 100, *Accounting Changes and Error Corrections*, this adoption is reported as a change in accounting principle. The implementation of this Statement resulted in reclassifications of certain line items and expanded disclosures to enhance the relevance and understandability of the financial report.

For the year ended March 31, 2026, the adoption of this pronouncement did not result in a restatement of the Foundation's beginning net position. Comparative financial information for the prior period has been reclassified to conform to the current year's presentation format as required by the new standard.

Note 2 - Deposits and Investments

The Foundation's deposits and investments are summarized below:

Cash and Cash Equivalents	$ 1,703,891
Investments	6,925,144
Endowed Investments	3,511,031
Total Deposits and Investments	$ 12,140,066

For the purpose of risk disclosures, deposits and investments are comprised of the following:

Deposits with Financial Institutions	$ 1,530,976
Investments	10,609,090
Total Deposits and Investments	$ 12,140,066

The following schedules of the maturities and average credit ratings for the Foundation's investments held as of March 31, 2026, are as follows:

	Fair Value	Maturity in Years					Average Credit Quality Ratings
		Less than 1	1-5	6-10	10+	N/A	
Bonds and Notes	$ 317,586	$ -	$ -	$ 317,586	$ -	$ -	Baa1
Exchange Trade Funds:							
Fixed Income	1,987,593	1,048,499	-	-	939,094	-	N/A
Equities	7,174,691	-	-	-	-	7,174,691	N/A
Commodities	324,007	-	-	-	-	324,007	N/A
Mutual Funds:							
Fixed Income	632,298	-	-	-	-	632,298	N/A
	10,436,175	$ 1,048,499	$ -	$ 317,586	$ 939,094	$ 8,130,996	
Cash Equivalents	172,915						
Total Investments	$ 10,609,090						

The Foundation may be exposed to the following risks associated with its investment portfolio:

Credit Risk—The risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Foundation's investment policy requires that debt securities be rated "Baa" or "BBB" or better by Moody's or Standard & Poor's rating services, respectively. The Foundation's investment policy also sets allowable ranges for allocation of assets as follows: domestic equity (mutual funds) (50-70%); international equity (10-20%); intermediate and long-term bonds (10-20%); real estate (0-10%); and cash equivalents (2-10%). Charitable gift annuity investments are limited to no more than 50% equities (including mutual funds) and no more than 10% may be invested in any one stock or fund.

Interest Rate Risk—The risk that changes in interest rates will adversely affect the fair value of an investment. The Foundation's investment policy includes asset allocation guidelines and investment management structure to ensure adequate diversification to reduce the volatility of investment returns.

Custodial Credit Risk—The risk that, in the event of failure of the counterparty, the value of investments or collateral securities in the possession of an outside party will not be recoverable. None of the Foundation's investments are subject to custodial credit risk.

Concentration of Credit Risk—The risk that any one issuer, representing a concentration greater than 5% of total investments, may not fulfill its obligations. None of the Foundation's investments exceeded this concentration level.

Note 3 - Fair Value Measurement

The Foundation categorizes its fair value measurements with the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Foundation has the following recurring fair value measurements as of March 31, 2026:

- Exchange traded funds - Valued using quoted market prices.
- Exchange traded funds fixed income - Valued using quoted market prices.
- Mutual funds - Valued at the daily closing price as reported by the fund.
- Irrevocable trust receivable - Valued using income approach, present value technique.

The following table summarizes the Foundation's assets for which fair values are determined on a recurring basis:

	Fair Value	Quoted Prices in Active Market for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments				
Bonds and Notes	$ 317,586	$ -	$ 317,586	$ -
Exchange Traded Funds	9,486,291	9,486,291	-	-
Mutual Funds	632,298	632,298	-	-
Total Investments Measured at Fair Value	$ 10,436,175	$ 10,118,589	$ 317,586	$ -
Irrevocable Trust Receivable	$ 138,364	$ -	$ 138,364	$ -

Note 4 - Irrevocable Trust Receivable

The Foundation is one of the residual beneficiaries of an irrevocable trust established in fiscal year 2013. Trust funds are held and invested by a third-party trustee, with earnings used for the surviving spouse, as long as she lives and remains unmarried. It is estimated that the principal of the trust will grow at 5% per year. The present value of the estimated distribution of the trust is reported as an irrevocable trust receivable of $138,364 as of March 31, 2026.

Note 5 - Charitable Annuity

In July 2016, the Foundation was named the beneficiary of an irrevocable charitable gift annuity agreement funded in the amount of $200,000. Under the terms of the agreement, the Foundation was required to make annual annuity payments of $10,600 to the donors during their lifetimes. The Foundation's obligation terminated upon the death of the last surviving donor.

During the year ended March 31, 2026, the last surviving donor passed away and the Foundation's annuity obligation ceased. Accordingly, the related annuity liability and deferred inflow of resources were extinguished, and the Foundation became entitled to the remaining assets held under the agreement.

Pursuant to the donor's restrictions, the remaining funds are to be used for scholarships for degree-seeking, in-state students enrolled at the College, subject to specified eligibility criteria.

Changes in the annuity payable are summarized below:

	Balance April 1, 2025	Additions	Deductions	Balance March 31, 2026	Due Within One Year
Annuity	$ 13,321	$ -	$ (13,321)	$ -	$ -

Note 6 - Contributed Facilities, Services, and Property

The Foundation receives free use of certain facilities and certain contributed services from the College. As a matter of accounting practice, the value of such facilities and services is not recorded in the Foundation's financial statements. Contributed property used to further the purposes of the Foundation is recorded at estimated acquisition value at the date of donation.

Note 7 - Restricted Net Position

Restricted, expendable net position of $4,813,740 as of March 31, 2026, is available for scholarships and other eligible student-related purposes.

Changes in restricted, non-expendable net position are as follows:

Endowment	Endowed Principal March 31, 2025	Accumulated Earnings March 31, 2025	Contributions to Endowed Principal	Investment Earnings/ (Loss)	Endowed Principal March 31, 2026	Accumulated Earnings March 31, 2026
Thrasher-Horne	$ 1,878,733	$ 947,184	$ -	$ 436,298	$ 1,878,733	$ 1,383,482
Paul and Juanita Boyette	204,552	136,647	-	52,634	204,552	189,281
Putnam County Scholar	181,600	59,968	18,811	38,358	200,411	98,326
Irwin and Elizabeth Zekaria	125,000	284,230	-	63,270	125,000	347,500
Georgia Pacific	123,164	143,154	-	41,100	123,164	184,254
Eva Mae Kelly	115,041	90,184	-	32,718	115,041	122,902
Dan and Katie Martinez	100,000	91,879	-	29,743	100,000	121,622
Nancy K. Ramsey Memorial	100,000	91,094	-	29,478	100,000	120,572
Cliff Stearns	75,338	13,466	-	13,771	75,338	27,237
Athletic Association	72,000	20,465	-	15,778	72,000	36,243
Patty and Joel Weiss	51,301	19,881	-	10,969	51,301	30,850
Bob Hudson	50,000	104,512	-	23,985	50,000	128,497
Joe and Linda Pickens	50,000	57,257	-	16,568	50,000	73,825
Olivia Lay	50,000	39,765	-	13,810	50,000	53,575
Talmadge - Noyes	41,945	35,299	-	11,932	41,945	47,231
John Tindall	28,164	31,996	-	9,277	28,164	41,273
Bob Smith	28,000	12,803	-	17,741	28,000	30,544
Robert McLendon, Jr.	25,100	49,347	-	11,476	25,100	60,823
Sheretz	25,000	29,580	-	7,665	25,000	37,245
Lillie M. Avrett	25,000	16,717	-	6,380	25,000	23,097
St. Augustine Rotary	25,000	26,121	-	7,883	25,000	34,004
C.L. Overturf	25,000	15,449	-	6,232	25,000	21,681
Boots and Philip	25,000	24,316	-	7,596	25,000	31,912
Ben Zirbel	25,000	7,938	-	5,083	25,000	13,021
Mark Breidens	10,100	2,493	-	1,685	10,100	4,178
Alice Overturf	-	-	16,182	(168)	16,182	(168)
Wendell & Jackie Davis Family	-	-	10,000	(253)	10,000	(253)
Sara Porter and John Theobold	-	-	6,000	103	6,000	103
Total	$ 3,460,038	$ 2,351,745	$ 50,993	$ 911,112	$ 3,511,031	$ 3,262,857

Note 8 - Administrative Fees

In order to support its operations, the Foundation assesses an endowment fee. The endowment fee represents an assessment for management and administration of endowed and board appropriated funds. The endowment fee is assessed on a quarterly basis based on the fair market value of the fund. For the year ended March 31, 2026, the Board of Directors approved a 1.25% administrative fee on endowed and board appropriated funds of $81,629 and $3,296, respectively.

