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

October 19, 2016

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

MEMBERS ABSENT:
Mr. Mickey Duren, St. Johns County (due to hurricane recovery efforts)

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

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

Approved Minutes of September 21, 2016 Workshop and Meeting

Chairperson Mary Ellen Hancock called the meeting to order and called for corrections or additions to the minutes of the September 21, 2016 workshop and meeting. Mr. Davis moved approval of the minutes and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Public Comment

There were no public comments.

Orange Park Student Government Association Report

Dr. Lebesch recognized Jim Rogers, Orange Park Campus Student Activities Coordinator, who gave a report on Student Government activities. The Student Government Association officers and representatives were introduced.

Attorney's Report

Board Attorney Ron Brown discussed information he received at the ACCT Congress Legal Academy, "The Return of *In Loco Parentis*" by Saul Ewing LEP. He also noted that he attended the session presented by President Pickens, Chair Mary Ellen Hancock, and Dr. Brown. He congratulated them on an excellent job.

Old Business

There was no old business.

SVP Miller reviewed and requested approval of the Orange Park Campus Master Plan and the Parking Lot Rehabilitation Project and final payment to Riverstone Construction for all three campuses. She also reviewed Deductive Change Order #2 to Riverstone Construction for the Orange Park Campus Parking Lot Rehabilitation Project, Additive Change Order #2 to Riverstone Construction for the Palatka and St. Augustine Campus Parking Lot Rehabilitation Projects, and Facilities Usage for October, 2016.

SVP Miller introduced Bob Goodwin and Joe Kuehmeier, CRG Architects, who developed the Orange Park Campus Master Plan. It will be effective 2017-2022. There are five (5) projects on track to be funded by the State: complete renovation of the Activities Building, complete renovation of Building D with an addition, complete renovation of the Library Building with an addition, removal of four (4) portables, and site improvements and re-striping of existing parking lots. They highlighted additional projects including a new STEM Building if funded by the State. The wetland delineation was discussed.

Mr. Davis moved, seconded by Mr. Keith, to approve Senior Vice President Items 1-4, 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 Items 1-4

Per President Pickens' request, SVP Miller gave an update on damages suffered by the College due to Hurricane Matthew. Chairman Hancock asked Chief of Safety James Griffith how it went from a safety/security perspective. He stated all went well. Chairman Hancock also expressed appreciation for the communication sent by the College during the storm. President Pickens expressed appreciation to Mr. Griffith and the IT Team for their work during the storm and during recovery.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for September 2016, Budget Amendments for Fiscal Year 2016-2017 (Operating Fund 1, Restricted Fund 2, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters.

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. Lynn Powers reviewed and requested approval of the Salary Schedule Revisions. The revisions are an effort to comply with the overtime rule changes of the Fair Labor Standards Act which is supposed to become effective December 1, 2016. The most significant change is the separation of the Professional Support category to exempt and non-exempt. President Pickens explained he also consulted a labor attorney. Trustee Davis complimented President Pickens and the staff for their hard work.

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

Approved Finance and Administration Item 5

V.P. Lynn Powers reviewed and requested approval of the Board Designated Reserves, which are in excess of the five percent of total operating funds available. President Pickens noted that compensation adjustments as well as any other items would require subsequent Board action.

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

Approved Finance and Administration Item 6

V.P. Melanie Brown reviewed and requested approval of SJR State's 2016 Developmental Education Accountability Report and Corrections GED Adult Education Courses: GED 0614 GED Preparation Mathematics Reasoning, GED 0714 GED Preparation Reasoning through Language Arts, GED 0814 GED Preparation Science, and GED 0914 GED Preparation Social Sciences.

Mr. Davis moved, seconded by Mr. Keith, to approve Academic Affairs Items 1-2, 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 Items 1-2

There was not a Faculty Senate report.

Faculty Senate

President Pickens noted the recognition of SJR State as a Tree Campus USA college.

President's Report

President Pickens referred Trustees to the email he forwarded from Faculty Senate President Clay Moore regarding exploring the steps to form a chapter of United Faculty. President Pickens is meeting with Instructor Moore on Friday afternoon and will communicate the outcome of the meeting to Trustees individually.

President Pickens discussed the email from Michael Brawer, CEO of the Association of Florida Colleges (AFC). Only 29 Trustees statewide have registered for the AFC Trustee Annual Meeting in November. It does follow closely the national ACCT Congress Meeting.

President Pickens discussed the trip to the ACCT Congress in New Orleans. The session he presented along with Dr. Brown and Chair Hancock was well attended. He has received a lot of follow-up contacts.

President Pickens informed the Board that Drs. Brown, Evans, and Humerick will be serving on various SACS visits in the near future. This is a very valuable learning process.

President Pickens reminded Trustees that the next meeting is scheduled on December 7th.

Trustee Davis reported on the ACCT Congress.

Trustee Comments

Trustee Bramlitt reported on the ACCT Congress as well. She suggested that the Board have a workshop in the spring and fall and more communication/ awareness of activities, etc. from the College.

Trustee Hancock stated she will bring her conference update at the next meeting. She expressed

appreciation to Dr. Brown for her work on preparing the presentation.

Adjournment

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