

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

June 11, 2014

MEMBERS PRESENT:

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

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary

OTHERS ABSENT:

Mr. Joe C. Miller, II, Attorney for the Board

The meeting was held in the Board Room,  
Administration Building at the Palatka Campus.

Chairperson Denise Bramlitt opened the meeting and recognized VP Melanie Brown who introduced the incoming Collier-Blocker Scholarship recipients. She also recognized SJR State employees who have served or will serve as mentors. She overviewed the application process.

V.P. Brown reviewed and requested approval of the Endorsement of the College's Nomination of Professor Julie Kelly for the 2014 ACCT Faculty Member of the Year Award.

Ms. Lagassé moved, seconded by Mr. Davis, to approve Academic Affairs Item 5, 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, Hancock, Keith, Lagassé — Yes).

Approved Academic  
Affairs Item 5

Chairperson Denise Bramlitt called for corrections or additions to the minutes of the Budget Workshop of May 21, 2014, the regular Board Meeting of May 21, 2014, and the minutes of the Budget Workshop of June 4, 2014. There being no corrections or additions, Mr. Duren moved, seconded by Ms. Hancock, to approve

Approved Minutes of  
May 21, 2014 Budget  
Workshop, May 21,  
2014 Board Meeting,  
and June 4, 2014  
Budget Workshop

the minutes of the Budget Workshop of May 21, 2014, the regular Board Meeting of May 21, 2014, and the minutes of the Budget Workshop of June 4, 2014 as submitted. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

There were no public comments.

Public Comment

There was no Attorney's Report.

Attorney's Report

There was no old business.

Old Business

Prior to recognizing V.P. Little, Chairperson Bramlitt addressed the Board of Trustees regarding the two budget workshops that have been held.

V.P. Little reviewed and requested approval of the Monthly Financial Report for May 2014, Write-Offs of Accounts Receivable, Write-Off of Tangible Personal Property, Budget Amendment #3 – Unrestricted Fund, and Personnel Matters including 2014-15 Salary Schedule. V.P. Little noted that the budget amendment included a transfer of \$1,000,000 from the Unrestricted Operating Fund to Unexpended Plant Fund to assist with campus renovation projects in Orange Park and St. Augustine, as well as the Palatka Ladies Locker Room Renovation, Security Camera Upgrades, and Thrasher-Horne Theatre Lighting.

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

Approved Finance and Administration Items 1 – 4 and 8

V.P. Little referred the Trustees to a new proposed option for 2014-15 Student Fees which does not increase tuition, due to the pressure from Tallahassee, unlike the one presented at the Budget Workshop which proposed a 5% increase.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Finance and Administration Item 5, as newly submitted (a detailed listing is contained in the new material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Bramlitt, Davis, Duren, Keith, Lagassé — Yes; Coleman, Hancock - No).

Approved Finance and Administration Item 5

V.P. Little reviewed and requested approval of the 2014-15 Operating Budget – Unrestricted Current Fund. He referred Trustees to a new 2014-15 Budget Summary based on no increase in tuition. President Pickens expressed his appreciation to the Trustees for the time spent on this process and not withstanding external pressures. The new budget proposed does include funding second half of faculty salary schedule update, a one-time non-reoccurring payment equal to 3%, merit pay, and addition of critical new positions.

President Pickens explained he felt it was his responsibility to offer to the Board an alternative budget that does comport with Governor Scott’s request that tuition not be increased at any college or university. The Board can vote on the budget presented originally or the alternative budget presented today which removes the tuition increase, removes the reoccurring salary increases and it does include everything else on which the Board reached consensus last week.

Discussion followed by the Board.

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

Approved Finance  
and Administration  
Item 6

V.P. Little reviewed and requested approval of the 2014-15 Capital Outlay Budget.

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

Approved Finance  
and Administration  
Item 7

E.V.P. Miller reviewed and requested approval of the Annual Comprehensive Safety Inspection Report for 2013-14 and the Capital Improvement Plan (CIP), 2015-16 – 2019-20. This plan is submitted to Tallahassee each year. She explained that project priorities are dictated by Tallahassee and that the numbers are formula-driven. She then gave an update

on facilities, reviewed Additive Change Order #1 to Abba Construction, Inc. for the Palatka Campus Exterior Renovations to Student Services Building V and reported on Facilities Usage for May, 2014.

Mr. Keith moved, seconded by Mr. Duren, to approve Executive Vice President Items 2-3, 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, Hancock, Keith, Lagassé — Yes).