Note 9 - Board Appropriations

As summarized below, the Board has appropriated certain amounts of the unrestricted net position for specific purposes. These internal-imposed limitations on net position do not relate to donor stipulations.

Unrestricted Net Position as of March 31, 2026	$	3,814,839
Board Appropriations for the Thrasher - Horne Center of the Arts (THCA)		
Balance Transfer from THCA Membership Account		(50,000)
Balance Transfer from THCA Sponsorships		(36,545)
Accumulated Net Appreciation		(166,223)
Administrative Fee		(3,296)
Total Board Appropriations		(256,064)
Unappropriated Unrestricted Net Position	$	3,558,775

Note 10 - Revocable Split-Interest Bequest

The Foundation is a beneficiary of a bequest held in trust by the Jacksonville Community Foundation, Inc. who maintains variance power over trust assets. The trust directs that $300,000 be permanently endowed and administered by the aforementioned third-party, with earnings distributed to the Foundation on a periodic basis to provide scholarships annually to one recipient from each of the high schools in Putnam County. As of December 2015, the bequest was fully funded.

Note 11 - Transfers

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires the Foundation to retain as a fund of perpetual duration. Since no endowment funds fell below their required levels for the year ended March 31, 2026, no transfers from unrestricted funds to restricted non-expendable funds were required. During the year, transfers between unrestricted funds and restricted expendable funds were made to reflect the repurposing of certain funds in accordance with donor intent and Foundation policy.

Note 12 - Risk Management

The Foundation is exposed to various risks of loss related to general liability and directors' and officers' liability. The Foundation purchases commercial insurance to manage these risks. There have been no losses in excess of coverage in the last three years.

ADDITIONAL REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
St. Johns River State College Foundation, Inc.
Palatka, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, the financial statements of the St. Johns River State College Foundation, Inc. (the Foundation) as of and for the year ended March 31, 2026, and the related notes to the financial statements, which collectively comprise the Foundation's financial statements, and have issued our report thereon dated July 20, 2026.

Report on Internal Control Over Financial Reporting
In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described below that we consider to be significant deficiencies.

Board of Directors
St. Johns River State College Foundation, Inc.
Palatka, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

2026-01 Classification of Internal Transfers as Revenue Activity

Condition: The Foundation recorded $258,184 of internal transfers between subaccounts as reductions and increases of revenue rather than properly reporting the amounts as "Transfers In" and "Transfers Out." Internal transfers between subaccounts should be reported separately as "Transfers In" and "Transfers Out" and should not be included within revenue or expense classifications. Transfers are presented separately to distinguish internal resource movements from operating activity.

Effect: Certain revenue classifications were misstated by $258,184 as transfers were improperly presented as revenue activity. Total change in net position was unaffected.

Recommendation: We recommend management revise their procedures and accounting system mapping to ensure that all internal transfers are properly recorded as "Transfers In" and "Transfers Out" rather than as revenue adjustments.

2026-02 Bank Reconciliation Deposits-In-Transit

Condition: The Foundation's bank reconciliation contained three invalid deposits-in-transit totaling $222,177. These deposits were related to internal transfers between Foundation subaccounts and were reflected as outstanding deposits rather than being reconciled and cleared through the accounting records. Proper internal control over financial reporting requires that cash transfers and receipts be accurately recorded and reconciled to bank records on a timely basis. Deposits in transit should be properly identified and reflected only once in the accounting records to ensure completeness and accuracy of financial statements.

Effect: Cash and revenues were overstated by $222,177 prior to adjustment. Although corrected through the audit process, the error indicates a breakdown in the Foundation's controls over recording internal transfers, cash receipts and bank reconciliation procedures.

Recommendation: We recommend that management strengthen reconciliation procedures, including independent review of deposit processing, internal transfer activity, and reconciliation of cash receipts and transfers to bank records to ensure all deposits are recorded accurately and only once.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards.*

Board of Directors
St. Johns River State College Foundation, Inc.
Palatka, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Purvis Gray

July 20, 2026
Gainesville, Florida

St. Johns River State College Foundation Audit Findings Response
Audit Dated April 1, 2025-March 31, 2026.

2026-01 Classification of Internal Transfers as Revenue Activity
Management Response:
The Foundation agrees with the recommendation regarding the presentation of internal transfers between subaccounts. While these transactions did not impact the Foundation's overall financial position or change in net position, the transfers should be reported separately as Transfers In and Transfers Out rather than within revenue classifications.
To address this finding, management will establish a dedicated transfer account within the accounting system to record internal fund transfers. This approach will maintain current operational processes while ensuring transfers are properly classified for financial reporting purposes. The transfer account will serve as a clearing account and should reconcile to zero each month.
As an additional internal control measure, monthly review procedures will be implemented requiring reconciliation of the transfer account and independent verification by management that all transfer activity has been appropriately recorded and cleared. The Foundation will also include Board Treasurer Linda Forde in future audit discussions and year-end financial reporting reviews to strengthen oversight of accounting classifications and reporting requirements.

2026-02 Bank Reconciliation Deposits-in-Transit
Management Response:
The Foundation agrees with the recommendation and recognizes the need to strengthen reconciliation procedures related to internal transfers and deposits-in-transit. The identified items were associated with internal transfers between Foundation subaccounts that remained outstanding on the bank reconciliation rather than being properly cleared through the accounting records.
To address this issue, management will enhance reconciliation procedures by implementing a formal review process for deposits-in-transit, cash receipts, and internal transfer activity. The creation of a dedicated transfer clearing account, as described in Finding 2026-01, will provide improved visibility and tracking of interfund transfers and reduce the risk of duplicate recording.
Monthly reconciliations will include verification that all internal transfers have properly cleared and that the transfer account reconciles to zero. Management will independently review reconciliation reports to ensure deposits and transfers are accurately reflected only once in the accounting records. In addition, Board Treasurer Linda Forde will be included in future audit planning, review, and reporting discussions to provide enhanced financial oversight and assist in evaluating accounting and reconciliation procedures.

PURVIS GRAY

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Tampa

purvisgray.com

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: St. Johns River State College Foundation
FOR THE YEAR ENDING: 2025-2026

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. **In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under section 1004.70, Florida Statutes?**

YES X NO ___

NAME OF APPOINTEE: Wendell Davis

2. **In accordance with section 1004.70(2), F.S., did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?**

YES X NO ___

NAME OF APPOINTEE: Joe Pickens

3. **In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organization?**

YES X NO ___ N/A ___

4. **In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization? (Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)**

YES ___ NO ___ N/A X

5. **In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?**

YES X NO ___

6. **Did the board of trustees review the following issues and accept the annual audit?**
   A. College support of direct-support organization's operating expenses.
   B. Annual change in the direct-support organization's net assets.
   C. Direct-support organization's ability to cover indebtedness (both current and projected).
   D. Direct-support organization's internal controls.
   E. Direct-support organization's compliance with Florida Statute.

YES X NO ___

7. **If the direct-support organization expended $750,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A)); OMB Circular A-133 (Part 3, Section M); the Florida Single Audit Act (F.S. 215.97 (2)(a)); or other applicable federal and state law?**

YES ___ NO ___ N/A X

8. **Did the board of trustees approve for the addition or cancellation of a direct-support organization and notify the Florida College System Budget Office and Division?**

YES ___ NO ___ N/A X

COLLEGE NAME: St. Johns River State College

PRESIDENT (SIGNATURE) _____ **DATE** _____
(Print Name) Joe H. Pickens, J.D., President

CHAIRMAN, BOARD OF TRUSTEES (SIGNATURE) _____ **DATE** _____
(Print Name) Rich Komando, J.D., Chair

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office
Florida Department of Education
325 West Gaines Street, Suite #1224
Tallahassee, FL 32399-0400
Collegereporting@fldoe.org

St. Johns River State College Foundation, Inc.
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between St. Johns River State College and the St. Johns River State College Foundation, Inc. (d.b.a. SJR State Foundation). The SJR State Foundation (henceforth referred to as the "Foundation") was organized and incorporated in 1970 as a direct support organization of St. Johns River State College (henceforth referred to as the "College").

The purpose of the Foundation is to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, the College.

In consideration of the mutual commitments herein contained, the parties agree as follows:

FOUNDATION NAME AND LOGOTYPE

Consistent with its mission to help advance the plans and objectives of the College, the Foundation is granted use of the name, "SJR State Foundation." The Foundation has the authority to use the College's name, logotype and other identifying marks in the promotion of its business and activities.

COLLEGE GOVERNANCE

The College's District Board of Trustees (henceforth referred to as the "Trustees") is responsible for overseeing the mission, leadership and operations of the College and for setting priorities and long-term plans for the College.

THE FOUNDATION RELATIONSHIP TO THE COLLEGE

The Foundation's Board of Directors (henceforth referred to as the "Board") is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.

The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines and policies.

THE COLLEGE RELATIONSHIP TO THE FOUNDATION

The President of the College is responsible for communicating the College's priorities and long-term plans, as approved by the Trustees, to the Foundation.

