

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

June 21, 2017

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County
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 Board Room, Palatka Campus.

Chairperson Hancock called the meeting to order. She noted revisions to the minutes of the May 17, 2017 Board Workshop. Mr. Garrison moved approval of the minutes as revised and Mr. Duren seconded the motion. Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Revised
Minutes of May 17,
2017 Budget
Workshop

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the May 17, 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
May 17, 2017 Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed information on an article "Foul ball: Retaliatory benching can support a First Amendment claim, court rules".

Attorney's Report

There was no old business.

Old Business

SVP Miller reviewed and requested approval of the Capital Improvement Plan FY 2018-2019 through 2022-23 and approval and signify Agreement to Request by Clay County Utility Authority for Grant of Temporary Construction Easement on Orange Park Campus.

Discussion followed regarding the projects on the Capital Improvement Plan.

Mr. Keith moved, seconded by Mr. Duren, to approve Senior Vice President Items 1 and 3, 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 and 3

SVP Miller reviewed and requested approval of Agreement for Board Attorney Services for Ronald W. Brown.

Mr. Garrison moved, seconded by Mr. Keith, to approve Senior Vice President Item 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 Item 2

Chairperson Hancock called a public hearing for New SJR Board Rule 3.38 Records Management Policy. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval for New SJR Board Rule 3.38 Records Management Policy.

Mr. Garrison moved, seconded by Mr. Keith, to approve Senior Vice President Item 5, 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 5

Chairperson Hancock called a public hearing for New SJR Board Rule 4.42 Lost or Abandoned Property. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval for New SJR Board Rule 4.42 Lost or Abandoned Property.

Mr. Davis moved, seconded by Ms. Bramlitt, to approve Senior Vice President Item 7, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried

Approved Senior Vice President Item 7

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

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 5.25 (R1) Educational Opportunities for Full-time 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 5.25 (R1) Educational Opportunities for Full-time Employees.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Senior Vice President Item 9, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Mr. Garrison noted a concern that if College funds are being used to pay for an individual employee's classes there should be assurance that the College gets the benefit. Further discussion followed. Mr. Davis recommended that the motion be approved as presented today and that staff research and provide a recommendation on how this might be done. President Pickens edified that the current policy states an employee may be required to reimburse the College if the termination date is less than three (3) years following completion of the course. He stated it should be more specific criteria. President Pickens stated we will survey the other twenty-seven (27) colleges and survey public documents.

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

Approved Senior Vice President Item 9

SVP Miller reviewed for information only Emergency Repairs to St. Augustine Campus Library Roof. She overviewed the quote comparisons received from three (3) companies. SVP Miller also reported on Facilities Usage for June 2017.

Senior Vice President Items 10-11

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

Mr. Garrison moved, seconded by Mr. Duren, 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,

Approved Finance and Administration Items 1-3

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

V.P. Lynn Powers reviewed and requested approval of Accounts Receivable Write-Offs. Discussion followed.

Mr. Davis moved, seconded by Mr. Duren, 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. Lynn Powers reviewed and requested approval of 2017-18 Student Tuition and Fees, which includes a reduction of \$2.00 in the Capital Improvement Fee. President Pickens stated the memo from Dr. Powers detailing the information will be included with the minutes from this meeting.

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

Approved Finance and Administration Item 5

V.P. Lynn Powers reviewed and requested approval of the 2017-18 Salary Schedule.

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

Approved Finance and Administration Item 6

V.P. Lynn Powers reviewed and requested approval of Compensation Increases. Discussion followed regarding merit increases several years ago. Discussion was also held regarding the fairness and equity of an across-the-board raise to all employees.

Mr. Garrison 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,

Approved Finance and Administration Item 7

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

V.P. Lynn Powers reviewed and requested approval of 2017-18 Operating Budget – Unrestricted Current Fund.

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

Approved Finance and Administration Item 8

V.P. Lynn Powers reviewed and requested approval of 2017-18 Capital Outlay Budget.

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

Approved Finance and Administration Item 9

V.P. Lebesch reviewed and requested approval of New Real Estate Training – Pre-Licensing Sales Associate (CWX0112), Continuing Workforce & Corporate Training Course Catalog, and LPN Program and Courses: PRN0098 – Practical Nursing Foundations I; PRN0099 – Practical Nursing Foundations II; PRN0290 – Medical-Surgical Nursing I; PRN0291 – Medical-Surgical Nursing II; PRN0690 – Comprehensive Nursing & Transitional Skills. Discussion followed.

Ms. Lagassé moved, seconded by Mr. Duren, 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. Caroline Tingle reported that the show “Mamma Mia” was a sale out last night. Denton Yockey then reviewed for information only Thrasher-Horne Center for the Arts Rebranding.

Development and External Affairs Item 1

SVP Melissa Miller on behalf of V.P. Gilbert Evans reviewed and requested approval of the 2017-18 Student Handbook and 2017-18 College Catalog.

