

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

August 19, 2015

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County
Mr. Ronald Coleman, Clay County
Col. 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 of the Administration Building, Palatka Campus.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the June 24, 2015, meeting. Mr. Davis moved approval of the minutes and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
June 24, 2015
Meeting

There were no public comments.

Public Comment

Attorney Ron Brown provided a copy of the Brechner Report.

Attorney's Report

There was no old business.

Old Business

S.V.P. Melissa Miller gave a facilities update. The Orange Park remodeling and renovation project plans will be presented at the October meeting. Nine (9) vendors attended the pre-bid meeting on the Women's Locker Room project.

S.V.P. Miller then reviewed and requested approval to approve the 2015 Educational Plant Survey and delegation of authority to President Pickens for lease of facilities for up to nine months to CareerSource Northeast Florida. Trustees Wendell Davis and Brian Keith recused themselves from voting on the second item as they serve on the CareerSource Board also.

Next, SVP Miller reviewed for information only an amendment to SJR Rule 6.23(R2) Admissions, Substitutions, and Services for Students with Disabilities. She also gave a report on facilities usage for August 2015.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to approve Executive Vice President Item 2, 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 Senior Vice President Item 2

Ms. Lagassé moved, seconded by Mr. Duren, to approve Executive Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Duren, Hancock, Lagassé — Yes; Davis, Keith recused from the vote and completed form 8B Memorandum of Voting Conflict).

Approved Senior Vice President Item 3

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for July 2015, budget amendments for fiscal year 2014-2015 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), budget amendments for fiscal year 2015-2016 (Operating Fund 1, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters/Personnel Contracts for 2015-2016.

Mr. Coleman moved, seconded by Mr. Keith, 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, Lagassé — Yes).

Approved Finance and Administration Items 1 – 4

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

Approved Finance and Administration Item 5

V.P. Melanie Brown introduced Academic Affairs Administration in new and/or expanded roles: Dr.

Academic Affairs

Edward Jordan, Associate Vice President for Academic Affairs; Dr. Melissa Perry, Dean of Adult Education, Meghan Deputy, Director of Dual Enrollment & College Access; and Jack Hall, Director of eLearning. She then reviewed for information only the 2015-2016 Faculty Orientation Week Calendar of Events, 2015-2016 Academic Affairs Departmental Directory, and 2014-2015 Academic Affairs Annual Report.

Chairperson Hancock called a public hearing for Re-Admission Policy to the ASN Nursing & LPN – RN Bridge Program.

Public Hearing

There being no comments from those present, Chairperson Hancock adjourned the public hearing.

V.P. Anna Lebesch reviewed and requested approval of the Re-Admission Policy to the ASN Nursing & LPN – RN Bridge Program.

Mr. Keith moved, seconded by Ms. Lagassé, 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 Student Affairs). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Workforce Development Item 2

V.P. Anna Lebesch reviewed and requested approval of the 2015-2016 Workforce Program Handbooks: Allied Health, Criminal Justice, Nursing (ASN/LPN-RN Bridge), and Nursing (RN to BSN).

Ms. Lagassé moved, seconded by Mr. Keith, to approve Workforce Development Item 3, 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 Workforce Development Item 3

There was no report for the Faculty Senate.

Faculty Senate

President Pickens made the Board aware of the new Student Success Initiative. He overviewed the background and context, including things we do well and things to improve. He discussed the initial steps for reaching the goal of increasing fall-to-fall persistence for all first-time-in-college students by 10% from 2016 to 2021 with continuous improvements year to year. He also discussed the next steps and planning

President's Report

timeline. President Pickens overviewed the 4 Disciplines of Execution book by McChesney, Covey, Huling, a copy of which was given to each Board member and the College Council. He invited the Board to interact with him or any member of the Senior Management Team regarding this initiative.

Trustee Mary Ellen Hancock asked should the President's Evaluation tool be revised to incorporate this new initiative. President Pickens responded yes. He is aware that Chipola College is currently researching evaluation tools and we may be able to build on what they do. He discussed his salary being tied to hitting certain performance objectives.

President Pickens informed the Board that Bobby Stevens' funeral was held at the College's gym last week. A scholarship has been established in Mr. Stevens' name and will be awarded to a Putnam County resident who lettered in high school basketball but does not have the athletic ability to play in college. Mr. Stevens' number 55 has been retired for all sports. Additionally, all athletic team members will wear a #55 patch on their uniforms.

President Pickens announced that he has met with faculty returning this week. He discussed the growth of the College in the past twenty (20) years.

President Pickens discussed that today the Commissioner of Education and the new Chancellor presented a \$22,000 check for a scholarship on behalf of the Florida College System. Two of the prior recipients spoke at the event.

President Pickens announced that he will present a "State of the College" address to the faculty at convocation tomorrow.

President Pickens referred the Board members to an article from the Tampa Bay Times regarding school reserves dipping in Hillsborough County School system and nobody noticing. He stated that our College informs the Board when fund balance is used.

Ms. Hancock called for election of Board Officers for 2015-2016. She opened the floor for nominations for Chairperson of the Board for 2015-2016.

Appointment of Board
Officers 2015-2016

Ms. Lagassé nominated Mr. Duren to serve as Chairperson. Mr. Duren requested that the nomination be removed and it was. Mr. Duren nominated Ms. Hancock to continue serving as Chairperson. Ms. Lagassé moved that nominations close and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Ms. Hancock opened the floor for nominations for Vice-Chairperson of the Board for 2015-2016.

Mr. Coleman nominated Mr. Davis to continue serving as Vice-Chairperson. Ms. Lagassé moved that nominations close and Mr. Keith seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Trustee Keith stated that he had a good experience buying books for his daughter at the bookstore today. He attended Coach Stevens' memorial service and it was a great tribute. He also attended the GED Graduation and commended Drs. Jordan and Perry for their work on the program.

Trustee Comments

Trustee Duren stated that he enjoyed the scholarship presentation today. He expressed appreciation to Trustee Hancock for her leadership of the Board. He also expressed appreciation to those who sent thank you notes for the raise.

Trustee Davis also thanked those who sent thank you notes for the raise. He has received good comments from waiters/waitresses who are SJR State students. He thanked the President and leadership team for pursuing the new initiative.

Trustee Denise Bramlitt also thanked those who sent thank you notes for the raise. She thanked Dr. Powers for the budget presentation earlier in the year. She expressed appreciation to President Pickens for his work as well. She thanked Ron Brown for his assistance to the Board. She encouraged the other Board members to attend the AFC Trustee Commission Meeting in November.

Trustee Ron Coleman stated the student success campaign will bring success to more than the students. He expressed appreciation to the Board and College

leadership.

Trustee Hancock expressed appreciation to SVP Miller for the work on the 5 Year Plant Survey. She thanked the Board for their support. She also thanked the student who spoke at the scholarship event earlier today.

Mr. Coleman moved to adjourn and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:30 p.m.

Adjournment