The College recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential, consistent with the law.

The Director of Development and Foundation Operations reports to the AVP of Institutional Advancement and Strategic Communications and is responsible for all activities related to soliciting private support, establishing productive relationships with external groups, reporting of gifts and Foundation development.

The President of the College shall serve as a member of the Foundation Board, with voting rights, and shall assume a prominent role in fundraising activities.

A representative, appointed by the College District Board of Trustees shall serve as a member of the Foundation Board, with voting rights.

The College, in accordance with FS 1004.70, will provide in-kind services, such as office space, technology and utilities, as it deems appropriate. The College will employ, evaluate and compensate the Vice President for Development and External Affairs and other Foundation staff as it deems appropriate.

FOUNDATION RESPONSIBILITIES

Fundraising

The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the College, based on needs and goals set by the College's President and Trustees. Foundation funds are acknowledged by the College and the Foundation to be supplementary to all other College funds, including those received through state appropriations, tuition and other sources, and are not a substitute thereof.

The Director of Development and Foundation Operations in consultation with the College President, AVP of Institutional Advancement and Strategic Communications and Foundation Board, is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in support of the College's mission. These programs include, but are not limited to, annual giving, major gifts, planned gifts, special projects, private foundation solicitations and campaigns as appropriate.

The Foundation will establish, adhere to and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf

of the Foundation and the College and provide appropriate recognition and stewardship of such gifts.

The College recognizes that the Foundation bears the major responsibility for private sector fundraising. College representatives will coordinate fundraising initiatives, including major gift solicitations, with the Foundation.

The College President will work in conjunction with the leadership of the Foundation Board, the Director of Development and Foundation Operations, and the AVP of Institutional Advancement and Strategic Communications to identify, cultivate and solicit prospects for private gifts.

The Foundation shall establish and enforce policies to protect donor confidentiality and rights consistent with law.

Asset Management

The Foundation will establish asset allocation, disbursement and spending policies that adhere to applicable federal and state laws.

The Foundation will receive, hold, manage, invest and disperse contributions of cash, securities, patents, copyrights and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments.

The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will provide the College with a copy of the annual audited financial statements, including management letters, and comply with all requirements mandated by law.

Transfer of Funds

The Foundation is the primary depository of private gifts and will transfer funds to the College in compliance with applicable laws, College policies and gift agreements.

When distributing gift funds to the College, the Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The College will abide by such restrictions and provide appropriate documentation as required.

The Foundation's disbursements to, and/or on behalf of, the College must be reasonable, support the College, be consistent with donor intent, and not in conflict with the law.

Foundation Funding and Administration

The Foundation is responsible for establishing an annual budget.

The Foundation shall own and maintain, at its own expense, copies of the plans, budgets and donor and alumni records developed in connection with the performance of its obligations.

The Foundation will provide access to data and records to the College for College purposes, as permitted by donors and/or required by law. The Foundation will provide copies of its annual report to the College.

To ensure effective achievement of this Memorandum of Understanding, the College and the Foundation officers and Board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

The foregoing is in compliance with Florida Statutes governing State Colleges, their Trustees, Presidents, and direct support organizations including, but not limited to, §1001.64(14), §1001.64(39) and (40), §1001.65, §1004.06 and §1004.70.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers.

By:_____
St. Johns River State College District Board of Trustees Chairman, **Rich Komando**
Date: _____

By: _____
St. Johns River State College President, **Joe H. Pickens, J.D.**
Date: _____

By: _____
St. Johns River State College Foundation Board Chairman, **Melissa Miller**
Date: _____

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0029

In reply refer to: 4077550286
Oct. 23, 2014 LTR 4168C 0
23-7336585 000000 00
00024831
BODC: TE

ST JOHNS RIVER STATE
COLLEGE FOUNDATION INC
5001 SAINT JOHNS AVE
PALATKA FL 32177-3807

05145

Employer Identification Number: 23-7336585
Person to Contact: MS SINGLETON
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 29, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in NOVEMBER 1976.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(iv).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077550286
Oct. 23, 2014 LTR 4168C 0
23-7336585 000000 00
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ST JOHNS RIVER STATE
COLLEGE FOUNDATION INC
5001 SAINT JOHNS AVE
PALATKA FL 32177-3807

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Tamera Ripperda
Director, Exempt Organizations

PURVIS GRAY

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Board of Directors
St. Johns River State College Student Housing Corporation
Palatka, Florida

We have audited the financial statements of the St. Johns River State College Student Housing Corporation (the Corporation) for the year ended March 31, 2026, and we will issue our report thereon dated July 22, 2026. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 8, 2026. Professional standards also require that we communicate to you the following information related to our audit:

Significant Audit Matters

Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Corporation are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2026. We noted no transactions entered into by the Corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit
We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements
Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were noted during the audit.

Board of Directors
St. Johns River State College Student Housing Corporation
Palatka, Florida

Disagreements with Management
For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations
We have requested certain representations from management that are included in the management representation letter dated July 22, 2026.

Management Consultations with Other Independent Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Corporation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Corporation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the Corporation and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

July 22, 2026
Gainesville, Florida

2026

St. Johns River State College Student Housing Corporation
(a Component Unit of St. Johns River State College)

Financial Statements and Independent Auditor's Report

March 31, 2026

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

ST. JOHNS RIVER STATE COLLEGE
STUDENT HOUSING CORPORATION
(A COMPONENT UNIT OF ST. JOHNS RIVER STATE COLLEGE)

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

MARCH 31, 2026

TABLE OF CONTENTS

Independent Auditor's Report 1-3

Management's Discussion and Analysis 4

Basic Financial Statements
- Statement of Net Position 5
- Statement of Revenues, Expenses, and Changes in Net Position 6
- Statement of Cash Flows 7
- Notes to Financial Statements 8-11

Additional Report
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* 12-13

INDEPENDENT AUDITOR'S REPORT

Board of Directors
St. Johns River State College
Student Housing Corporation
Palatka, Florida

Report on the Audit of the Financial Statements

Opinion
We have audited the financial statement of St. Johns River State College Student Housing Corporation (the Corporation), a component unit of St. Johns River State College (the College), as of and for the year ended March 31, 2026, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as of March 31, 2026, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements
The Corporation's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Board of Directors
St. Johns River State College
Student Housing Corporation
Palatka, Florida

INDEPENDENT AUDITOR'S REPORT

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical

INDEPENDENT AUDITOR'S REPORT

context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 22, 2026, on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

Purvis Gray

July 22, 2026
Gainesville, Florida

St. Johns River State College Student Housing Corporation
Management's Discussion and Analysis
For the Year Ended March 31, 2026

The following is management's discussion and analysis of the activity within the St. Johns River State College's (the College) Student Housing Corporation checking account for the fiscal year ended March 31, 2026. This report is intended to summarize the account activity and provide context on the College's role in student housing financial operations.

Overview and Financial Activity
The Student Housing Corporation checking account balance on April 1, 2025, was $9,938.75. During the 2025–2026 fiscal year, the account experienced **the following financial activity** with these transactions recorded:

- A $336.25 reimbursement issued to Joe Pickens on June 24, 2025, to cover the 2025 Annual Report Filing with the State of Florida and the submission of Form 1023-EZ.
- A $640,552.99 donation wired on September 9, 2025, from Jim Troiano for furniture purchase.
- A $640,552.99 reimbursement issued to SJR State College on September 10, 2025, for furniture purchase.
- One-year land lease of $1.00 paid for forty (40) years in the amount of $40.00 deposited on September 23, 2025.
- A $2,000.00 payment issued to Purvis Gray on October 2, 2025, for audit ending 03/31/25.
- A $15,000.00 donation from the St. Johns River State College Foundation, Inc. on October 29, 2025.
- A $9,401.58 payment issued to Fast Signs on November 12, 2025, for signage on Student Housing facility.
- A $15,961.08 donation received from Jim Troiano on December 16, 2025.
- A $21,559.50 payment issued to Advantage Sports & Fitness Inc. on December 16, 2025, for fitness equipment.
- A $65.50 payment issued to Plastic Masters on January 12, 2026, for a display case.
- A $61.25 reimbursement issued to St. Johns River State College on January 29, 2026, for the 2026 Annual Report Filing.

As of March 31, 2026, the account balance was **$7,515.75.**

Role of the College and Third-Party Management
It is important to note that **the majority of revenues and expenses associated with the College's student housing operations are not managed through the College**, as the primary function is as lessor of the property on which the Student Housing facility is situated. Instead, **a third-party management company is primarily responsible for overseeing housing-related financial activity**, including rent collection, maintenance, staffing, and operational costs. The lessee (Viking Art, Inc.) is responsible for the daily operations.

The College has a collaborative relationship with the third-party management company, and its' involvement is currently limited to housing-related administrative tasks and support functions that fall outside the scope of the third-party manager. The College will continue to monitor and manage this account as needed and in accordance with the College's directives.

