

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

September 17, 2014

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
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Col. Mickey Duren, St. Johns County

OTHERS PRESENT:

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

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

Chairperson Mary Ellen Hancock called Dr. Lebesch who introduced new faculty Charles Harvey and Ricky Webb. Mike Keller announced that Dan Herman is teaching at the Orange Park Campus now. He also introduced new faculty Dr. Bogdan Visinescu, Dr. Tony Carboni, and Dr. Matthew McAllister. He also recognized Jim Rogers, the new Student Activities Director, who gave a brief update on student activities at the Orange Park Campus. Minda Solano, who is the Student Government President, explained her role as liaison between the students and faculty.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the previous meeting. Mr. Davis moved approval of the minutes of August 20, 2014, with the correction of two (2) typographical errors and Mr. Keith seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
August 20, 2014
Meeting

There were no public comments.

Public Comment

There was no Attorney's Report.

Attorney's Report

There was no old business.

Old Business

E.V.P. Miller explained that the College is in the process of filling the V.P. for Finance and Administration position. She recognized Randy Peterson, Controller.

E.V.P. Miller discussed, for information only, the draft of a proposed rule for Tobacco-Free Campus to begin in January. President Pickens stated that the decision was made earlier this summer for the College to move forward with this initiative. He explained that other colleges' policies were used as a model. He read the list of other colleges and local large employers that are already tobacco free. Cessation classes and support are being offered at no charge to make the transition less difficult. Trustee Hancock expressed concern that there are only 45 slots for faculty and students for the cessation program. EVP Miller responded that the College has the ability to add slots. Trustee Bramlitt questioned the tolerance level for offenses. EVP Miller responded it will be a progressive disciplinary action. President Pickens stated that the consequences will be different for students. Students will be counseled and fined. If the fine is not paid, a hold will be placed on registration. President Pickens stated that in January the penalty will be a warning, with enforcement to begin in February.

E.V.P. Miller then reviewed and requested approval of the Monthly Financial Statement for August 2014, noting the correction to Item VI.A.1, the Balance Sheet, Write-Off of Tangible Personal Property, Budget Amendment #1 – Unrestricted Fund – 2014-2015, Annual Financial Report for Fiscal Year Ended June 30, 2014, and Personnel Matters.

Mr. Coleman moved, seconded by Mr. Davis, to approve Finance and Administration Items 1 - 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, Hancock, Keith, Lagassé — Yes).

Approved Finance
and Administration
Items 1 - 5

Trustee Hancock expressed congratulations on the operating expense decrease for fiscal year ended June 30, 2014. The impact of the cost cutting measures is showing. She stated that the College needs to begin to strategically look at next year in case of flat revenues - the tuition increase issue.

E.V.P. Miller reviewed and requested approval of the 2014 Annual Security Report. She discussed the additions made to the Annual Security Report in order to be in compliance with new regulations from the Violence Against Women Act (VAWA). The College will be providing additional training and additional information. Trustee Brian Keith commended the staff regarding the low numbers on crime statistics. EVP Miller responded that the numbers are real. President Pickens stated that David Stout does a good job and so do the faculty and staff by being proactive and recognizing students who are in distress. EVP Miller stated that not having housing helps.

E.V.P. Miller also reported on Facilities Usage for July, 2014.

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

Approved Executive
Vice President Item 2

V.P. Brown reviewed and requested approval of 2014-2015 Articulation Agreements Between the District Board of Trustees of St. Johns River State College and: St. Johns Country Day School, Christian Home Academy, and Deseret Academy.

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

Approved Academic
Affairs Item 1

Chairperson Hancock called a public hearing for the Paramedic Handbook.

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

V.P. Lebesch reviewed and requested approval of the Paramedic Handbook. The program will launch this January. She stated that Ricky Webb and Holly Coulliette have done extensive work preparing this. President Pickens informed the Board that this is one of the programs developed in response to the community

who reached out to us. This program completes the whole package for students who want to take this career path.

Mr. Davis 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 Workforce Development). Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Workforce
Development Item 2

V.P. Lebesch gave an update on the Advisory Board memberships and referred Trustees to the 2013-14 Workforce Annual Report.

V.P. Humerick referred Trustees to the SJR State 2014 Fact Book/Facts at a Glance for their information.

Research and
Institutional
Effectiveness

There was no report from the Faculty Senate.

Faculty Senate

President Pickens discussed the search for the new V.P. for Finance and Administration. From many great applications, the Committee is interviewing four (4) people, all of whom have the background and familiarity with the college system. Interviews will be conducted in the next few weeks.

President's Report

President Pickens reminded the Trustees that the AFC Trustee Commission Annual Conference is scheduled next week.

President Pickens informed the Board that he has been contacted by Attorney General Pam Bondi's office. She may want to visit one of the campuses as an official visit in her capacity as Attorney General. However, if she wants a political event, President Pickens explained the option of renting the facility.

President Pickens informed the Board of a student incident at the St. Augustine Campus last week.

Trustee Wendell Davis stated do not forget as we go into this year about conversations about marketing and branding. President Pickens responded that we need to connect the Thrasher-Horne Center for the Arts with SJR State College.

Trustee Comments

Trustee Denise Bramlitt commended Susan Kessler for

a good job on using social media such as Facebook to share the news about College events.

Trustee Ron Coleman reiterated accolades to Ricky Webb and Holly Coulliette for their work on the new paramedic program which opens another avenue to a Bachelor's degree.

There being no further business, Mr. Davis moved to adjourn, Mr. Coleman seconded the motion, the motion carried and Chairperson Hancock adjourned the meeting at 4:15 p.m.

Adjournment