

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

September 16, 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

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Mr. Ron Brown, Attorney for the Board

ABSENT:

Ms. Marlene Lagassé, Putnam County

The meeting was held at the Thrasher-Horne
Conference Center, Suites C & D, Orange Park
Campus.

Chairperson Mary Ellen Hancock noted a correction to the minutes of the August 19, 2015 meeting - under S.V.P. Miller's facilities update, "Nine (9) vendors attended the pre-bid on the Women's Locker Room project." She called for additional corrections or additions to the minutes. Mr. Keith moved approval of the minutes with the noted correction and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Minutes of
August 19, 2015
Meeting

There were no public comments.

Public Comment

Dr. Anna Lebesch recognized the Student Government representatives from the Orange Park Campus. Mr. Jim Rogers gave a report on the activities and involvement this past year. He commended the students.

OPC Student
Government

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 presented a PowerPoint on

construction and facilities update. She discussed recently completed projects including: Orange Park Campus - re-roofing, renovation of the tech and Viking Center areas and D Building; St. Augustine Campus – Science Building remodel, construction of Criminal Justice exercise track and obstacle course, renovation of the Criminal Justice classrooms, repair of the Science Building Lab; Palatka Campus – addition of baseball and softball grandstands, addition of bullpen lights, repair of FloArts exterior wall failure, Student Center renovation, Student Center exterior renovation, new chillers installed, and new informational sign at Moody Road and SR 20. Next, she overviewed projects in progress including: parking lot improvements college-wide, Facilities Work Order System, Orange Park One-Stop Center Renovations, Thrasher-Horne Center exterior painting, expansion of the St. Augustine administrative and Viking Center buildings, and renovation of women’s locker room in Palatka. She also discussed the cost savings from utilizing HVAC controls energy monitoring and Banner scheduling of electrical usage at the St. Augustine Campus.

President Pickens stated it is a testament to those who cobbled money together to pay for these projects since there has not been any PECO funding for years. He spoke about the changes in construction competition over the past few years.

S.V.P. Miller reviewed and requested approval to approve the Palatka Campus Informational Sign Project and authorize final payment to Armstrong Contracting Services, Inc.

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

Approved Senior Vice
President Item 2

Next, S.V.P. Miller reviewed and requested approval to award the bid for renovations/additions to Building G, Women’s Locker Room to Anglin Construction for \$565,000.00. President Pickens noted factors involved, including rectifying this Title IX issue. Sources for additional funding have been identified.

Trustee Davis asked why the bid came in higher than projected. SVP Miller explained many sub-contractors have gone out of business and the ones remaining do not have to be as competitive. Joe Kuehmeier from CRG Architects explained that significant structural modifications will also need to be made. He explained that also since this is mostly a plumbing project, this has contributed to higher costs.

Trustee Duren asked about the additional funds needed for the project. Dr. Powers explained that capital outlay money will be allocated for this project. President Pickens stated the funds are not coming from fund balance. President Pickens discussed that this is a commitment to continue athletics on the Palatka Campus and will be used as a recruiting tool as well.

Trustee Davis referred back to Ms. Miller's PowerPoint presentation and asked about the bullpen lighting. Mike Canaday responded lighting fixture manufactures provided the engineering design documents, detailing the proper amount of light levels required for the bullpen areas, plus included type and quantity of lighting fixtures required. Our Facilities department used this information to purchase the required type and number of light fixtures as per the design documents. The College Electrician and in house staff self-performed the installation of the new lighting fixtures per design and at the completion of the light fixture installation, staff measured actual light levels in each bullpen which confirmed the design light levels were achieved.

Mr. Keith moved, seconded by Mr. Davis, to approve Senior Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Senior Vice
President Item 3

Chairperson Hancock called a public hearing for an amendment to SJR Rule 6.23(R2) Admissions, Substitutions, and Services for Students with Disabilities. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

S.V.P. Miller reviewed and requested approval to approve amendment to SJR Rule 6.23(R2) Admissions,

Substitutions, and Services for Students with Disabilities.

