

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
Palatka, Florida

January 21, 2015

MEMBERS PRESENT:

Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County
Mr. Ronald Coleman, Clay County
Col. Mickey Duren, St. Johns County
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson

OTHERS PRESENT:

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

The meeting was held in Suites C & D in the Thrasher-Horne Conference Center at the Orange Park Campus.

Vice-Chairperson Wendell Davis called for corrections or additions to the minutes of the previous meeting. Ms. Lagasse moved approval of the minutes of December 3, 2014, and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Minutes of
December 3, 2014
Meeting

There were no public comments.

Public Comment

Attorney Ron Brown thanked everyone for the opportunity to serve. He distributed a copy of the *Brechner Report* to the Board for their information. It contains a survey of events and circumstances regarding public meetings and public records.

Attorney's Report

There was no old business.

Old Business

Vice-Chairperson Wendell Davis stated to let the record indicate attendance of the Trustees at the meeting.

V.P. Melanie Brown recognized Instructors Julie Kelly and Billy Veczko, who gave a QEP update and report from the SACS Annual Meeting held in December. They were invited to speak at the annual meeting along with Dr. Brown, Meghan Deputy, and Dr. Humerick.

Ms. Kelly stated that they focused on attending meetings that will help improve the QEP and expand it as it is a 5-year project. The QEP is a faculty driven plan to improve student learning, especially in math. The plan focuses on student engagement and the utilization of academic support centers. Mr. Veczko explained that the plan focuses on intermediate algebra. The College is in the middle of year two (2) and there are academic support centers and tutoring services on all three (3) campuses. The preliminary data is showing positive trends and they will be presenting this information at the three (3) campuses over next few weeks. (Dr. Brown will email the information to the Trustees.) Mr. Davis commended Ms. Kelly and Mr. Veczko and those involved. Mr. Coleman noted some of the data from the information in the packet.

E.V.P. Melissa Miller gave a facilities update. Meetings with the architect and stakeholders are underway for renovations on the Orange Park Campus. The new LED sign for the Palatka Campus will be bid in February and she anticipates it will be within the range that the President can award. President Pickens inquired as to the timeframe for moving the current sign on the corner of Moody Road to the other corner to accentuate Flo-Arts. EVP Miller explained this will be bid as an alternate to building a new sign, as it may not be cost effective to move the current sign.

Vice-Chairperson Davis called a public hearing for New Board Rule SJR State Rule 3.36 Sexual Misconduct Policy.

There being no comments from those present, Vice-Chairperson Davis adjourned the public hearing.

E.V.P. Miller reviewed and requested approval for New Board Rule SJR State Rule 3.36 Sexual Misconduct Policy. She explained the policy has been reformatted from the draft brought to the Board for information in December. The resources are an appendix. This new policy is a requirement of Title IX compliance. Mr. Coleman will review a few typos with her. Mr. Duren suggested distributing wallet size cards with contact information and phone numbers. EVP Miller stated that we are distributing brochures with this information during orientation.

Mr. Coleman moved, seconded by Mr. Keith, to approve Executive Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Executive
Vice President Item 3

E.V.P. Miller then discussed a proposed amended rule, SJR 3.12 (R4) Policy Statement on Equality of Opportunity and Nondiscrimination, and directed the Board to the proposed draft included in the meeting packet. She explained that the information presented by the Equity Club at the last Board meeting was considered and the Institutional Planning Committee is making the recommendation to amend SJR 3.12 based on this information. Mr. Duren asked if the College will consider a non-gender restroom facility in the future. EVP Miller responded yes.

E.V.P. Miller also reported on Facilities Usage for December, 2014.

V.P. Lynn Powers stated that the Administrator Service Awards would be presented. Dr. Brown recognized Dean Alain Hentschel for 5 years of service. Dr. Lebesch recognized Dean Gary Killam for 5 years of service and Melissa O'Connell for 10 years of service. Dr. Powers recognized Ginger Stokes for 10 years of service. Dr. Brown recognized Mike Keller for 25 years of service.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Statement for December 2014, Budget Amendments for fiscal year 2014-15 (Amendment #2 – Unrestricted Fund, Amendment #1 – Restricted Fund, Amendment #1 – Auxiliary Fund, and Amendment #1 – Capital Outlay Fund), Write-Off of Tangible Personal Property, and Personnel Matters. V.P. Powers stated that she will present budget amendments quarterly in the future.

Ms. Lagasse moved, seconded by Ms. Bramlitt, to approve Finance and Administration Items 2 - 5, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Finance
and Administration
Items 2 – 5

V.P. Lynn Powers then reviewed and requested approval of the new testing fee for Education Certification Exam.

Ms. Lagasse moved, seconded by Mr. Keith, to approve Finance and Administration Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Finance
and Administration
Item 6

President Pickens stated that since there is not a meeting in March, a preliminary 2015-2016 budget will be presented at the February meeting. The preliminary 2015-16 budget will have scenarios for no increase in enrollment, no increase in state appropriation, and no increase in FTE. The budget will compare the estimated revenue to the estimated expenses. Budget workshops will be held in April and in May and the budget will be presented for a vote at the June meeting.

