

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

May 18, 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 the Criminal Justice Multipurpose Room J149, St. Augustine Campus.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the Budget Workshop of April 20, 2016. Mr. Keith moved approval of the minutes and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Minutes of April 20, 2016 Budget Workshop

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the April 20, 2016 meeting. Mr. Coleman moved approval of the minutes and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Minutes of April 20, 2016 Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown brought before the Board the revised Contract of Employment for the President for 2016-2021. It is a four-year contract and there is not a change in salary. He explained there are not performance evaluation standards included in the contract, but those will be developed for inclusion in the annual evaluation tool.

Attorney's Report

Mr. Duren moved approval of the contract. There were questions regarding the life insurance paragraph. Mr. Brown referred Board members to the memo regarding the contract renewal and term life insurance. President Pickens clarified that the most economical of the choices is the 20-year term policy from AFLAC. He will pay the premium personally as long as he is employed and the College will pay after he retires until the end of the life insurance policy term. The annual amount is \$2,982.00. Discussion followed. Trustee Keith expressed concern with the way it was worded in the contract. Mr. Brown suggested amending that portion of the contract to read "...and the date of the end of the life insurance policy term the annual premium in an amount not to exceed \$2,982.00 for a twenty (20) year term life insurance policy in a benefit amount of \$500,000.00. Prior to his retirement, the President shall personally pay the annual premium on said \$500,000.00 term policy."

Mr. Duren took his motion off the floor. Mr. Davis moved approval of the Contract with the revision above and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Contract of Employment for the President for 2016-2020

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

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of the Plans/Specifications for Parking Lot Rehabilitation at the Orange Park, Palatka, and St. Augustine Campuses. Discussion followed with guest Josh Highlander.

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

Approved Senior Vice President Item 1

Chairperson Hancock called a public hearing for an amendment to SJR Rule 1.27 (R3) College Mission Statement. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Rule 1.27 (R3) College Mission Statement.

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

Approved Senior Vice President Item 3

Next, SVP Miller discussed an Amendment to Board Rule SJR 4.06 (R1) College Purchasing Practices which was presented for information only. She also referred Board members to the facilities usage for May 2016.

Senior Vice President Items 4 - 5

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for April 2016, Annual Investment Review, Write-Off of Tangible Personal Property, Personnel Matters, and Write-offs of Accounts Receivable.

Mr. Coleman moved, seconded by Mr. Duren, to approve Finance and Administration Items 1-4, 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, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Items 1 - 4

V.P. Anna Lebesch presented a Workforce Development Update. She then reviewed and requested approval of 2016-2017 Handbooks: Allied Health, Nursing (ASN/LPN-RN Bridge, Nursing (RN to BSN)

Mr. Duren moved, seconded by Mr. Keith, to approve Workforce Development Item 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, Duren, Hancock, Keith — Yes).

Approved Workforce Development Item 2

V.P. Humerick reviewed and requested approval of the College Reach-Out Program (CROP) grant, Perkins Postsecondary grant, and Career and Technical Education Rural Program grant.

Mr. Davis moved, seconded by Mr. Coleman, to approve Approved Assessment, Research and Technology Items 1-3, 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 1 -
3

There was no report for the Faculty Senate.

Faculty Senate

President Pickens discussed scheduling an alternative date for the Board Workshop in the summer in Orange Park. He explained the EMT Workshop has been scheduled.

President's Report

President Pickens expressed appreciation for approval of his contract with the addition of life insurance.

President Pickens expressed appreciation to those Trustees who attended graduation. He also discussed the impact of the GED graduation.

President Pickens stated the Baseball Team is still in the State Tournament.

President Pickens stated we continue to work on initiatives to help student success and retention, but it will take time.

Trustee Coleman thanked Dr. Powers for the information presented during the Budget Workshop.

Trustee Comments

Trustee Keith thanked Attorney Brown for the negotiations on the President's contract.

Trustee Duren thanked Dr. Powers and President Pickens. He also thanked Mary Ellen Hancock for her leadership as chairwoman.

Mr. Coleman moved to adjourn and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes) and Chairperson Hancock adjourned the meeting at 4:25 p.m.

Adjournment