Approved Executive  
Vice President Items  
2 - 3

V.P. Brown reviewed and requested approval of Revisions to 2014-15 St. Johns River State College Libraries Policies – Code of Patron Behavior, Collection Development Policy, and Access Service Policy Manual; 2014-2015 Continuing and Community Education Course Catalog; New Course ARH 2050 Honors, Arts History I Honors – effective Summer 2014; 2014-2015 Teacher Education Student Handbooks – Undergraduate Student Handbook and Student Internship Handbook and Early Childhood Education Bachelor Degree.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Academic Affairs Items 1-4, 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, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Academic  
Affairs Items 1 - 4

Director of Criminal Justice Gary Killam reviewed and requested approval of the 2014-15 Workforce Program Handbooks – Allied Health, Criminal Justice, Nursing (ASN), and Nursing (RN to BSN); and, Continuing Workforce Education Courses – CWL0035 Equivalency of Training Law Enforcement and CWL0179 Equivalency of Training Corrections.

Ms. Lagassé 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, Hancock, Keith, Lagassé — Yes).

Approved Workforce  
Development Items 1-  
2

E.V.P. Miller reviewed and requested approval of the

2014-2015 Student Handbook and 2014-2015 College Catalog.

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

Approved Student  
Affairs Items 1-2

V.P. Humerick reviewed and requested approval of the Adult General Education English Language Civics Grant and the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant.

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

Approved Research  
and Institutional  
Effectiveness Items 1  
- 2

Clay Moore spoke on behalf of the Faculty Senate. President Pickens expressed appreciation to Mr. Moore for his input into the budget process over the past months.

Faculty Senate

President Pickens discussed sending an RFP for the Board Attorney position. It has been about ten (10) years since one was done and this could become an audit criticism. The content of the contract such as functionality, protocol, and meeting attendance requirements need to be compared also. He stated this is not a reflection on Mr. Miller and he would be invited to submit. It was the consensus of the Board to proceed with an RFP. Discussion followed regarding information to be included. The RFP will be sent to every member of the standing bar in all three (3) service counties. V.P. Little suggested that several Board members be included on a committee. Ms. Hancock nominated Ron Coleman as the Trustee to serve on the committee and Mr. Duren seconded the motion. It passed. Committee meetings will be advertised.

President's Report

President Pickens expressed appreciation to the Trustees for the time and effort on the budget.

President Pickens informed the Trustees that on next Thursday morning he will participate on a panel labeled "Cup of Joe" which is part of the Chancellor's Leadership Summit being hosted by the St. Augustine Campus. Senators Bradley and Thrasher as well as St. Johns County Superintendent Dr. Joyner will also be part of the panel. The SJR State participants are Gary Killam and Billy Veczko.

President Pickens informed the Board that the item to appoint Board Officers for 2014-2015 is deleted from this meeting's agenda. The Board is required to reorganize at the first meeting after July 1<sup>st</sup>.

Appointment of Board Officers 2014-2015

The proposed 2014-2015 District Board of Trustees Meeting schedule was discussed.

Mr. Davis moved, seconded by Mr. Coleman, to set the Date, Time and Place for fiscal year 2014 – 2015 District Board of Trustees meetings as the third Wednesday of each month at 3:30 p.m., Palatka Campus, with the following exceptions:

Approved 2014 – 2015 District Board of Trustees Meeting Schedule

July 2014, November 2014, and March 2015 - No Meeting

December 3, 2014, (first Wednesday)

September, 2014, January, 2015, and May, 2015  
Thrasher-Horne Conference Center, Suites C & D,  
Orange Park Campus

October, 2014, February, 2015, and April, 2015,  
Criminal Justice Multipurpose Room, J-149, St.  
Augustine Campus

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

Trustee Brian Keith stated that he is happy to be serving on the Board and to have completed the budget process.

Trustee Comments

Trustee Wendell Davis thanked the Board and the staff for the integrity, ethics, and professionalism that has been shown in this budget process.

Trustee Ron Coleman asked if Trustees are invited to

attend the Chancellor's Leadership Summit. President Pickens will ask Liam McClay.

Trustee Mary Ellen Hancock thanked everyone for all the effort on budget. She also appreciated the way that Julie Kelly was honored.

Trustee Mickey Duren stated that we need to recognize Rob Bradley for having served on the Board.

Chairperson Bramlitt thanked everyone for the hard work.

There being no further business, Chairperson Bramlitt adjourned the meeting at 5:00 p.m.

Adjournment