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

June 12, 2013

MEMBERS PRESENT:
Mr. John Nelson, Jr., Putnam County, Chairman
Ms. Denise M. Bramlitt, Putnam County, Vice-Chairman
Mr. Ronald Coleman, Clay County
Col. Mickey Duren, St. Johns County
Mary Ellen Webb, St. Johns County

MEMBERS ABSENT:

OTHERS PRESENT:
Joe H. Pickens, J.D., Executive Secretary
Mr. Joe C. Miller, II, Attorney for the Board

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

Approved Minutes of May 15, 2013 Workshop and Meeting

Chairman Nelson opened the meeting and called for corrections or additions to the minutes of the Workshop and Meeting of May 15, 2013. There being none, Ms. Webb moved, seconded by Mr. Coleman, to approve the minutes of the May 15, 2013, Workshop and Meeting as submitted. Motion carried (Bramlitt, Coleman, Duren, Nelson, Webb — Yes).

Public Comment

There were no public comments.

Attorney's Report

There was no attorney's report.

V.P. Little reviewed and requested approval of the May, 2013 Monthly Financial Statement, Write-off of Tangible Personal Property, Facility Usage Fee Rates, and Convenience Fee.

Approved Finance and Administration Items 1, 2, 4, and 5

Mr. Coleman moved, seconded by Ms. Webb, to approve Finance and Administration Items 1, 2, 4, and 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, Duren, Nelson, Webb — Yes).

Next, V.P. Little referred Trustees to Item 3 and discussed the proposed 2013-14 Student Fees. Two

proposals were discussed. One proposal included a 3% increase in tuition and the other proposal included a $2.00 Capital Improvement Fee increase but no tuition increase. President Pickens addressed this item. Under the circumstances he does not recommend increasing tuition this year. Discussion by the Trustees followed. Trustee Coleman stated the College may stand to lose more in possible future vetoes if tuition is increased. Trustee Duren asked if the College does not increase tuition would it impact staff and faculty. VP Little responded this will not result in anyone being laid off. The proposal takes into account the first fourteen (14) steps of the faculty schedule that was approved and a $500.00 increase for those staff making $33,000.00 or less annually. President Pickens stated that the operation of the College will not change if the tuition increase is not adopted. The only tangible would be less of a deficit beginning the budget year. Trustee Duren asked would not increasing tuition hinder the College's ability to recruit quality instructors for new programs. The approval of the first fourteen (14) steps of the faculty schedule will help to address this. VP Lebesch stated it will hinder expanding current programs.

Mr. Coleman moved, seconded by Ms. Webb, to approve Finance and Administration Item 3 Proposed Student Fees with no tuition increase and with a $2.00 Capital Improvement Fee Increase (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, Nelson, Webb — Yes).

Approved Finance and Administration Item 3

V.P. Little reviewed and requested approval of the new multi-year President's Contract. He explained that the new contract has a zero increase in the base salary and a zero increase in benefits. It is a three-year contract and includes an annual review of the President's job performance.

Ms. Webb 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, Duren, Nelson, Webb — Yes).

Approved Finance and Administration Item 6

V.P. Little reviewed and requested approval of the

2013-14 Capital Outlay Budget.

Mr. Coleman moved, seconded by Ms. Bramlitt, 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, Duren, Nelson, Webb — Yes).

Approved Finance and Administration Item 7

V.P. Little reviewed and requested approval of the 2013-14 Operating Budget – Unrestricted Fund. V.P. Little expressed thanks to those who worked on the budget and overviewed the changes to the personnel budget.

Mr. Duren 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, Duren, Nelson, Webb — Yes).

Approved Finance and Administration Item 8

V.P. Little reviewed and requested approval of Personnel Matters, including the 2013-14 Salary Schedule.

Mr. Duren moved, seconded by Ms. Webb, to approve Finance and Administration Item 9, 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, Nelson, Webb — Yes).

Approved Finance and Administration Item 9

E.V.P. Miller reviewed and requested approval of the Capital Improvement Plan (CIP), 2014-15 – 2018-19. This plan is submitted to Tallahassee each year. She explained that project priorities are dictated by Tallahassee and that the numbers are formula-driven.

E.V.P. Miller stated that bids were opened yesterday for the repairs necessary for the Florida School of the Arts.

E.V.P. Miller gave an update on the letter from the attorney representing Lisa Standard and on the Barnes case.

