

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

April 15, 2015

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County
Mr. Ronald Coleman, Clay County
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Col. Mickey Duren, St. Johns County

OTHERS PRESENT:

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

The meeting was held in the Criminal Justice
Multipurpose Room J-149, St. Augustine Campus.

Chairperson Mary Ellen Hancock called for corrections
or additions to the minutes of the previous meeting.
Mr. Davis moved approval of the minutes of February
18, 2015, and Mr. Coleman seconded the motion.
Motion carried (Bramlitt, Coleman, Davis, Hancock,
Keith, Lagassé — Yes).

Approved Minutes of
February 18, 2015
Meeting

There were no public comments.

Public Comment

Attorney Ron Brown provided a copy of the Brechner
Report. The Trustees expressed appreciation for his
outreach.

Attorney's Report

There was no old business.

Old Business

Chairperson Hancock introduced Dr. Willis Holcombe,
the consultant who conducted the research and site
visit and prepared the report on "Organizational and
Operational Process Review". Dr. Holcombe
expressed appreciation to the Trustees for their
involvement in this process. He explained that he
reviewed many documents that were provided and
talked with 96 employees during his site visit week on
the three campuses before preparing the report.

Organizational and
Operational Process
Review

Dr. Holcombe overviewed the main areas of the report. The first is that two positions in the organizational chart are recommended to be eliminated – the Executive Vice President and the Executive Director, St. Augustine Campus. He stated that assigning the title of provost to a Vice President identifies the campus, which is an important factor. The College needs to move to the management concept that Vice Presidents are responsible not only for their respective areas but are also part of a college-wide team directed by the President and they need to act as a team.

Dr. Holcombe stated that pages 4-6 of the report list a number of student service recommendations. He stated that this is the programmatic area in need of the most attention. The College needs to put students first and design processes that hold people accountable and provide services in a more convenient, appropriate way.

President Pickens distributed copies of report prior to this meeting to faculty and the College Council. College administration is now in the evaluation phase of the recommendations and will then move to implementation. Priorities will be put together and the budget taken into account. Recommendations will be formulated and will be brought to the Board for approval.

Questions and answers followed. Trustee Wendell Davis stated that the verbiage in the report was good. He discussed IT and asked for thoughts in regards to keeping up with changing needs. Dr. Holcombe stated that the College needs to be concerned about security and accountability. IT staff need to be distributed to all campuses also.

Trustee Mary Ellen Hancock stated that it is an excellent report. She requested a board workshop to further discuss the report. The College is doing many things well, but there are many areas to improve such as technology, workforce development, etc. A workshop would be beneficial to allow more time to go through the report and identify and articulate priorities. She stated that the Board needs to move upon it quickly because it ties into so many things and may have an impact on the budget for 2015-2016. Dr. Holcombe agreed to come back for a board workshop.

Trustee Mary Ellen Hancock stated that a re-evaluation of the Presidential evaluation would be warranted also. Trustee Denise Bramlitt discussed the need to have board workshops following the Trustee trainings to discuss information they learned. President Pickens stated that some colleges have standing workshops that are noticed which would be one way for the Board members to have discussions. Dr. Holcombe stated that the next six month period is very important for the next five (5) years of the College.

E.V.P. Melissa Miller gave a facilities update. Yesterday she attended a workshop presented by the Division of Florida Colleges for CIP. As of now, the \$3.3M funding for continued work at the Orange Park Campus is in the House Bill.

E.V.P. Miller reviewed and requested approval of the ranked short-list of civil engineering firms (RFQ-SJR-01-2015) for Civil Engineering services to the College and requested authority for President Pickens to execute a continuing contract with one or more of the firms.

Mr. Keith moved, seconded by Mr. Coleman, to approve Executive Vice President Item 2 , as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Trustee Davis asked how the process works to execute a contract with all three companies. EVP Miller clarified that the College will acquire a continuing contract with each of the ranked firms. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item 2

EVP Miller explained that the following amendments to policies are the result of a student initiative. The Equality Club brought a recommendation to the Board requesting that the language “gender identity, gender expression, sexual orientation, veteran status” be added to policies regarding discrimination.

Chairperson Hancock called a public hearing to amend Board Rule SJR 3.11(R2) Policy Statement on Discriminatory Harassment.

