

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

December 9, 2015

MEMBERS PRESENT:

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

OTHERS PRESENT:

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

ABSENT:

Ms. Denise M. Bramlitt, Putnam County  
Col. Mickey Duren, St. Johns County

The meeting was held in the Board Room, Palatka Campus.

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

Approved Minutes of  
October 21, 2015  
Meeting

There were no public comments.

Public Comment

Attorney Ron Brown provided a copy of the Brechner Report.

Attorney's Report

There was no old business.

Old Business

S.V.P. Miller reviewed and requested approval for Agreement for Attorney Services – Ronald W. Brown and award base bid for renovation/remodeling of Building A to include One-Stop Student Services at the Orange Park Campus. President Pickens and several Trustees expressed appreciation for Mr. Brown's services.

Ms. Lagassé moved, seconded by Mr. Davis, to approve Senior Vice President Item 1, as submitted (a detailed listing is contained in the material submitted by

Approved Senior Vice  
President Item 1

the Office of the Senior Vice President). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

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

Approved Senior Vice  
President Item 2

Chairperson Hancock called a public hearing for an amendment to SJR Rule 3.06 (R1) Information Systems Security. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

Next, S.V.P. Miller reviewed and requested approval to amend SJR Rule 3.06 (R1) Information Systems Security.

Mr. Davis moved, seconded by Mr. Coleman, to approve Senior Vice President Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice  
President Item 4

Chairperson Hancock called a public hearing for an amendment to SJR Rule 3.25 (R1) Accountability Standards. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

S.V.P. Miller reviewed and requested approval to amend SJR Rule 3.25 (R1) Accountability Standards.

Mr. Davis moved, seconded by Mr. Coleman, to approve Senior Vice President Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice  
President Item 6

Chairperson Hancock called a public hearing for an amendment to SJR Rule 5.31 (R1) Retirement Plans. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

S.V.P. Miller reviewed and requested approval to amend SJR Rule 5.31 (R1) Retirement Plans.

Mr. Davis moved, seconded by Mr. Keith, to approve Senior Vice President Item 8, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 8

Chairperson Hancock called a public hearing for an amendment to SJR Rule 6.07 (R2) Student Organizations and Clubs. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

S.V.P. Miller reviewed and requested approval to amend SJR Rule 6.07 (R2) Student Organizations and Clubs.

Mr. Davis moved, seconded by Mr. Keith, to approve Senior Vice President Item 10, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 10

S.V.P. Miller reviewed for information only proposed amendments to Board Rules SJR 3.28 (R3) Financial Disclosures, SJR 5.03 (A) (R1) Revocation, Suspension and/or Dismissal of Individuals on Continuing Contract or Annual Contract or Adjunct Faculty; SJR 5.15 (R2) Keys, SJR 5.21 (R3) Fingerprints and Criminal Background Checks, SJR 6.33 (R1) Student Ombudsman, and SJR 7.10 (R2) Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant. She referred Trustees to the facilities usage for November/December 2015.

V.P. Gilbert Evans introduced Sam Rick, Student Activities Coordinator for the Palatka Campus. Mr. Rick introduced the Student Government officers and gave a report on student activities held this fall and those planned for the spring semester.

Student Affairs Update

Dr. Evans then recognized Daniel Barkowitz, Dean of Enrollment Management, who presented information and provided a timeline on the “courses outside of program of study” issue as identified in the 2013-2014 Federal Financial aid audit. As part of the A-133 Compliance Audit, it was determined that there were situations in 2013-14 where students were taking courses outside their program of study and they

Financial Update

received financial aid. A portion of these monies received by students will have to be returned to the federal government. Mr. Barkowitz discussed the timeline of the events, including corrective action taken so that the situation was isolated and so that there will be no ongoing issue or repeat finding. He also stated that the action requested of the Board regarding repayment will be addressed in VP Powers' report.

Mr. Barkowitz gave an update on the revisions to Satisfactory Academic Progress Policy Rule SJR 7.10 to which SVP Miller referred. Amendments to this rule are due to compliance changes and changes in language in regulations.

Mr. Barkowitz gave an update on the Federal Student Aid Training Conference at which he represented the College last week. There were over fifty (50) sessions repeated over four (4) days.

Next, Mr. Barkowitz explained that SJR State has been selected as a host site for College Goal Sunday for Clay, St. Johns, and Putnam Counties. This movement focuses on educating low-income families on how to pay for college. Provided will be assistance in completing the FAFSA, free tax help, campus tours, and a financial aid presentation. The event will be held 1:00 – 4:00 p.m. on January 31 at the St. Augustine Campus, on February 14 at the Orange Park Campus, and on February 21 at the Palatka Campus.