Mr. Coleman moved, seconded by Ms. Webb, to approve Executive Vice President Item 1, as submitted

(a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Duren, Nelson, Webb — Yes).

Approved Executive Vice President Item 1

V.P. Brown reviewed and requested approval of the 2013-14 Continuing and Community Education Course Catalog. She also gave an update on the Core to College Northeast Florida Educational Taskforce (information only). She announced that the final performance of the season for the Florida School of the Arts, “Two Gentlemen of Verona,” will be this weekend.

Mr. Duren moved, seconded by Ms. Bramlitt, 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, Coleman, Duren, Nelson, Webb — Yes).

Approved Academic Affairs Item 1

VP Lebesch reviewed and requested approval of the Allied Health Student Handbook and the Criminal Justice Student Handbook.

Ms. Webb 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, Duren, Nelson, Webb — Yes).

Approved Workforce Development Items 1 - 2

E.V.P. Miller reviewed and requested approval of the 2013-2014 Student Handbook and the 2013-2014 College Catalog.

Mr. Duren moved, seconded by Ms. Bramlitt, 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, Duren, Nelson, Webb — Yes).

Approved Student Affairs Items 1 - 2

Clay Moore reported no comments for the Faculty Senate.

Faculty Senate

Discussion was held regarding appointing a Nominating Committee for Board Officers for 2013-2014. It was the consensus of the Trustees to not appoint a committee. Board Officers will be elected at the July meeting.

Board Officers 2013-2014

President Pickens updated the Board on status of the Trustee vacancies. One person from Clay has interviewed with the Governor for an appointment. Ms. Webb will be reappointed for a four-year term. Chairman Nelson's appointment expired on May 31st and he will be re-applying. There is still a vacancy in Putnam County.

The proposed 2013-2014 District Board of Trustees Meeting schedule was discussed.

Approved 2013 – 2014 District Board of Trustees Meeting Schedule

Mr. Coleman moved, seconded by Mr. Duren, to set the Date, Time and Place for fiscal year 2013 – 2014 District Board of Trustees meetings as the third Wednesday of each month at 3:30 p.m., Palatka Campus, with the following exceptions:

November 2013, No Meeting

December 4, 2013, (first Wednesday)

March 12, 2014, (second Wednesday)

September, 2013, January, 2014, and May, 2014 Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus

October, 2013, February, 2014, and April, 2014, Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

Motion carried (Bramlitt, Coleman, Duren, Nelson, Webb — Yes).

Trustee Comments

Trustee Duren stated that he appreciates the work that the staff and faculty are doing for the College.

Trustee Bramlitt gave thanks to the administrators who have met with her over the past year to increase her knowledge base.

President's Report

President Pickens informed the Board that the College received an excellent review on the QEP from SACS. He expressed appreciation to Dr. Humerick for her work on this project.

President Pickens stated that the College is going through an equity audit this week. The College was

targeted because it has not had one in 28 years. There will be some findings related to ADA compliance. The interviews with personnel have gone well.

President Pickens updated the Trustees regarding legislation that passed as it relates to dual enrollment. The Council of Presidents made many attempts to reach out to the superintendents' association. They proposed two alternative funding systems that did not involve school districts paying but this did not get any traction from the Legislature. If the instruction is provided by the College on our campus, the cost will be about $75 per credit hour. School districts receive FTE per student - $6750 in Clay, $6740 in Putnam, and $6645 in St. Johns. The most expensive scenario would be $225 for a 3 credit hour class. If a student took all six classes at the college both fall and spring semesters, the school district would pay only $2,700 and retain the rest of the FTE funds. President Pickens explained that attempts have been made to meet with the three superintendents.

President Pickens announced that the Donor Appreciation Event will be held at 6 p.m. tomorrow at the Florida School of the Arts. The first evening of the play performance will follow at 7:30 p.m.

President Pickens stated that the Times Union did not run an article on the National Award that was received. The St. Augustine Record finally ran an article. He announced that the Putnam County Chamber of Commerce has been selected as one of three finalists for a national award and the press release went out today.

Discussion followed on the status of the Trustee travel policy. It was decided to discuss this item at the August meeting.

Dr. Brown and Jack Hall are working on in-house Trustee training for new members.

Adjournment

There being no further business, Chairman Nelson adjourned the meeting.