Public Hearing

There being no comments from those present, Chairperson Hancock adjourned the public hearing.

E.V.P. Miller reviewed and requested approval to amend Board Rule SJR 3.11(R2) Policy Statement on Discriminatory Harassment.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Executive Vice President Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item 4

Chairperson Hancock called a public hearing to amend Board Rule SJR 3.12(R4) Policy Statement on Equality of Opportunity and Non-discrimination.

Public Hearing

There being no comments from those present, Chairperson Hancock adjourned the public hearing.

E.V.P. Miller reviewed and requested approval to amend Board Rule SJR 3.12(R4) Policy Statement on Equality of Opportunity and Non-discrimination.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to approve Executive Vice President Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item 6

Chairperson Hancock called a public hearing to amend Board Rule SJR 3.15(R2) Policy Statement on Discriminatory Harassment and Free Expression.

Public Hearing

There being no comments from those present, Chairperson Hancock adjourned the public hearing.

E.V.P. Miller reviewed and requested approval to amend Board Rule SJR 3.15(R2) Policy Statement on Discriminatory Harassment and Free Expression.

Ms. Lagassé moved, seconded by Mr. Coleman, to approve Executive Vice President Item 8, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item 8

Chairperson Hancock called a public hearing to amend

Public Hearing

Board Rule SJR 4.16(R1) Institutional Membership.

There being no comments from those present,
Chairperson Hancock adjourned the public hearing.

E.V.P. Miller reviewed and requested approval to
amend Board Rule SJR 4.16(R1) Institutional
Membership.

Ms. Lagassé moved, seconded by Mr. Keith, to
approve Executive Vice President Item 10, as
submitted (a detailed listing is contained in the material
submitted by the Office of the Executive Vice
President). Motion carried (Bramlitt, Coleman, Davis,
Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item
10

Chairperson Hancock called a public hearing to amend
Board Rule SJR 5.23(R3) Employee Grievance Policy
and Procedures.

Public Hearing

There being no comments from those present,
Chairperson Hancock adjourned the public hearing.

E.V.P. Miller reviewed and requested approval to
amend Board Rule SJR 5.23(R3) Employee Grievance
Policy and Procedures.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to
approve Executive Vice President Item 12, as
submitted (a detailed listing is contained in the material
submitted by the Office of the Executive Vice
President). Motion carried (Bramlitt, Coleman, Davis,
Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Item
12

E.V.P. Miller reported on Facilities Usage for February
and March, 2015, repair/renovation of St. Augustine
Science Building – BID-SJR-02-2015 (information
only), and discussed a new procedure 1.1.1 –
Procedure on Pregnancy Accommodations (information
only). The College is working with OCR to resolve a
student complaint and one requirement is to develop a
procedure and policy regarding pregnancy
accommodations. The College will also develop a rule
and training for all faculty and staff.

V.P. Lynn Powers reviewed and requested approval of
the President's Evaluation.

Mr. Coleman moved, seconded by Mr. Davis, to approve Finance and Administration Item 1, 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, Hancock, Keith, Lagassé — Yes). Trustee Mary Ellen Hancock then asked Attorney Ron Brown to review the President's contract because it came up for renewal last fall. Trustees will make the final decision.

Approved Finance
and Administration
Item 1

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Statements for February and March 2015, Budget Amendments for FY 2014-2015 (Amendment #3 – Unrestricted Fund, Amendment #2 – Restricted Fund, Amendment #2 – Auxiliary Fund, and Amendment #2 – Capital Outlay Fund), Write-Off of Tangible Personal Property, and Personnel Matters.

Ms. Lagassé moved, seconded by Mr. Coleman, 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, Hancock, Keith, Lagassé — Yes).

Approved Finance
and Administration
Items 2 – 5

V.P. Lynn Powers discussed the FY 2013-14 Financial Audit report and the FY 2013-14 Federal Audit report (for information only). She expressed appreciation to Randy Peterson and Nancy Gonzalez for their work in meeting with auditors. There were five (5) findings in the federal audit and the College has taken action to correct the findings.

V.P. Lynn Powers reviewed and requested approval of the Equity Report 2014-2015. She expressed thanks to Ginger Stokes and her staff for compiling this report.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to approve Finance and Administration Item 8, 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, Hancock, Keith, Lagassé — Yes).