Future Considerations
At this time, **housing-related expenditures for the 2026–2027 fiscal year are undetermined**, as the College continues to evaluate long-term planning and partnership strategies. This account may be used in the future to support one-time administrative costs, compliance filings, or other expenses not handled by the third party.

The College remains committed to maintaining transparency and sound stewardship of any student housing-related funds under its care.

ST. JOHNS RIVER STATE COLLEGE STUDENT HOUSING CORPORATION
(A COMPONENT UNIT OF ST. JOHNS RIVER STATE COLLEGE)
STATEMENT OF NET POSITION
MARCH 31, 2026

ASSETS

Current Assets	
Cash	$ 7,516
Total Current Assets	7,516
Non-Current Assets	
Capital Assets, Net	630,356
Total Non-Current Assets	630,356
Total Assets	637,872

LIABILITIES AND NET POSITION

Current Liabilities	
Due to St. Johns River State College Foundation, Inc.	44
Total Current Liabilities	44
Net Position	
Net Investment In Capital Assets	630,356
Unrestricted	7,472
Total Net Position	637,828
Total Liabilities and Net Position	$ 637,872

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE STUDENT HOUSING CORPORATION
(A COMPONENT UNIT OF ST. JOHNS RIVER STATE COLLEGE)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED MARCH 31, 2026

Operating Revenues	
Lease Revenue	$ 40
Total Operating Revenues	40
Operating Expenses	
General and Administrative	336
Professional Fees	2,000
Other Services and Expenses	127
Depreciation Expense	41,158
Total Operating Expenses	43,621
Operating Loss	(43,581)
Other Non-Operating Revenues	
Capital Contributions - St. Johns River State College Foundation	15,000
Capital Contributions - Other	656,514
Total Other Non-Operating Revenues	671,514
Change in Net Position	627,933
Net Position, Beginning of Year	9,895
Net Position, End of Year	$ 637,828

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE STUDENT HOUSING CORPORATION
(A COMPONENT UNIT OF ST. JOHNS RIVER STATE COLLEGE)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2026

Cash Flows from Operating Activities		
Cash Received from Leases	$	40
Payments to Suppliers for Goods and Services		(2,463)
Net Cash (Used in) Operating Activities		(2,423)
Cash Flows from Capital and Related Financing Activities		
Capital Contributions Received		671,514
Acquisition of Capital Assets		(671,514)
Net Cash Provided by (Used in) Capital and Related Financing Activities		-
Net (Decreases) in Cash and Cash Equivalents		(2,423)
Cash and Cash Equivalents, Beginning of Year		9,939
Cash and Cash Equivalents, End of Year	$	7,516
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities		
Operating Income (Loss)	$	(43,581)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:		
Depreciation and Amortization		41,158
Net Cash Provided by (Used in) Operating Activities	$	(2,423)

See accompanying notes.

ST. JOHNS RIVER STATE COLLEGE STUDENT HOUSING CORPORATION
(A COMPONENT UNIT OF ST. JOHNS RIVER STATE COLLEGE)
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2026

Note 1 - Summary of Significant Accounting Policies

Nature of Organization

St. Johns River State College Student Housing Corporation (the Corporation) was incorporated on March 2, 2023, as a direct support organization as provided for in Section 1004.70, Florida Statutes, and is considered a discrete component unit of St. Johns River State College (the College). As such, the Corporation is organized to provide a means for the development, financing, acquisition and construction of the College's student housing facilities.

The Corporation is governed by a three-member Board. The Board members are appointed by the College's Board of Trustees.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statement of the Corporation have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. As such, the Corporation presents only the statements required of enterprise funds, which include the statement of net position, statement of revenues, expenses and changes in net position, and statement of cash flows.

For financial reporting purposes, the Corporation is considered a special-purpose government engaged only in business-type activities. Accordingly, the Corporation prepares its financial statements using the economic resources measurement focus and the accrual basis of accounting in accordance with GAAP for proprietary funds, which is similar to those for private business enterprises. Accordingly, revenues are recorded when earned and expenses are recorded when incurred.

Net Position

The net position of the Corporation is reported as follows:

- *Unrestricted net position* represents net position that does not meet the definition of "restricted" or "net investment in capital assets".
- *Net investment in capital assets* represents capital assets, net of accumulated depreciation, reduced by outstanding debt attributable to the acquisition, construction, or improvement of those assets, if any. At March 31, 2026, the Corporation had no outstanding capital-related debt.

Cash and Cash Equivalents

The Corporation considers all unrestricted, highly liquid investments with a maturity of three months or less to be cash equivalents.

Due to St. Johns River State College Foundation (the Foundation)

Due to the Foundation represents amounts invoiced by the Foundation for filing fees that remain unpaid at year-end.

Capital Assets

Capital assets are defined by the Corporation as assets with an initial cost of more than $5,000 and an estimated useful life in excess of one year. Capital assets are recorded at cost, if purchased and at fair market value at date of gift, if donated. Depreciation is recognized on the straight-line method over the estimated useful lives of the assets. The estimated useful lives of the assets in service range between 5 to 10 years.

Operating Activities
Operating revenues and expenses represent ongoing activities of the Corporation, as well as ongoing activities which are in support of the Corporation's student housing for the benefit of the College. Revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Estimates
The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Net Position Flow Assumption
Sometimes the Corporation will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the Corporation's policy to consider restricted net position to have been used before unrestricted net position is applied.

Recently Adopted Accounting Pronouncement
During the year ended March 31, 2026, the Corporation early implemented GASB Statement No. 103, *Financial Reporting Model Improvements*. The implementation primarily affected the presentation of the Corporation's financial statements and related disclosures and had no effect on beginning net position.

Note 2 - Deposits and Investments

Custodial Credit Risk – Deposits
Deposits include cash on hand and amounts held in the Corporation's demand accounts. At March 31, 2026, the carrying amount of the Corporation's deposits was $7,516.

Each demand account is insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Any balance in excess of FDIC insurance is covered by collateral held by the Corporation's custodial bank, which is pledged to a state trust fund that provide security in accordance with Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

The Florida Security for Public Deposits Act (the Act) established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified public depository must pledge at least 50 percent of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to a maximum of 125 percent, may be required, if deemed necessary under the conditions set forth in the Act.

Obligations pledged to secure deposits must be delivered to the State Treasurer or, with the approval of the State Treasurer, to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the pool may assess participating financial institutions on a pro rata basis to fund any shortfall in the event of the failure of a member institution.

Note 3 - Capital Assets

Capital Asset Activity for the year ended March 31, 2026, was as follows:

	Beginning Balance April 1, 2025	Increases	Decreases	Ending Balance March 31, 2026
Capital Assets Being Depreciated				
Furniture, Fixtures, and Equipment	$ -	$ 671,514	$ -	$ 671,514
Total Capital Assets Being Depreciated	-	671,514	-	671,514
Less Accumulated Depreciation for				
Furniture, Fixtures, and Equipment	-	(41,158)	-	(41,158)
Total Accumulated Depreciation	-	(41,158)	-	(41,158)
Capital Assets, Net	$ -	$ 630,356	$ -	$ 630,356

Note 4 - Related-Party Transactions

The Corporation and the Foundation are component units of St. Johns River State College (the College). The Corporation is organized to provide residential housing for the benefit of the College.

During the year ended March 31, 2026, the Foundation contributed $15,000 to the Corporation for the acquisition of furniture, fixtures, and equipment. This amount is included in capital contributions in the accompanying statement of revenues, expenses, and changes in net position. At March 31, 2026, the Corporation had $44 payable to the Foundation for filing fees paid on behalf of the Corporation.

On August 29, 2024, the Corporation signed a ground lease agreement with the College for the use of land on which the student housing is to be constructed. The term of the lease is not to exceed 40 years for a fee of $1 per annum. Upon termination, all improvements and ownership of all personal property shall be transferred to the College.

Note 5 - Sublease and Developer Agreement

The Corporation entered into a long-term sublease agreement with a private developer for the development, design, permitting, financing, construction, operation, and maintenance of a student housing facility located on land leased by the College to the Corporation. The developer is responsible for all costs and risks associated with the project during the lease term.

Under the agreement, the developer has the right to operate the facility and collect rental revenues for a period of 40 years, after which all rights to the facility, including any improvements made, will revert to the Corporation at no cost. The sublease was executed at a nominal rental rate of $1 per annum.

During the year ended March 31, 2026, the developer contributed $640,553 to the Corporation for the acquisition of furniture, fixtures, and equipment for the student housing facility. The contribution is included in capital contributions in the accompanying statement of revenues, expenses, and changes in net position and in capital asset additions disclosed in Note 3.

Note 6 - Risk Management

The Corporation is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, and errors and omissions. The Corporation is insured through the College, which provides coverage for these risks.

