

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

May 17, 2017

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson  
Mr. Wendell Davis, Clay County, Vice-Chairperson  
Ms. Denise M. Bramlitt, Putnam Co.  
Mr. Sam Garrison, Clay County  
Mr. Mickey Duren, St. Johns County  
Mr. Brian Keith, Putnam County  
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 the Criminal Justice Multipurpose Room J-149, St. Augustine Campus.

Chairperson Mary Ellen Hancock called the meeting to order and called for corrections or additions to the minutes of the April 19, 2017 meeting. Ms. Lagassé moved approval of the minutes and Ms. Bramlitt seconded the motion. Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
April 19, 2017  
Meeting

Chairperson Hancock called for corrections or additions to the minutes of the April 19, 2017 Board Workshop. Mr. Duren moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
April 19, 2017 Budget  
Workshop

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed information on a Florida Attorney General Advisory Legal Opinion regarding public records and Twitter. He also discussed a Court of Appeals case regarding financial aid.

Attorney's Report

There was no old business.

Old Business

President Pickens welcomed new Trustee Sam Garrison who succeeds Ron Coleman. Introductions were made.

SVP Miller reviewed and requested approval to delegate authority to President Pickens to proceed with the Hurricane Shelter Retrofit Project by Clay County upgrading the Thrasher-Horne Center and to accept the Annual Comprehensive Safety Inspection Report for 2016-17.

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

Approved Senior Vice  
President Items 1-2

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 3.05 (R1) Electronic Mail, Internet Use, and Use of College Computers by College Employees. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 3.05 (R1) Electronic Mail, Internet Use, and Use of College Computers by College Employees.

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

Approved Senior Vice  
President Item 4

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 3.08 Webpage Policy. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 3.08 Webpage Policy.

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

Approved Senior Vice  
President Item 6

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 5.06 Misuse of Computer and Telecommunication Resources. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 5.06 Misuse of Computer and Telecommunication Resources.

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

Approved Senior Vice President Item 8

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 5.10 (R1) Educational Supplements. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 5.10 (R1) Educational Supplements.

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

Approved Senior Vice President Item 10

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 6.03 (R3) Standards of Conduct. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 6.03 (R3) Standards of Conduct.

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

Approved Senior Vice President Item 12

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 6.06 Student Communications Media. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 6.06 Student Communications Media.

Mr. Davis moved, seconded by Mr. Duren, to approve Senior Vice President Item 14, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 14

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 7.19 (R1) Policies Concerning the College Library. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Board Rule 7.19 (R1) Policies Concerning the College Library.

Mr. Davis moved, seconded by Mr. Duren, to approve Senior Vice President Item 16, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 16

SVP Miller reviewed for information only SJR State Board Rules: 3.38 Records Management Policy (new rule), 4.42 Lost or Abandoned Property (new rule), and 5.25 (R1) Educational Opportunities for Full-time Employees (amendment). She reviewed for information only SJR State Operating Guidelines and Procedures Manual (as adopted by Institutional Planning Committee): Procedure #3.10 Emergencies and Procedure #3.26 Lost and Found. SVP Miller also reported on Facilities Usage for May 2017.

Senior Vice President Items 17-19

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report and Annual Investment Review – April 2017, Write-Off of Tangible Personal Property, and Personnel Matters.

Mr. Davis moved, seconded by Mr. Keith, to approve Finance and Administration Items 1-3, 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, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Items 1-3

V.P. Lynn Powers reviewed and requested approval of a Course Fee Change.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Finance and Administration Item 4, 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, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Item 4

V.P. Melanie Brown reviewed and requested approval of St. Johns River State College Library Policies (revised): Code of Patron Behavior, Circulation Services Policy, and Collection Development Policy. She also reviewed Library Services for SJR State Board of Trustees for information only.

Ms. Lagassé 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, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Academic Affairs Item 1

V.P. Lebesch reviewed and requested approval of 2017-2018 Handbooks: Allied Health, Criminal Justice, Nursing (ASN/LPN-RN Bridge), Nursing (CNA), Nursing (PN), and Nursing (RN to BSN); Change to Course Description for CJE2901, and Suspension of Enrollment for Organizational Management Emergency Management/Public Service Specialization. She also presented the JRWA Final Report for information only.

Mr. Davis moved, seconded by Ms. Bramlitt, to approve Workforce Development Items 1-3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Workforce Development Items 1-3

V.P. Rosalind Humerick reviewed and requested approval of the Adult General Education Grant.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Assessment, Research and Technology Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Assessment, Research and Technology). Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved  
Assessment,  
Research and  
Technology Item 1

There was no report from the Faculty Senate.

Faculty Senate

President Pickens reported the College did not receive any vocational/technical legislative appropriations. He and Jack Hall will present a post-session report after the Governor is done with the budget.

President's Report

President Pickens discussed the response to the Governor's Request for Information.

President Pickens thanked everyone who attended graduation. It was the largest class ever.

President Pickens reported the baseball team made the State playoffs.

Trustee comments were made.

Trustee Comments

Chairperson Mary Ellen Hancock referred Trustees to the proposed 2017-2018 District Board of Trustees Meeting schedule.

Mr. Davis moved, seconded by Ms. Lagassé, to set the Date, Time and Place for fiscal year 2017–2018 District Board of Trustees meetings as the third Wednesday of each month at 3:00 p.m., Palatka Campus, with the following exceptions:

Approved 2017 –  
2018 District Board of  
Trustees Meeting  
Schedule

- July 2017, November 2017, and March 2018 - No Meeting
- August 23, 2017 (fourth Wednesday)
- December 6, 2017 (first Wednesday)
- October, 2017, January, 2018, and April, 2018 Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- August, 2017, February, 2018, and May, 2018, Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

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

Adjournment