

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

April 20, 2016

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Marlene Lagassé, Putnam County

OTHERS PRESENT:

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

The meeting was held in Suites C and D, Thrasher-Horne Conference Center, Orange Park Campus.

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

Approved Minutes of
February 17, 2016
Meeting

There were no public comments.

Public Comment

Dr. Melanie Brown welcomed special guest Mike Wingate, Clay County School District Director of K-12 Academic Support Services. Dr. Brown discussed the new initiative SJR State Collegiate High School at Orange Park High School. This is an intense dual enrollment collegiate high school. Students will have a very specific curriculum and will complete their A.A. Degree simultaneously with their high school diploma. Mr. Wingate explained that the students in the first cohort starting this fall have been selected. He and the Clay County Superintendent are excited about this collaborative partnership with the College. The long-term goal is to increase the size of the cohort. President Pickens expressed his appreciation to Mr. Wingate and Superintendent Van Zant for their continued effort to forge new partnerships.

Collegiate High
School at Orange
Park High School

Dr. Lebesch gave an update on the Orange Park Campus. She welcomed Jim Rogers, Student Activities Coordinator, and student leaders who provide service to the campus as well as the community. Mr. Rogers introduced the various clubs' officers who shared milestones achieved this year. Over 1200 hours were volunteered this school year. Dr. Lebesch recognized Giselle Feliciano, Phi Theta Kappa scholarship recipient.

Board Attorney Ron Brown brought before the Board for discussion only the Contract of Employment for the President for 2016-2021. He distributed a revised proposed version from the one that was distributed in the Board packet. There may be another revision in regards to insurance. This will be brought for approval at the next meeting in May. Mr. Brown noted the terms of the contract are being changed. There is no change in compensation. A performance matrix will be developed but will not be included in the contract. Changes will be made to the retirement language and life insurance. Trustee Duren asked Dr. Powers to provide information regarding whether there is funding available for a salary increase.

Mr. Brown also provided a copy of the Brechner Report.

There was no old business.

President Joe Pickens discussed the proposed Collegiate High School in Putnam County. There is a non-binding letter of interest for leased occupancy in the Board packet to continue to explore the possibility of having a collegiate academy at that building. It is a negotiation tool only.

Mr. Coleman moved, seconded by Mr. Davis, to approve the President signing the non-binding letter of interest, as submitted (a detailed listing is contained in the material). Motion carried (Bramlitt – No; Coleman, Davis, Duren, Hancock, Keith — Yes).

Dr. Ros Humerick presented for SVP Melissa Miller and discussed the Amendment to Board Rule SJR 1.27 (R3) College Mission Statement which was presented for information only.

Attorney's Report

Old Business

Collegiate High School in Putnam County

Signing Non-Binding Letter of Interest

Senior Vice President Items 1 - 2

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

Mr. Davis moved, seconded by Ms. Bramlitt, 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, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Item 1

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for March 2016, Budget Amendments for FY 2015-2016 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, Personnel Matters, Revised Course Fees, and the Annual Equity Report. Dr. Powers noted in regards to the annual inventory, the number of missing items has been reduced from 50 to 12.

Mr. Duren moved, seconded by Ms. Bramlitt, to approve Finance and Administration Items 2-7, 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, Duren, Hancock, Keith — Yes; note – Mr. Davis had left in order to attend another obligation).

Approved Finance and Administration Items 2 - 7

V.P. Lynn Powers then reviewed for information only the FY 2014-15 Federal Audit Report, FY 2014-15 Financial Audit Report, and the Operational Audit.

V.P. Melanie Brown reviewed and requested approval of Department of Arts and Sciences New Course ENC 0017C Developmental Reading and Writing Combined, Library Collection Development Revised Policy, and the Revised Continuing and Community Education 2016-2017 Course Catalog.

Mr. Keith moved, seconded by Mr. Duren, to approve Academic Affairs Items 2-4, 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, Duren, Hancock, Keith — Yes).