ADDITIONAL REPORT

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
St. Johns River State College
Student Housing Corporation
Palatka, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of St. Johns Rivers State College Student Housing Corporation (the Corporation), a component unit of St. Johns River State College (the College), as of and for the year ended March 31, 2026, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements, and have issued our report thereon dated July 22, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Corporation's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Board of Directors
St. Johns River State College
Student Housing Corporation
Palatka, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Purvis Gray

July 22, 2026
Gainesville, Florida

PURVIS GRAY

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Tampa

purvisgray.com

Forms 990 / 990-EZ Return Summary

For calendar year 2025, or tax year beginning 04/01/25 , and ending 03/31/26

St Johns River State College Student Housing Corporation

93-2694070

Net Asset / Fund Balance at Beginning of Year			9,939
Revenue			
Contributions	671,514		
Program service revenue			
Investment income			
Capital gain / loss			
Fundraising / Gaming:			
Gross revenue			
Direct expenses			
Net income			
Other income	40		
Total revenue		671,554	
Expenses			
Program services	728,127		
Management and general			
Fundraising			
Total expenses		728,127	
Excess / (deficit)			-56,573
Changes			662,114
Net Asset / Fund Balance at End of Year			615,480

Reconciliation of Revenue

Total revenue per financial statements	
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	671,554

Reconciliation of Expenses

Total expenses per financial statements	
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	728,127

Balance Sheet

	Beginning	Ending	Differences
Assets	9,939	615,480	
Liabilities			
Net assets	9,939	615,480	605,541

Miscellaneous Information

Amended return	
Return / extended due date	08/17/26
Failure to file penalty	

Form **8453-TE**

Tax-Exempt Entity Declaration and Signature for E-file

OMB No. 1545-0047

2025

Department of the Treasury
Internal Revenue Service

For calendar year 2025 , or tax year beginning 04/01/25 , and ending 03/31/26

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, 8868, 5227, 5330, and 8038-CP.

Go to *www.irs.gov/Form8453TE* **for the latest information.**

Name of filer

St Johns River State College
Student Housing Corporation

EIN or SSN

93-2694070

Part I Type of Return and Return Information

Check the box for the type of return being filed with Form 8453-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line of the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b,** whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	[X]	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	**1b**	671,554
2a Form 990-EZ check here	[ ]	**b Total revenue,** if any (Form 990-EZ, line 9)	**2b**	
3a Form 1120-POL check here	[ ]	**b Total tax** (Form 1120-POL, line 22)	**3b**	
4a Form 990-PF check here	[ ]	**b Tax based on investment income** (Form 990-PF, Part V, line 5)	**4b**	
5a Form 8868 check here	[ ]	**b Balance due** (Form 8868, line 3c)	**5b**	
6a Form 990-T check here	[ ]	**b Total tax** (Form 990-T, Part III, line 4)	**6b**	
7a Form 4720 check here	[ ]	**b Total tax** (Form 4720, Part III, line 1)	**7b**	
8a Form 5227 check here	[ ]	**b FMV of assets at end of tax year** (Form 5227, item D)	**8b**	
9a Form 5330 check here	[ ]	**b Tax due** (Form 5330, Part II, line 19)	**9b**	
10a Form 8038-CP check here	[ ]	**b Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	**10b**	

Part II Declaration of Officer or Person Subject to Tax

11a [ ] I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

b [ ] If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/ 990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that [X] I am an officer of the above named entity or [ ] I am the person subject to tax with respect to (name of entity) _____ , (EIN) _____ , and that I have examined a copy of the 2025 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund.

Sign Here _____ Signature of officer or person subject to tax | Date 07/28/26 | President Title, if applicable

Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-TE are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The entity officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns. If I am also the paid preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This paid preparer declaration is based on all information of which I have any knowledge.

ERO's Use Only					
ERO's signature		Date	Check if also paid preparer [X]	Check if self-employed [ ]	ERO's SSN or PTIN
Firm's name (or yours if self-employed), address, and ZIP code	The Forde Firm Inc 4685 Sunbeam Rd Su Jacksonv FL 32257			EIN 82-4388106 Phone no. 904-725-5832	

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

Paid Preparer Use Only				
Preparer's name	Preparer's signature	Date	Check if self-employed [ ]	PTIN
Firm's name			Firm's EIN	
Firm's address			Phone no.	

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Form **8453-TE** (2025)

DAA

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2025
Open to Public Inspection

A For the 2025 calendar year, or tax year beginning 04/01/25 **, and ending** 03/31/26

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: St Johns River State College Student Housing Corporation

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): c/o Joe Pickens 5001 St Johns Ave

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: Palatka FL 32177-3897

D Employer identification number: 93-2694070

E Telephone number:

G Gross receipts$ 671,554

F Name and address of principal officer:
Joe Pickens
5001 St Johns Avenue
Palatka FL 32177-3897

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: N/A

H(c) Group exemption number:

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 2023

M State of legal domicile: FL

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:
To support student housing at St Johns River State College.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	3
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	3
5 Total number of individuals employed in calendar year 2025 (Part V, line 2a)	5	0
6 Total number of volunteers (estimate if necessary)	6	0
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

	Prior Year	Current Year
Revenue		
8 Contributions and grants (Part VIII, line 1h)		671,514
9 Program service revenue (Part VIII, line 2g)		0
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		0
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		40
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)		671,554
Expenses		
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		0
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) 0		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		728,127
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		728,127
19 Revenue less expenses. Subtract line 18 from line 12		-56,573
Net Assets or Fund Balances	**Beginning of Current Year**	**End of Year**
20 Total assets (Part X, line 16)	9,939	615,480
21 Total liabilities (Part X, line 26)	0	0
22 Net assets or fund balances. Subtract line 21 from line 20	9,939	615,480

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

Joe Pickens — President
Type or print name and title

Paid Preparer Use Only

Preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
		07/28/26		

Firm's name: The Forde Firm Inc — Firm's EIN: 82-4388106

Firm's address: 4685 Sunbeam Rd Suite 203 Jacksonville, FL 32257-6109 — Phone no. 904-725-5832

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:
Need Mission Statement

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 728,127 including grants of $) (Revenue $)
Support student housing at St Johns River State College.

4b (Code:) (Expenses $ including grants of $) (Revenue $)
N/A

4c (Code:) (Expenses $ including grants of $) (Revenue $)
N/A

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 728,127

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V [X]

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	0		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 0			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	3		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	3		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed FL

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

Linda Forde 5001 St Johns Ave
Palatka FL 32177 904-725-5832

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

[X] Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Wendell Davis Designee Bd Trustees	0.00 0.00	X		X				0	0	0
(2) Dr Melanie Brown Officer	0.00 0.00			X				0	0	0
(3) Joe Pickens President	0.00 0.00			X				0	0	0
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12)										
(13)										
(14)										
(15)										
(16)										
(17)										
(18)										
(19)										
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	671,514			
	g Noncash contributions included in lines 1a-1f	1g $				
	h **Total.** Add lines 1a–1f		671,514			
Program Service Revenue		Business Code				
	2a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g **Total.** Add lines 2a–2f					
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)					
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents 6a					
	b Less: rental expenses 6b					
	c Rental inc. or (loss) 6c					
	d Net rental income or (loss)					
		(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory 7a					
	b Less: cost or other basis and sales exps. 7b					
	c Gain or (loss) 7c					
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including $ ____ of contributions reported on line 1c). See Part IV, line 18 8a					
	b Less: direct expenses 8b					
	c Net income or (loss) from fundraising events					
	9a Gross income from gaming activities. See Part IV, line 19 9a					
	b Less: direct expenses 9b					
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances 10a					
	b Less: cost of goods sold 10b					
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code				
	11a 40-yr Land Lease		40	40		
	b					
	c					
	d All other revenue					
	e **Total.** Add lines 11a–11d		40			
	12 **Total revenue.** See instructions		671,554	40	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	2,398	2,398		
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	54,149	54,149		
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a F&F	662,112	662,112		
b Signs	9,402	9,402		
c Plastic Masters Case	66	66		
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	728,127	728,127	0	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		9,939	1	7,516
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net			4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges			9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 662,113			
	b	Less: accumulated depreciation	10b 54,149		10c	607,964
	11	Investments—publicly traded securities			11	
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		9,939	16	615,480
Liabilities	17	Accounts payable and accrued expenses			17	
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25	
	26	**Total liabilities.** Add lines 17 through 25		0	26	0
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☒ **and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		9,939	27	615,480
	28	Net assets with donor restrictions			28	
		Organizations that do not follow FASB ASC 958, check her ☐ **and complete lines 29 through 33.**				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		9,939	32	615,480
	33	Total liabilities and net assets/fund balances		9,939	33	615,480

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☒

1	Total revenue (must equal Part VIII, column (A), line 12)	1	671,554
2	Total expenses (must equal Part IX, column (A), line 25)	2	728,127
3	Revenue less expenses. Subtract line 2 from line 1	3	-56,573
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	9,939
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	662,114
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	615,480

