

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

September 21, 2016

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Mr. Ronald Coleman, Clay County
Ms. Denise M. Bramlitt, Putnam Co.
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Mr. Mickey Duren, St. Johns 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,
Administration Building, Palatka Campus.

Chairperson Mary Ellen Hancock called the meeting to order and called for corrections or additions to the minutes of the August 24, 2016 meeting. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
August 24, 2016
Meeting

There were no public comments.

Public Comment

Dr. Brown recognized Instructor Dan Askew who provided a Florida Club of the Arts report (note: name corrected from that listed on agenda). He introduced the officers. The Club members participated in “Artoberfest” in Palatka last fall and attended the Art Dazzle Festival in Miami. The students organized a juried art show. They also made over 200 bowls which were sold as a soup fundraiser for the local schools’ backpack program. The students currently have art displayed at the Larimar Arts Center. Trustee Bramlitt spoke highly about the bowls fundraiser.

Florida Club of the
Arts Report

Board Attorney Ron Brown discussed the “Brechtner Report” and highlighted several articles included.

Attorney’s Report

There was no old business.

Old Business

Chairperson Hancock called a public hearing for an amendment to SJR Rule 5.13 (R1) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

SVP Miller reviewed and requested approval to amend SJR Rule 5.13 (R1) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work.

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

Approved Senior Vice President Item 2

SVP Melissa Miller reviewed Additive Change Order #1 to Nooney Construction, Inc. for the Renovations/ Additions to Building A, Orange Park Campus. She referred the Board to the packet for the list of Facilities Usage for September, 2016.

Senior Vice President Items 3-4

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for August 2016, Write-Off of Tangible Personal Property, Personnel Matters and accept Textbook and Instructional Materials Affordability Strategies and Initiatives.

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

Approved Finance and Administration Items 1-4

V.P. Powers introduced Controller Randy Peterson who gave a presentation of the Annual Financial Report for FY 2015-16. Dr. Powers then requested approval of the Report.

Mr. Davis moved, seconded by Mr. Keith, 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,

Approved Finance and Administration Item 5

Hancock, Keith, Lagassé — Yes; Note: Mr. Coleman had to leave the meeting before this vote).

V.P. Melanie Brown reviewed and requested approval of New Course LEP 0100 Adult English for Speakers of Other Languages (ESOL). She and Dr. Melissa Perry gave an update on the Adult Education Program.

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

Approved Academic
Affairs Item 1

V.P. Anna Lebesch presented a Workforce Development Update, including the Advisory Board Lists: Allied Health, Business Education/BAS Organizational Management, Computer Education, Criminal Justice, Nursing, and Workforce Services; and the 2016-2017 Advisory Board Handbook (for information only). She noted the Orange Park Campus hosted an Open House for ITT Tech students last night. Trustee Davis expressed appreciation to the College for doing this. He also noted there is a struggle in the marketplace to hire employees with trade and vocational skills. President Pickens stated it is not a priority for the Legislature as those programs are not valued. Dr. Lebesch noted the College continually searches for new grant opportunities.

Workforce
Development Item 1

V.P. Humerick reviewed and requested approval of the 2016-2021 Strategic Plan for St. Johns River State College. Board members expressed appreciation.

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

Approved
Assessment,
Research and
Technology Item 1

There was not a Faculty Senate report.

Faculty Senate

President Pickens noted the Executive Management Team has made a concerted effort to improve communication among departments.

President's Report

President Pickens informed the Board that the Putnam County School Board Chairperson at yesterday's meeting discussed exploring relationships with the College regarding providing technical programs in the future. It will become the subject of articles in the Palatka Daily News later this week.

President Pickens reminded those who are attending the ACCT Conference that the presentation by him, Board Chair Hancock, and Dr. Brown will be on Thursday morning.

President Pickens and Trustee Bramlitt discussed the "Feed the Need" program of Putnam County.

Trustee Comments

Mr. Davis expressed regret for not being able to attend the Safety and Security Workshop. President Pickens noted it will be presented again on December 14 at Faculty Professional Development Day and Trustees are invited. Mary Ellen Hancock thanked the College for the workshop.

Trustee Keith stated it is a pleasure to serve on this Board because everyone works well together.

Trustee Lagassé expressed appreciation that the coverage in the local paper about the College is positive. She asked about follow-up to the College Application Week discussed at the August meeting. Dean Barkowitz spoke about the outreach efforts at the local high schools.

Trustee Hancock informed the Board that Mr. Coleman had to leave the meeting early due to a death in the family earlier in the week. She also thanked everyone for the presentations.

Ms. Lagassé moved to adjourn and Ms. Bramlitt seconded the motion. Motion carried (Bramlitt, Davis, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 5:00 p.m.

Adjournment