

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

August 20, 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
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 called for corrections or additions to the minutes of the previous meeting. There being no corrections or additions, Ms. Hancock moved, seconded by Mr. Keith, to approve the minutes of June 11, 2014, as submitted. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
June 11, 2014
Meeting

Dr. Melanie Brown introduced Lynn Hill, Assistant Warden with the Putnam Correctional Institution, and Dr. Edward Jordan, Dean of Adult and Secondary Education, who gave an update on the Florida Department of Corrections Adult Education Program. Dr. Jordan stated there have been sixty-seven (67) students who have become GED graduates since Spring 2012. Ms. Hill gave an update on the growth of the program and invited the Trustees to the next graduation. Dr. Brown informed the Board that the College received notification this week that the grant has been awarded again for three (3) more years. Trustee Coleman shared his involvement in the Putnam Correctional Institute. Ms. Hill stated that the Community Partnership Annual Meeting will be held in October and business people are invited to participate in interview panels. Chairperson Bramlitt requested that the Trustees be made aware of the dates for this activity and the graduation.

There were no public comments.

Public Comment

There was no Attorney's Report.

Attorney's Report

There was no old business.

Old Business

V.P. Little reviewed and requested approval of the Monthly Financial Report for July 2014 and Write-Off of Tangible Personal Property. He gave an update on Budget Amendment #3 – 2013-2014 Unrestricted Fund and noted a correction from the agenda that this item was for information only. After noting that item #4 was also for information only, VP Little gave an update on the process of the College issuing a Request for Qualifications for the Board Attorney as previously discussed. At the previous Board meeting, it was established that Mr. Coleman will be on the selection committee to review the responses and narrow the list to finalists for Board consideration. Any Trustee is welcome to participate in the process. The committee meetings will be noticed in the media. VP AI Little then reviewed and requested approval of Personnel Matters. He informed the Board of his resignation as well.

Mr. Coleman moved, seconded by Ms. Hancock, to approve Finance and Administration Items 1, 2, and 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 Items 1, 2, and 6

Trustee Marlene Lagassé moved to table item 5, action on Extension of President's Contract, until October in order to obtain more information. Denise Bramlitt seconded the motion to table. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Tabled Finance and Administration Item 5

E.V.P. Miller gave a Facilities Update. She reviewed and requested approval of accepting the Palatka Campus Exterior Renovations to Student Services Building V Project and authorizing final payment to Abba Construction, Inc., contingent upon receipt of final closeout documents. She reviewed Additive Change Order #2 to CC Borden Construction Company for the Palatka Campus Renovations/Remodeling Building V and reported on Facilities Usage for July, 2014.

Mr. Keith moved, seconded by Mr. Duren, 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 Executive
Vice President Item 2

V.P. Brown reviewed and requested approval of Adult Education Courses for implementation Fall 2014 – ABE 1401 Mathematics, ABE 1402 Reading, ABE 1403 Language Arts; Memorandum of Understanding between the District Board of Trustees of St. Johns River State College and the Florida School for the Deaf and the Blind; and 2014-2015 Articulation Agreements Between the District Board of Trustees of St. Johns River State College and: the District School Board of Putnam County; the District School Board of Clay County; St. Joseph Academy in the Diocese of St. Augustine; Florida School for the Deaf and the Blind; Putnam Edge High School; High Point Christian Academy; Putnam Banner Private School; Center Academy; and Russell Christian Academy. She also presented for information only the 2013-2014 Academic Affairs Annual Report. Next, VP Brown recognized Dr. Melissa Perry as the Nova Southeastern University 2014 Dr. Charles L. Faires Dissertation of Distinction Award recipient.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Academic Affairs Items 1-3, 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 - 3

Chairperson Bramlitt called a public hearing for Limited Access Allied Health Programs Readmission Policy.

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

V.P. Lebesch reviewed and requested approval of the Limited Access Allied Health Programs Readmission Policy.

Mr. Keith moved, seconded by Mr. Coleman, to approve Workforce Development Item 2, as submitted (a detailed listing is contained in the material submitted

Approved Workforce
Development Item 2

by the Office of the Vice President for Workforce Development). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

V.P. Lebesch reviewed and requested approval of the Workforce Development Continuing Workforce Course Catalog, and New Continuing Workforce Education Courses: CWL0017 Case Preparation and Court Presentation; CWL0294 FDLE 40 Hour Mandatory Retraining; CWL0295 Fire Prevention Practices; CWL0296 Private Fire Protection Systems I; CWL0297 Fire Service Course Delivery; CWL0298 Firefighting Tactics and Strategies; CWL0299 Building Construction for the Fire Service; CWL0300 Company Officer; CWL0301 Fire Service Course Design; and CWL0302 Firefighting Tactics and Strategies II.

Mr. Davis moved, seconded by Mr. Duren, to approve Workforce Development Items 3-4, 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 3
- 4

President Pickens reminded the Board that on July 1st, Dr. Anna Lebesch became the Executive Director of the Orange Park Campus in addition to her duties as V.P. for Workforce Development and stated that she is in the process of moving her office to Orange Park. He also recognized Mike Keller, Associate Dean, who made the transition go incredibly well.

Next, VP Gilbert Evans introduced Todd Dixon, the new Director of Testing in the division of Student Affairs.

V.P. Humerick reviewed and requested approval of the Adults with Disabilities (AWD) Grant. She also presented information on the reaffirmation of accreditation by SACSCOC.

President Pickens stated that it is unprecedented to go through the accreditation process with no recommendations as we did. Our College has also been invited by SACS to present our QEP at the national conference in October. He expressed appreciation to Dr. Ros Humerick for her lead on this project and her commitment to the college as well as the staff.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Research and Institutional Effectiveness Item 1, 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 Item 1

V.P. Caroline Tingle introduced Denton Yockey, the new Executive Director of the Thrasher-Horne Center for the Arts.

Clay Moore spoke on behalf of the Faculty Senate. Faculty are back and classes started this week. A number of new faculty have been hired. President Pickens informed the Board that Clay Moore and Linda Mackie have been asked to serve on the search committee for VP Little's replacement.

Faculty Senate

President Pickens discussed that it was a good summer. The Faculty Convocation went well. He has attended business meetings of the faculty and learned a lot about that process as well as the academic curriculum committee. He stated that even though the College budgeted for flat enrollment, preliminary figures show that enrollment has increased. Dual enrollment has also increased.

President's Report

President Pickens informed the Trustees that the Athletic Orientation was held yesterday. He invited Trustees to attend this in the future.

Ms. Bramlitt called for election of Board Officers for 2014-2015. She opened the floor for nominations for Chairperson of the Board for 2014-2015.

Appointment of Board
Officers 2014-2015

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

Ms. Bramlitt called for the vote. The results were five (5) in favor of Ms. Hancock (Coleman, Davis, Duren, Hancock, Keith) and two (2) in favor of Ms. Bramlitt (Bramlitt, Lagassé).

Ms. Bramlitt opened the floor for nominations for Vice-

Chairperson of the Board for 2014-2015.

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

Board Attorney Joe Miller stated that he represents this Board and he gave them his office number. He encouraged Trustees to call if they have legal questions.

There were no Trustee comments.

Trustee Comments

There being no further business, Chairperson Bramlitt adjourned the meeting at 5:10 p.m.

Adjournment