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2025

Open to Public Inspection

Name of the organization	Employer identification number
St Johns River State College Student Housing Corporation	93-2694070

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☒ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization must generally satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")					671,514	671,514
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3					671,514	671,514
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						671,514

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
7 Amounts from line 4					671,514	671,514
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						671,514

12 Gross receipts from related activities, etc. (see instructions) 12 40

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2025 (line 6, column (f), divided by line 11, column (f)) 14 100.00 %

15 Public support percentage from 2024 Schedule A, Part II, line 14 15 %

16a **33 1/3% support test — 2025.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test — 2024.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10%-facts-and-circumstances test — 2025.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10%-facts-and-circumstances test — 2024.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)
(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2025 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2024 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2025** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2024** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests — 2025.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests — 2024.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI.*	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI.*	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a		
b	A family member of a person described on line 11a above?	11b		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.*	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s), or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).*

- a ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- b ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- c ☐ The organization supported a governmental supported organization. *Describe in Part VI how you supported a governmental supported organization (see instructions).*

			Yes	No
2	Activities Test. *Answer lines 2a and 2b below.*			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of its supported organization(s)? If "Yes," then in *Part VI identify those supported organizations and explain* how these *activities directly furthered their exempt purposes, how the organization was responsive to each of its supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. *Answer lines 3a, 3b, and 3c below.*			
a	Are the organization and its supported organization(s) part of an integrated system (for example, a hospital system)? *If "Yes," provide details in Part VI.*	3a		
b	Did the organization direct the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*	3b		
c	Did the organization have the power to regularly appoint or elect (and remove) a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in Part VI.*	3c		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors *(explain in detail in Part VI)*:			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C – Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required—*provide details in Part VI*)	5	
6 **Total annual distributions.** Add lines 1 through 5.	6	
7 Distributions to attentive supported organizations to which the organization is responsive (*provide details in Part VI*). See instructions.	7	
8 Distributable amount for 2025 from Section C, line 6	8	
9 Line 7 amount divided by line 8 amount	9	

Section E – Distribution Allocations (see instructions)	(i) **Excess Distributions**	(ii) **Underdistributions Pre-2025**	(iii) **Distributable Amount for 2025**
1 Distributable amount for 2025 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2025 (reasonable cause required–*explain in Part VI*). See instructions.			
3 Excess distributions carryover, if any, to 2025			
a From 2020			
b From 2021			
c From 2022			
d From 2023			
e From 2024			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2025 distributable amount			
i Carryover from 2020 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2025 from Section D, line 6: $			
a Applied to underdistributions of prior years			
b Applied to 2025 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2025, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in Part VI*. See instructions.			
6 Remaining underdistributions for 2025. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in Part VI*. See instructions.			
7 **Excess distributions carryover to 2026.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2021			
b Excess from 2022			
c Excess from 2023			
d Excess from 2024			
e Excess from 2025			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, 3b, and 3c; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5 and 7; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE D (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
St Johns River State College
Student Housing Corporation

Employer identification number
93-2694070

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conversation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year $

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- a ☐ Public exhibition
- b ☐ Scholarly research
- c ☐ Preservation for future generations
- d ☐ Loan or exchange program
- e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

		Amount
c	Beginning balance	1c
d	Additions during the year	1d
e	Distributions during the year	1e
f	Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ____ %
- b Permanent endowment ____ %
- c Term endowment ____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i)	Unrelated organizations?	3a(i)	
(ii)	Related organizations?	3a(ii)	
b	If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other		662,113	54,149	607,964
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				607,964

Part VII Investments – Other Securities
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, line 12, col. (B))*		

Part VIII Investments – Program Related
Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, line 13, col. (B))*		

Part IX Other Assets
Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE O (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization	Employer identification number
St Johns River State College Student Housing Corporation	93-2694070

Form 990, Part V, Line 3b - Form 990-T Not Filed Explanation
Does not have any 990-T income.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990
990 is provided to organization and it is reviewed by officers.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy
Officers must identify any conflict of interest and disclose in writing.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation
Upon written request

Form 990, Part XI, Line 9 - Other Changes in Net Assets Explanation

Book / Tax Depreciation Difference	$ 54,149
Dorm furniture	$ 607,965
Total	$ 662,114

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.
Go to *www.irs.gov/Form4562* **for instructions and the latest information.**

OMB No. 1545-0172
2025
Attachment Sequence No. **179**

Name(s) shown on return	Business or activity to which this form relates	Identifying number
St Johns River State College Student Housing Corporation	Indirect Depreciation	93-2694070

Part I Election To Expense Certain Property Under Section 179
Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	2,500,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	4,000,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2024 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2026. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	54,149

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2025	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B—Assets Placed in Service During 2025 Tax Year Using the General Depreciation System

	(a) Classification of property (see instructions)	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	50-year property			50 yrs.	MM	S/L	
i	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
j	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C— Assets Placed in Service During 2025 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	
e	50-year			50 yrs.	MM	S/L	

There are no amounts for Page 3

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	54,149
23a	For assets shown in Part III that are placed in service during the current tax year, and have costs capitalized under section 263A, enter the amount of the basis attributable to interest costs capitalized under section 263A(f)	23a	
b	For assets shown in Part III that are placed in service during the current tax year, and have costs capitalized under section 263A, enter the amount of the basis attributable to costs capitalized under section 263A other than interest costs capitalized under section 263A(f)	23b	

Part V Listed Property (Include automobiles, certain other vehicles, certain aircraft, and property used for entertainment, recreation, or amusement.)

Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete **only** 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A—Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a	Do you have evidence to support the business/investment use claimed?	☐ Yes	☐ No
b	If "Yes," is the evidence written?	☐ Yes	☐ No
c	Do you own, lease, or charter an aircraft? Check all that apply. See instructions	☐ Own	☐ Lease ☐ Charter

(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use. See instructions						25		
26 Property used more than 50% in a qualified business use:								
		%						
		%						
27 Property used 50% or less in a qualified business use :								
		%				S/L-		
		%				S/L-		
28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21						28		
29 Add amounts in column (i), line 26. Enter here and on line 7							29	

Section B—Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

	(a) Vehicle 1		(b) Vehicle 2		(c) Vehicle 3		(d) Vehicle 4		(e) Vehicle 5		(f) Vehicle 6	
30 Total business/investment miles driven during the year (**don't** include commuting miles)												
31 Total commuting miles driven during the year												
32 Total other personal (noncommuting) miles driven												
33 Total miles driven during the year. Add lines 30 through 32												
	Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**
34 Was the vehicle available for personal use during off-duty hours?												
35 Was the vehicle used primarily by a more than 5% owner or related person?												
36 Is another vehicle available for personal use?												

Form **990**

Two Year Comparison Report

For calendar year 2025, or tax year beginning 04/01/25 , ending 03/31/26

2024 & 2025

Name

St Johns River State College Student Housing Corporation

Taxpayer Identification Number

93-2694070

			2024	2025	Differences
Revenue	1. Contributions, gifts, grants	1.		671,514	671,514
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.			
	4. Program service revenue	4.			
	5. Investment income	5.			
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.			
	11. Other revenue	11.		40	40
	12. **Total revenue.** Add lines 1 through 11	12.		671,554	671,554
Expenses	13. Grants and similar amounts paid	13.			
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.			
	16. Salaries, other compensation, and employee benefits	16.			
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.		2,398	2,398
	19. Occupancy, rent, utilities, and maintenance	19.			
	20. Depreciation and Depletion	20.		54,149	54,149
	21. Other expenses	21.		671,580	671,580
	22. **Total expenses.** Add lines 13 through 21	22.		728,127	728,127
	23. **Excess or (Deficit).** Subtract line 22 from line 12	23.		-56,573	-56,573
Other Information	24. Total exempt revenue	24.		671,554	671,554
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.		40	40
	27. Total assets	27.		615,480	615,480
	28. Total liabilities	28.			
	29. Retained earnings	29.		615,480	615,480
	30. Number of voting members of governing body	30.	3	3	
	31. Number of independent voting members of governing body	31.	3	3	
	32. Number of employees	32.		0	
	33. Number of volunteers	33.			

Federal Statements

Schedule A, Part II, Line 1(e)

Description	Amount
Contributions	$ 30,961
Housing donation	640,553
Total	$ 671,514

Schedule A, Part II, Line 12 - Current year

Description	Amount
40-yr Land Lease	$ 40
Total	$ 40

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: St. Johns River State College Student Housing Corporation
FOR THE YEAR ENDING: April 1, 2025- March 31, 2026

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. **In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under section 1004.70, Florida Statutes?**

YES X NO ___

NAME OF APPOINTEE: Alexandria Hill

2. **In accordance with section 1004.70(2), F.S., did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?**

YES X NO ___

NAME OF APPOINTEE: Joe Pickens

3. **In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organization?**

YES __ NO ___ N/A X

4. **In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization?**
(Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)

YES ___ NO ___ N/A X

5. **In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?**

YES X NO ___

6. **Did the board of trustees review the following issues and accept the annual audit?**
   A. College support of direct-support organization's operating expenses.
   B. Annual change in the direct-support organization's net assets.
   C. Direct-support organization's ability to cover indebtedness (both current and projected).
   D. Direct-support organization's internal controls.
   E. Direct-support organization's compliance with Florida Statute.