V.P. Melanie Brown reviewed and requested approval of a Dual Enrollment Articulation Agreement between the District Board of Trustees of St. Johns River State College and Seven Bridges, a private school. Mr. Coleman asked why it was back-dated to July. V.P. Brown stated that no students were involved until this term.

V.P. Brown reviewed for information only an updated Memorandum of Agreement between St. Johns River State College Adult Education Program and the Arc of Putnam County and explained the history of this program.

Mr. Davis asked in regards to dual enrollment is there any legislative activity. President Pickens replied that he does not think there is any. He informed the Board that the Council of Presidents presented in workshop forum to the House Education Appropriations Subcommittee yesterday. The issue of summer school was resolved with an appropriation. The decline in student dual enrollment has been impacted by eligibility requirements at the district level, but the numbers continue to increase for our College. He stated that relative to our College's size, we have a huge dual enrollment program.

Trustee Coleman asked what is the PERT test. V.P. Brown explained it is the Postsecondary Education Readiness Test and President Pickens stated that it has replaced the CPT.

Mr. Keith moved, seconded by Mr. Duren, to approve Academic Affairs Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Academic
Affairs Item 1

V.P. Lebesch reviewed and requested approval of Criminal Justice Curriculum revisions (Criminal Justice Technology 0090 and 0091 and Criminal Justice Technology Specialist 4090) and elimination of Criminal Justice Certificates (Homeland Security 4091 and Homeland Security Specialist 4092).

Ms. Lagasse moved, seconded by Mr. Coleman, to approve Workforce Development Items 1 - 2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Workforce
Development Items 1
- 2

V.P. Evans presented a Division of Student Affairs and Athletic Department update for information only. He recognized Athletic Director Ross Jones who explained the Council of Athletic Affairs Section 16 Report, which is how academic success is reported, that is submitted every fall to Tallahassee. He informed the Board that every sophomore from 2013-14 transferred to a 4-year school. He explained that awards are also listed along with community service projects in which they participated. The fall GPA was 3.08 overall. Line item 6 indicates scholarship information.

Mr. Jones stated that the SJR State College Athletic Association started five (5) years ago and that V.P. Tingle, along with Assistant Athletic Director John Theobald, have been outstanding with fundraisers. They have raised about \$40,000.00 a year, which is used for student athletes and recruiting efforts. Trustee Bramlitt asked how the funds are split between volleyball, softball, and baseball. Mr. Jones explained that the budgets are in compliance with Title IX

numbers and the dollar amount per athlete is the same.

President Pickens informed the Board that he has talked to Clay Moore who was not available to attend the meeting and there is no report for the Faculty Senate.

Faculty Senate

President Pickens directed the Board to a copy of the article, "Support Our Students" by David Brooks of the New York Times which Julie Kelly forwarded to him. It is an opinion column discussing Obama's plan to make college free for certain performing students.

President's Report

President Pickens presented a PowerPoint informing the Board about the "Strengthening SJR State" initiative. He explained that while conducting research in order to pursue a successful, high quality Title III grant, it became apparent that we need to "get our house in order" to make the college function better. He explained that the initiatives proposed will set the stage for the College's 2015-2020 Strategic Plan.

President Pickens informed the Board that as part of the process Dr. Holcombe wants to communicate with each of them for 10-15 minutes over the next week. Dr. Holcombe will deliver a report late February or early March and will present the findings at the April Board meeting.

Trustee Wendell Davis stated that he attended part of the Faculty Professional Development day and it was impressive. There seems to be a good trust relationship with our President. President Pickens stated there was skepticism and apprehension by some at the beginning of the meetings with Dr. Holcombe. However, by the end, Dr. Holcombe thinks everyone has bought in. President Pickens stated this initiative has potential and something will come of it. Trustee Ron Coleman stated that part of the trust is built from the set of expectations and it is a good skill set to adopt.

Trustee Comments

Trustee Mickey Duren asked that the status of evolving to electronic board packets. Susan Sutliff is being trained on Friday morning and the iPads have been ordered. He also inquired if there has been any confirmation on Trustee appointments. There has not been any. He invited those at the Board meeting to his

retirement reception on February 20th at 3:00 p.m. at the Florida National Guard in St. Augustine.

Trustee Marlene Lagasse discussed the upcoming Tallahassee trip to participate in the AFC Trustee Commission Legislative Day and asked for bullet points to be prepared when possibly meeting with legislators. President Pickens stated that even though the legislators have fatigue from hearing about College funding, that is the number one issue. The second issue is capital outlay needs.

Trustee Brian Keith stated that the College's Facebook page is a positive public relations tool and encouraged everyone to review it. He plans to take pictures again during the baseball season. He thanked President Pickens for the forward thinking with the new initiative.

Trustee Denise Bramlitt thanked everyone for their hard work and also expressed appreciation for President Pickens' presentation on the new "Strengthening SJR State" initiative.

Trustee Ron Coleman thanked Mr. Brown for the Brechner Report. He stated for faculty, staff, and administration to keep up the good work.

Trustee Wendell Davis reminded everyone about the baseball and softball seasons opening. He also reminded Trustees that on February 2nd is the Governor's Reception and on February 3rd is the professional development day.

There being no further business, Vice-Chairperson Davis adjourned the meeting at 4:40 p.m.

Adjournment