Approved Academic Affairs Items 2 - 4

V.P. Anna Lebesch reviewed and requested approval of Curriculum Changes to EMS AS Degree and EMT CCC, Curriculum Changes to Criminal Justice

Crossover Programs (Corrections to Law and Law to Corrections) and New Course CJK 0393 Crossover Program Updates, Suspension of Enrollment in Fire Science Technology Program, and New Continuing Workforce Education Courses (CWL0050 Sex Crimes Investigations; CWL0306 Responding to Veterans; CW_____ Accredited Claims Adjuster; CW_____ Accredited Claims Adjuster Online; CW_____ Registered Customer Service Representative; CW_____ Registered Customer Service Representative Online).

Mr. Coleman moved, seconded by Mr. Keith, to approve Workforce Development Items 1-4, 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, Duren, Hancock, Keith — Yes).

Approved Workforce
Development Items 1
– 4

V.P. Lebesch announced that SJR State has been awarded a National Science grant for the project entitled "Enhancing Critical Reasoning in Computer Education". She also announced that the Respiratory Program has been recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the *Distinguished RRT Credentialing Success Award* for the third year in a row.

V.P. Ros Humerick reviewed for information only the 2012-2015 Strategic Plan Final Report. She noted that she had previously discussed changes to the College Mission Statement which will be brought for approval at the next meeting.

V.P. Humerick reviewed and requested approval of the Vision and Values for the 2016-2021 Strategic Plan and the Goals and Objectives for the 2016-2021 Strategic Plan. Performance measures and KPI's will be drafted next.

Mr. Keith moved, seconded by Mr. Duren, to approve Approved Assessment, Research and Technology Items 3-4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Approved Assessment, Research and Technology). Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes).

Approved
Assessment,
Research and
Technology Items 3 -
4

Clay Moore reported for the Faculty Senate. He discussed student retention and completion rates. He also discussed faculty salaries in relation to other colleges. He discussed that other areas within the college have a built-in system for staff to advance and receive a salary increase, whereas faculty do not. Trustee Bramlitt requested information regarding the number of faculty and the salary ranges before the next Board meeting. President Pickens expressed his appreciation to Mr. Moore for his work for the Faculty Senate.

Faculty Senate

President Pickens discussed an alternative date for the Board Workshop in the summer in Orange Park as the Board Chair has a conflict with July 13th. It was decided to survey the Trustees for another date.

President's Report

President Pickens stated VyStar ATM's are on all three (3) campuses now.

President Pickens stated he would like to offer the opportunity for the Trustees to tour the newly renovated Women's Locker Room at the June meeting, possibly at 2:30 p.m.

President Pickens announced that the College is hosting the Putnam County Chamber of Commerce After Hours Event tomorrow, which will be followed by the Flo-Arts Evening of Dance opening.

President Pickens announced that the softball team just missed making it to the play-offs; however, he is really pleased with Coach Jill Semento and is excited about the future of the program.

President Pickens announced that the baseball team has made the state play-offs, but not as the conference champion, which is Santa Fe College - the #1 team in the country. We are #13. The volleyball program has a new head coach.

President Pickens expressed appreciation for the hard work that Dr. Powers is doing.

President Pickens reminded the Board that graduation is May 6th and informed them that the commencement speaker is Diane Hutchings, Chair of the Clay County Commission.

President Pickens announced that the adult education graduation is May 4th. The law enforcement graduation is tomorrow night.

Trustee Brian Keith reiterated that Coach Jill Semento is doing a great job.

Trustee Comments

Trustee Denise Bramlitt stated there is a great need for a collegiate high school in Putnam County. She suggested starting on a smaller scale in Putnam County, but not move too quickly.

Trustee Mary Ellen Hancock thanked Dr. Lebesch for the Orange Park Campus update and thanked the students for all that they are doing.

Mr. Coleman moved to adjourn and Ms. Bramlitt seconded the motion. Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes) and Chairperson Hancock adjourned the meeting at 4:35 p.m.

Adjournment