YES X NO ___

7. **If the direct-support organization expended $750,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A)); OMB Circular A-133 (Part 3, Section M); the Florida Single Audit Act (F.S. 215.97 (2)(a)); or other applicable federal and state law?**

YES ___ NO ___ N/A X

8. **Did the board of trustees approve for the addition or cancellation of a direct-support organization and notify the Florida College System Budget Office and Division?**

YES ___ NO ___ N/A X

COLLEGE NAME: St. Johns River State College

PRESIDENT (SIGNATURE) _____
(Print Name) Joe H. Pickens, J.D., President
DATE _____

CHAIR, BOARD OF TRUSTEES (SIGNATURE) _____
(Print Name) Rich Komando, J.D., Chair
DATE _____

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office
Florida Department of Education
325 West Gaines Street, Suite #1224
Tallahassee, FL 32399-0400
Collegereporting@fldoe.org

St. Johns River State College Student Housing Corporation
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between St. Johns River State College and the St. Johns River State College Student Housing Corporation. The SJR State Student Housing Corporation (henceforth referred to as the "Corporation") was organized and incorporated on March 2, 2023, as a direct support organization of St. Johns River State College (henceforth referred to as the "College").

The purpose of the Corporation is to support the activities and educational purposes of the College by leasing certain real property for purposes of residential housing and other services ancillary to residential housing for the benefit of students of St. Johns River State College.

In consideration of the mutual commitments herein contained, the parties agree as follow:

COLLEGE GOVERNANCE

The College's District Board of Trustees (henceforth referred to as the "Trustees") is responsible for overseeing the mission, leadership and operations of the College and for setting priorities and long-term plans for the College.

THE STUDENT HOUSING CORPORATION'S RELATIONSHIP TO THE COLLEGE

The Corporation's Board of Directors (henceforth referred to as the "Board") is responsible for the control and management of all assets of the Corporation.

The Corporation shall support the activities and educational purposes of the College by providing assistance in connection with the development, acquisition or construction of capital or other projects, including the leasing of real property.

THE COLLEGE'S RELATIONSHIP TO THE STUDENT HOUSING CORPORATION

The President of the College is responsible for communicating the College's priorities and long-term plans, as approved by the Trustees, to the Corporation.

The College recognizes that the Corporation is a private corporation with the authority to keep all records and data confidential, consistent with the law.

The President of the College shall serve as a member of the Corporation Board, with voting rights.

A representative, appointed by the College District Board of Trustees shall serve as a member of the Corporation Board, with voting rights.

The College shall comply with FS 1013.40(4)(b), "State operating funds; state performance funds; and revenues collected from the tuition, out-of-state fee, activity and service fee, financial aid fee, technology fee, and distance learning fee may not be used for construction, debt service payments, maintenance, or operation of such dormitories." However, the College, in accordance with FS 1004.70, may provide in-kind services, such as office space, technology and utilities, as it deems appropriate.

STUDENT HOUSING CORPORATION RESPONSIBILITIES

The Corporation shall be authorized to use the property, facilities, and personal services of the College, to receive, hold, invest, or administer assets or property and to make expenditures for the benefit of the College in accordance with Florida law. The Corporation further shall be authorized to issue revenue bonds, certificates of participation, or other forms of indebtedness upon approval of the College's Board of Trustees and in accordance with the applicable laws of the State of Florida, and to enter into agreements to finance, develop, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the College.

Corporation Funding and Administration

The Corporation is responsible for establishing an annual budget.

The Corporation will provide access to data and records to the College for College purposes, as required by law.

To ensure effective achievement of this Memorandum of Understanding, the College and the Corporation officers and Board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

The foregoing is in compliance with Florida Statutes governing State Colleges, their Trustees, Presidents, and direct support organizations including, but not limited to, §1001.64(14), §1001.64(39) and (40), §1001.65, §1004.06, §1004.70 and §1013.40(4)(b).

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers.

By:_____
St. Johns River State College District Board of Trustees Chair, **Rich Komando**
Date: _____

By: _____
St. Johns River State College President, **Joe H. Pickens, J.D.**
Date: _____

By: _____
St. Johns River State College Student Housing Corporation Board Chair, **Alexandria Hill**
Date: _____

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

Date:
06/18/2025
Employer ID number:
93-2694070
Person to contact:
Name: Kelli M.
ID number: 0194881
Telephone: (877) 829-5500
Accounting period ending:
March 31
Public charity status:
170(b)(1)(A)(iv)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 2, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053521002385

ST JOHNS RIVER STATE COLLEGE STUDENT
HOUSING CORPORATION
C/O JOE PICKENS
5001 ST JOHNS AVENUE
PALATKA, FL 32177-3897

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO

DATE: November 23, 2026

RE: Action Agenda Item: December 2, 2026, District Board of Trustees Meeting

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The following Action item is submitted for the Board of Trustees' approval at the December 2, 2026, meeting.

ACTION AGENDA ITEM:

1. **Action to approve the college's Continuity of Operations Plan (COOP),** Presented By: Brian Keith, Director of Campus Safety.

   This document is exempt from disclosure under the provisions of Section 119.071 and 281.301, Florida Statutes. Documentation to be distributed to members of SJR State's District Board of Trustees only.

ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM

TO: Joe Pickens, J.D.
College President

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

DATE: November 23, 2026

RE: Information Agenda Item – December 2, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the December 2, 2026, meeting:

- The Viking Experience: Core To Career (QEP Update)



A Snapshot of Growth and Experience

12/2/2026

ST. JOHNS RIVER
STATE COLLEGE

Instructor participation is growing

Instructors with EL Activity

40%

55 of 138 instructors

Year 1 2024-25	Year 2 2025-26	Year 3* 2026-27	
26	47	55	+112%

Core Gen Ed Instructors with EL Activity

56%

38 of 68 instructors

Year 1 2024-25	Year 2 2025-26	Year 3* 2026-27	
22	34	38	+73%

Non-Core Instructors with EL Activity

24%

17 of 70 instructors

Year 1 2024-25	Year 2 2025-26	Year 3* 2026-27	
4	13	17	+325%

**Year 3 (2026-27) anticipated*

40% of Core Gen Ed instructors have completed the Experiential Learning Academy (ELA) and served as EL Faculty Leads

27 of 68 Core Gen Ed instructors

29% of full-time instructors have completed the Experiential Learning Academy (ELA)

40 of 138 full-time instructors

What are the instructors saying?

Jeannine Morgan

Communications · Core Gen Ed

As an instructor I have been able to provide students with low-stakes success in addressing their classmates by fostering small group communication skills, leadership within those groups, and skills that help them interact more effectively in person. For online classes, the interaction has been primarily in writing on the discussion board where students can develop stronger written communication skills.

As an EL Faculty Lead I have enjoyed encouraging my colleagues to discover the many ways they impact student success beyond the subject matter they teach.

Undre Griggs

Social Science · Core Gen Ed

As an instructor, I've always enjoyed finding ways for students to lead the instruction. The project-based learning EL encourages did just that. It had students sharing and applying the concepts in a way that notes and conversations alone couldn't.

As an EL lead, I was able to be a resource for a couple professors in my building. Answering their questions and helping them with their submissions. It's nice to get to know the new people in my building and to encourage them to be rewarded for the work they are already doing.

Dr. Vanessa Roth

Nursing · Non-Core

In my experience as an instructor that has implemented EL Learning into my course, I have found that students are more engaged and make more meaningful connections with the hands-on experiences they receive. They also gain more confidence in their upcoming role as future nurses and seeing the different areas of the hospital also either solidify or change their thoughts about where they eventually want to work.

Now as a EL Lead, I get to see things from a different perspective and also get exposed to more and more types of experiential learning activities that I could potentially use in my own course. I also like seeing the ideas that other instructors come up with and how they plan to implement those ideas. I find this both encouraging and expanding of my own creativity so that I can adapt or make changes as they come.

Experiential Learning is in more courses, reaching more students

Year 1 (2024-25) to Year 2 (2025-26)

Total sections with an EL Activity +66%

262 → 436

Year 1 (2024-25) Year 2 (2025-26)

Core Gen Ed sections with an EL Activity +101%

152 → 306

Year 1 (2024-25) Year 2 (2025-26)

Non-core sections with an EL Activity +18%

110 → 130

Year 1 (2024-25) Year 2 (2025-26)

7,117* students in a Core Gen Ed course with an EL activity (2025-26)

Up from 3,317 in 2024-25

6,900+ * student reflections collected

Years 1 and 2

527 average club participation (2025-26)

Up from 452 in 2024-25

# of Sections with EL, by department

Department	Year 1 (2024-25)	Year 2 (2025-26)	Change
General Education	**235**	**368**	**+133**
Business	20	37	**+17**
Nursing	2	14	**+12**
Criminal Justice	5	7	**+2**
Paralegal	–	6	**New**
FloArts	–	4	**New**

**Student numbers are duplicated*

What are the students saying?