Approved Finance
and Administration
Item 8

V.P. Melanie Brown reviewed and requested approval of an Agreement between St. Johns River State College and the Florida Virtual School for Student

Internship Placement and the Continuing and Community Education 2015-2016 Course Catalog. Contract was reviewed by College's General Counsel

Ms. Lagassé moved, seconded by Mr. Keith, to approve Academic Affairs Items 1 - 2, 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, Hancock, Keith, Lagassé — Yes).

Approved Academic Affairs Items 1 - 2

V.P. Brown discussed the High School Reach Out and Middle and Elementary School Reach Out efforts (information only). Trustee Keith asked about home school students.

V.P. Anna Lebesch informed the Trustees that the College was visited for the LPN to Bridge program and had a 3-day site visit for nursing accreditation. There were no findings. The official vote will be in July and the program is currently in candidacy status. She commended Dr. Laney and the nursing staff for their excellent work. Next, she distributed a copy of a letter from the Commission on Accreditation for Respiratory Care announcing the receipt of the *Distinguished RRT Credentialing Success Award* which is a national honor.

V.P. Anna Lebesch reviewed and requested approval of curriculum and program changes to the Organizational Management BAS Program, curriculum changes to Business Education Programs (Accounting Technology 0092, Accounting Technology Management 0401, Accounting Technology Operations 0402, Business Administration 0202, and Industrial Management Technology 2170), curriculum changes to Computer Science Programs (Computer Information Technology 0113, Computer Network Engineering 0194, Computer Programming & Analysis 2010, Internet Services Technology 0135, Office Administration – Legal Office Systems 2146, and Office Administration – Office Management 2144), new Continuing Workforce Education courses (CWL0303 Executive Development Seminar and CWL0304 Law Enforcement Firearms Retake for EOT).

Mr. Keith moved, seconded by Ms. Lagassé, to approve Workforce Development Items 1 - 4, as submitted (a detailed listing is contained in the material

Approved Workforce Development Items 1 - 4

submitted by the Office of the Vice President for Workforce Development). Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

V.P. Gilbert Evans gave an update on Student Affairs, Counseling, and Advising (information only). He distributed a copy of the “Division of Student Affairs Annual Report 2013-2014”. He thanked Todd Dixon for compiling the data. Next, Dr. Evans recognized Sally Myers and Shelley Sutter who gave an update on Counseling and Academic Advising and the extensive services provided. Dr. Evans recognized Shelley Sutter who has been selected to receive the 2015 Outstanding Professional Services Award. Dr. Evans informed the Board that graduation will occur on April 30th at 11:00 a.m. President Pickens stated that the speaker is Palatka Mayor Terrill Hill.

Student Affairs Update

President Pickens informed the Board that Jack Hall needed to stay in Tallahassee and that he had already covered the Legislative update during the Budget Workshop.

Legislative Update

Faculty Senate did not have a report.

Faculty Senate

President Pickens stated that he enclosed for information only the SREB report, “*Community Colleges in the South: Strengthening Readiness and Pathways*,” that he worked on with former Sen. Tim Shaughnessy and others. Next, he will participate in a Commission on Community College Affordability in the South. He will distribute the report to legislators and the other college presidents.

President’s Report

President Pickens informed the Board that on May 19th he is speaking at the Florida Association of Student Financial Aid Administrators Annual Conference in St. Augustine and he invited the Board.

President Pickens and the Board discussed scheduling a board workshop on May 6th. Ms. Lagassé moved that a board workshop be scheduled on May 6th, beginning at 2:00 p.m., to be held at the St. Augustine or Palatka Campus with the topics covering the report presented by Dr. Holcombe and the 2015-2016 budget. Mr. Coleman seconded the motion and the motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes). President Pickens stated that there will be a

workshop before the June meeting also. When the meeting schedule for 2015-2016 is developed, we will propose a board workshop prior to each meeting.

President Pickens thanked the Board for his evaluation.

Trustee Brian Keith asked for an update on softball and baseball and President Pickens gave it. He also reported that the volleyball team did well during their first sand volleyball game competition.

Trustee Comments

Trustee Wendell Davis stated it is a pleasure to have a professional meeting.

There being no further business, Ms. Lagassé moved to adjourn, Mr. Coleman seconded the motion, and Chairperson Hancock adjourned the meeting at 4:55 p.m.

Adjournment