Mr. Coleman 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, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Senior Vice President Item 5

S.V.P. Miller reviewed additive change order #1 to Abba Construction, Inc. for the repair/renovation of the St. Augustine Campus Science Building and also gave a report on facilities usage for September 2015.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for August 2015, Write-Off of Tangible Personal Property, and Personnel Matters. She informed the Board that the Financial Statement for year end 2014-15 is delayed. There are new GASB requirements and the Florida Retirement System will be sending information to be included in the year end report.

Trustee Hancock asked for an explanation regarding the in-district mileage supplement for the Vice Presidents in the Personnel Matters agenda item. Dr. Powers explained an analysis of the annual in-district mileage reimbursements was completed. By paying this as a supplement there will be much less paperwork involved, thereby reducing staff time to process payments.

Mr. Coleman 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, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Items 1 – 3

V.P. Anna Lebesch reviewed for information only the Advisory Board lists for Allied Health, BAS Organizational Management, Business Education, Computer Education, Criminal Justice, and Nursing. She also reviewed the 2014-2015 Workforce Annual Report. She informed the Board that Gary Killam, Dean of Criminal Justice & Public Safety, has resigned and the position is advertised.

Workforce Development

V.P. Ros Humerick reviewed and requested approval of the National Science Foundation's Advanced Technology Education Grant (NSF-ATE). She also referred the Board for information only to the SJR State 2015 Fact Book and Facts at a Glance.

Mr. Duren moved, seconded by Mr. Keith, to approve Assessment, Research and Technology Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Assessment, Research and Technology). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved
Assessment,
Research and
Technology Item 1

V.P. Caroline Tingle reviewed for information only the recognition of the Thrasher-Horne Conference Center's recent designation in the Jacksonville Business Journal's **List of Top Meeting Facilities** and gave an update on the Thrasher-Horne Center for the Arts. She recognized Denton Yockey and his team of Bob Olson, Ellen Hares, and Bruce Monahan and thanked them for the wonderful job they are doing. Trustee Davis expressed his compliments to the team as well. VP Tingle shared successes. She asked Denton Yockey to share techniques he is using. Mr. Yockey explained that there have been dynamic changes to the marketing and awareness plans. The Thrasher-Horne Center for the Arts already has recorded the second highest annual box office sales and we are only two months into the fiscal year.

Development and
External Affairs

There was no report for the Faculty Senate.

Faculty Senate

President Pickens reported that classes have started relatively smoothly.

President's Report

President Pickens informed the Board that the AFC Trustee Conference is being held on November 11-12 in Lake Buena Vista. St. Johns River State College has a Flo-Arts graduate student who is a LeRoy Collins Award winner and will be recognized at the reception on November 12th.

President Pickens announced that he, Dr. Evans and Daniel Barkowitz will be scheduling appointments individually with Trustees.

President Pickens reminded the Board members that the October meeting is on the 21st, there is no

November meeting, and the December meeting is on the 9th.

Trustee Keith stated that the ushers at THCA are very helpful. There are volleyball, softball, and baseball games in the upcoming weeks.

Trustee Comments

Trustee Wendell Davis thanked SVP Miller and her staff for the facilities presentation. He informed the Board that a member of his family Leonard Davis, who is a Trustee for Florida Gateway College, passed away.

Trustee Denise Bramlitt stated that she is excited about the positive changes at THCA.

Trustee Ron Coleman expressed appreciation to those who make this organization what it is. Wendell Davis recognized that Mr. Coleman is now the President of the Florida Gators Boosters Board of Directors.

Trustee Hancock commended the publications provided and expressed congratulations on the THCA accomplishments.

Mr. Coleman moved to adjourn and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes) and Chairperson Hancock adjourned the meeting at 4:35 p.m.

Adjournment