Excerpts from student reflections

The EL activity allowed me to grow in several ways: intellectual, emotional, and social growth. First, intellectually, through this assignment, I was able to apply information learned throughout the course to everyday life situations. With that, I am also able to now teach family members and friends about what I've learned. My boyfriend burned his arm while cooking. I was able to recognize that he had a second-degree burn due to the blister that had formed. I was also able to educate him and provide necessary reassurance for recovery time. I experienced emotional growth as well. Before this activity, I would've considered myself to be an empathetic person, often showing my emotions. However, I feel this activity has helped me become stronger emotionally. I recognize that I may come across patients with sensitive cases, and while it is important to be empathetic, it is equally vital to have emotional control. Having emotional control will allow me to properly apply my educational background and provide quality patient care. Lastly, this activity has helped me grow from a social aspect. I am an introverted person at my core; however, this experience has forced me to interact with my peers, and as a result, I have found common interests, built great bonds, and even formed study groups. This activity helped me come out of my shell, and I am grateful for that experience.

The EL activity will have a positive impact on my educational and career journey. I will be able to apply the knowledge I learned in this course to my future courses as well as to my personal life. Before this activity, I would have never built as many bonds as I have with my peers. Because of these relationships, I gained an amazing support group and a great learning experience overall. This experience helped set the stage for the career journey I aspire to have, collaborating with other healthcare providers to provide the best care.

During this experiential learning activity, I completed a two-week weather journal by observing the weather each morning at approximately the same time. I took pictures of the sky, recorded my own observations about cloud cover and weather conditions, & then compared what I observed with weather data from online weather tracking websites. I tracked information such as temperature, humidity, air pressure, wind speed, precipitation, visibility, and sunrise &sunset times. At the end of the project, I analyzed the data I collected and wrote a formal lab report summarizing the patterns I observed & what I learned.

This activity helped me grow intellectually by improving my observation, organization, & critical thinking skills. Instead of just looking at the weather forecast, I paid closer attention to how the sky, clouds, temperature, & humidity changed from day to day. I also learned how to compare my own observations with scientific weather data & identify patterns over time. Completing observations every day for two weeks also helped me improve my consistency & responsibility, since I had to stay committed to collecting accurate data throughout the project.

This experience can contribute to both my educational & future career goals by strengthening skills that are useful in many different jobs. I practiced attention to detail, recording accurate information, following a daily procedure, & organizing data into a formal report. These are skills that can be applied in many careers, even outside of science. This project is also a reminder of the importance of being consistent & collecting reliable information before making conclusions, which is a valuable skill in both a school & workplace setting.

What are the students saying? – Continued

Excerpts from student reflections

During my Experiential Learning activity, I participated in a hands-on learning experience that allowed me to apply classroom knowledge to a real-world or simulated professional setting. I practiced communication, problem-solving, teamwork, and critical thinking while connecting academic concepts to practical situations. In a job interview, I would describe this activity as an opportunity that helped me strengthen my confidence, professionalism, and ability to work with others while learning how to respond appropriately in different situations. This activity helped me grow intellectually because I had to think beyond memorizing information and apply what I learned in a realistic way. It encouraged creative growth because I had to adjust my approach, communicate clearly, and think through solutions when things did not go exactly as planned. I also experienced emotional growth because the activity helped me become more confident, patient, and aware of how I respond under pressure. Socially, I improved my ability to work with others, listen actively, ask questions, and communicate respectfully.

This Experiential Learning activity can contribute to my future educational and career planning by helping me better understand the skills I need to continue developing. It showed me the importance of communication, responsibility, time management, and professionalism. It also helped me see how academic experiences can prepare me for future career opportunities by building confidence and real-world readiness. This experience will help me explain my strengths in future interviews and continue working toward becoming a more prepared, dependable, and successful professional.

My experiential learning activity on bone regeneration with biologic therapies allowed me to experience intellectual and emotional growth. Intellectually, I learned that bone regeneration is way more complex than I originally thought. Before reading this article and our chapter on bones and tissues, I genuinely thought that all you needed was just a cast with some rest, and it would be all good as new once a few weeks of healing went by.
With my schooling, my plan is to hopefully go into a radiology program to pursue a career in medical imaging. This article allowed me to further learn how bones heal and how advanced biologic therapies are being developed to help with the healing of bones. This plays a great role in the field of radiology to help diagnose these fractures to plan for future treatments. To me, it has made radiology an important foundation when it comes to any broken bones we may have. This article and experimental activity have also led me to grow emotionally. This research has given me a greater appreciation for people who deal with severe fractures and any bone disorders. Fractures that do not heal properly can cause long-term pain, disabilities, and expensive medical treatment, which not everyone can afford. Not only do I have empathy towards those who struggle with chronic bone conditions, but I am beyond supportive towards the researchers who are trying their best to develop new ways to help improve the quality of life for those dealing with pain in their bodies, specifically in relation to bones.

My experiential learning activity on bone regeneration and its biological therapies can help tremendously with my future studies, such as going into Anatomy and Physiology 2 or even with Biology and Chemistry classes. In some shape or form, all of these classes do connect and relate to one another. With my article, it allowed me to dive deeper into the bones than what we covered in our course over the summer semester. It allowed me to have a greater appreciation for the bones I do have. Some people do not always have the healthiest organs, so they may go through more frequent injuries than others. When doing any type of research, it is very important not to just use the first site that you see. Doing research should be meaningful, and it takes time to get accurate information. With my experiential learning activity, I could have gone an easier route, but I knew I wanted to do something more related to the field I plan on going into.

President's Board Report DECEMBER 2026

Volunteers from across the campuses recently joined forces in SJR State's semiannual commitment to community service. Although several outdoor projects were canceled due to weather, the "**Vikings Fall into Service**" was a success with 50+ employees serving 13+ local organizations - from stocking shelves and donating blood, to providing a day of affection for local shelter animals. This is the College's seventh year to hold the event.
In addition, college employees donated approximately 2,000 items to the campus food pantries during the **Viking Exchange Showdown**, replenishing canned and ready-to-eat foods and hygiene items.
Congratulations to the Criminal Justice team for winning the showdown with the most items/points.
The Viking Exchange was established in 2021 to make food, school supplies and personal care items easily accessible to current students in need – no questions asked.

In addition to the fall commencement on Dec. 17, **Workforce Development** will also celebrate two graduation ceremonies – **Law Enforcement and Nursing** – sending off skilled graduates ready to serve our communities.

Cybersecurity Awareness Month – During October, the IT Security team provided weekly education and optional training focused on practical topics including incident reporting, MFA and password security, phishing and social engineering, data protection, and safe web browsing. Approximately 116 employees voluntarily participated, completing a combined 1,397 cybersecurity training modules. The campaign reinforced an important message for our College: cybersecurity is a shared responsibility, and an informed community is one of our strongest defenses.

Fore! The Foundation's **Annual Golf Tournament** was a hit with 80 players hitting the links on the Palatka golf course – including Trustee Kevin Payne! $16,409.81 was raised for the Athletic Association.

Strat Comm team members made two presentations at this year's Association of Florida College (AFC) annual conference.

- Mikki Johns and Albert Shaw walked through the planning and execution of SJR State's first Viking Navigation Day and the in-app scavenger hunt that helped incoming freshmen finish their fall checklist, explore the campus and meet staff and classmates.
- Alyssa Alessandria presented a breakdown of the Instagram Reel that earned AFC's Communications and Marketing Award of Excellence in the social media division: the idea behind it, what worked, and what the team would do differently.

Florida School of the Arts "Empty Bowls" fundraiser returned to campus in November and raised $2,224 for Feed the Need of Putnam County. Each year community members purchase a bowl hand made by FloArts students. Local restaurants also donate a variety of soup for patrons to enjoy. The organization helps support children enrolled in Putnam County schools who are considered to be at the poverty level.

The SJR State **Vikings Volleyball** team capped off a stellar 2026 season (24-12) with their second consecutive appearance on the national stage. Entering the 2026 FCSAA Division II Volleyball Championship as the No. 4 seed to defend their title, the Vikings opened the tournament with a victory over No. 5 Pensacola State before falling to top-seeded Lake-Sumter State later that day. However, their season wasn't over—an at-large bid sent SJR State to the NJCAA Division II National Championship in Cedar Rapids, Iowa. Competing against the nation's elite, the Vikings went toe-to-toe with the tournament's No. 3 and No. 6 seeds, closing out a hard-fought and memorable postseason run.