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

Approved Student
Affairs Items 1-2

Clay Moore reported from the Faculty Senate. He expressed appreciation to the Board for the 2% recurring raise.

Faculty Senate

President Pickens reported on the outcomes from the Legislative Session. With the veto of SB 374, the status quo remains as far as autonomy.

President's Report

President Pickens stated the College should start to see positive results in recruitment and retention because of the Student Success Campaign initiatives.

President Pickens announced Daniel Barkowitz has accepted a new job at Valencia College.

Trustee comments were made.

Trustee Comments

Ms. Lagassé moved to adjourn and Mr. Garrison seconded the motion. Motion carried (Bramlitt, Davis, Duren, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:50 p.m.

Adjournment



ST. JOHNS RIVER STATE COLLEGE

Memorandum

TO: Joe H. Pickens, J.D.
President

FROM: Dr. Lynn M. Powers *YMP*
Vice President for Finance and Administration/CFO

DATE: June 14, 2017

SUBJECT: Action on 2017-18 Student Tuition and Fee Rates

The Legislature did not accommodate a tuition and fee increase for the fiscal year 2017-18, therefore the proposed 2017-18 Operating Budget does not include any tuition and related fee increases.

Additionally, to support the Governor's initiative to keep higher education affordable for students, the accompanying rate schedule reduces the Capital improvement fee by \$2.00 for the college credit lower division and upper division (baccalaureate) courses. A recap of the in-state capital improvement fee rates for the past five years is as follows:

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Lower Division	\$9.83	\$11.83	\$11.83	\$11.83	\$13.83
Upper Division	\$10.68	\$12.68	\$12.68	\$12.68	\$14.68

The Plant/Capital Project Fund budget proposed for fiscal year 2017-18 accommodates this reduction.

Please place this as an agenda item for the June Board of Trustees meeting. I will be happy to answer any questions you have on this matter.

Resident Fees

	<u>Current-FY 16-17</u>	<u>NEW for-FY 17-18</u>
<u>College Credit (Advanced & Professional)</u>		
Tuition	\$ 78.84	\$ 78.84
Financial Aid Fee	3.51	3.51
Student Activity Fee	7.88	7.88
Capital Improvement Fee	13.83	11.83
Technology Fee	3.94	3.94
Access Fee	2.00	2.00
Total Credit Hour Rate	110.00	108.00
Academic Year Cost (30 Hrs)	\$ 3,300.00	\$ 3,240.00
<u>Baccalaureate</u>		
Tuition	\$ 91.79	\$ 91.79
Financial Aid Fee	4.51	4.51
Student Activity Fee	9.18	9.18
Capital Improvement Fee	14.68	12.68
Technology Fee	4.59	4.59
Access Fee	2.00	2.00
Total Credit Hour Rate	126.75	124.75
Academic Year Cost (30 Hrs)	\$ 3,802.50	\$ 3,742.50
<u>Post Secondary Adult Vocational</u>		
Tuition	\$ 69.93	\$ 69.93
Financial Aid Fee	3.57	3.57
Capital Improvement Fee	3.50	3.50
Technology Fee	3.50	3.50
Access Fee	2.00	2.00
Total Credit Hour Rate	82.50	82.50
<u>Adult General Education Fees</u>		
Tuition	\$30 per term	\$30 per term

Non- Resident Fees

	<u>Current-FY 16-17</u>	<u>NEW for-FY 17-18</u>
<u>College Credit (Advanced & Professional)</u>		
Tuition	\$ 78.84	\$ 78.84
Non Resident Fee	236.69	236.69
Financial Aid Fee	14.20	14.20
Student Activity Fee	7.88	7.88
Capital Improvement Fee	35.55	33.55
Technology Fee	15.78	15.78
Access Fee	2.00	2.00
Total Credit Hour Rate	390.94	388.94
Academic Year Cost (30 Hrs)	\$ 11,728.20	\$ 11,668.20
<u>Baccalaureate</u>		
Tuition	\$ 91.79	\$ 91.79
Non Resident Fee	373.36	373.36
Financial Aid Fee	23.18	23.18
Student Activity Fee	9.18	9.18
Capital Improvement Fee	49.24	47.24
Technology Fee	23.25	23.25
Access Fee	2.00	2.00
Total Credit Hour Rate	572.00	570.00
Academic Year Cost (30 Hrs)	\$ 17,160.00	\$ 17,100.00
<u>Post Secondary Adult Vocational</u>		
Tuition	\$ 69.93	\$ 69.93
Non Resident Fee	209.79	209.79
Financial Aid Fee	14.55	14.55
Capital Improvement Fee	13.99	13.99
Technology Fee	13.99	13.99
Access Fee	2.00	2.00
Total Credit Hour Rate	324.25	324.25
<u>Adult General Education Fees</u>		
Tuition	\$30 per term	\$30 per term