Marlene Lagassé inquired about other colleges impacted by the program of study issue. Mr. Barkowitz responded he is aware of at least four (4) others in Florida going through this and based on information he received at a recent National Federal Financial aid meeting many more nation-wide. A discussion also ensued regarding the fact that the initial finding of 3 students out of an audit sample of 25 received financial aid for courses outside their program of study resulted in the federal government requesting that an audit of the entire 2013-2014 year be completed. That has been completed and the results communicated to them.

Marlene Lagassé inquired about the totals for PELL grants and student loans. Mr. Barkowitz explained that PELL money will likely have to be returned dollar for dollar. The amounts received by students in the form of student loans would be repaid based upon the

college's student loan default rate. Depending on which year's default rate is used, it will be about 14.4%. Mr. Barkowitz again explained that there were no findings in the recent 2014-15 audit, nor were there any similar findings in audits for prior years. Thus the issue is isolated to the 2013-2014 fiscal year.

Brian Keith clarified that part of the issue was software driven and has been rectified. Mr. Barkowitz explained that the IT department and executive management team created an internal manual fix that has been put into place outside of our Banner operating system. Banner currently does not have the systems in place to prevent the issue from occurring. The company that developed Banner are now working on enhancements to Banner that will become available, but our system may be better, and we will continue to utilize the system that we created until we can analyze the effectiveness of the Banner developed solution.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for October 2015, Personnel Matters, Course Fees, and Testing Fees.

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

Approved Finance and Administration Items 1-4

Dr. Powers then presented the Annual Financial Report for FY 14-15 which was submitted to the State by the deadline in November. She requested approval to accept the Annual Financial Report as presented.

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

Approved Finance and Administration Item 5

Dr. Powers specifically addressed the potential financial aid repayment issue as a requested action item. She advised that current reserves were approximately \$4.5 million, the majority of which is in a hurricane contingency fund. She requested that the Board set aside \$675K for Title IV Reimbursement by

changing current designations for Hurricane Deductible Contingency and SBA Reserve. This money will be used to repay any monies that are determined to be repayable due to the courses outside program of study issue. Dr. Powers stated that the amount being set aside was more than adequate to repay whatever amount is determined to be owed. Marlene Lagassé requested that the Board be informed of the total amount of the invoice when it is received and paid.

Mr. Davis moved, seconded by Mr. Coleman, to approve Finance and Administration Item, as requested, to set aside \$675K for Title IV Reimbursement. Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Item Title IV Reimbursement

V.P. Melanie Brown reviewed for information only a Memorandum of Understanding between St. Johns River State College and the Putnam County Jail.

Academic Affairs

Dr. Brown reviewed and requested approval of 2015-2016 Articulation Agreement between the District Board of Trustees of St. Johns River State College and Victory Preparatory School.

Mr. Davis moved, seconded by Mr. Keith, to approve Academic Affairs Item 2, as submitted (a detailed listing is contained in the material submitted by the Office of Academic Affairs). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Academic Affairs Item 2

Chairperson Hancock called a public hearing for changes to admission criteria for ASN Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

V.P. Anna Lebesch reviewed and requested approval for changes to admission criteria for ASN Program.

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

Approved Workforce Development Item 2

Chairperson Hancock called a public hearing for changes to admission criteria for Health Information Technology Program. There being no comments from

Public Hearing

those present, Chairperson Hancock adjourned the public hearing.

V.P. Anna Lebesch reviewed and requested approval for changes to admission criteria for Health Information Technology Program.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Workforce Development Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Workforce  
Development Item 4

Chairperson Hancock called a public hearing for changes to readmission criteria for Limited Access Allied Health Programs. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

V.P. Anna Lebesch reviewed and requested approval for changes to readmission criteria for Limited Access Allied Health Programs.

Ms. Lagassé moved, seconded by Mr. Coleman, to approve Workforce Development Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Workforce  
Development Item 6

V.P. Anna Lebesch reviewed and requested approval of curriculum changes to ASN Program, Health Information Technology and Associated Certificates, and BSN Program Pre-Requisites and Graduation Requirements.

Ms. Lagassé moved, seconded by Mr. Coleman, to approve Workforce Development Items 7-9, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Workforce  
Development Items 7-  
9

V.P. Caroline Tingle reviewed and requested approval for the renewal of the designation and certification of the St. Johns River State College Foundation, Inc., as a direct support organization of the College and the 2014/2015 St. Johns River State College Foundation

Audit. She then referred for information only to SJR State College Foundation, Inc. 2015/2016 Officers and Board of Directors, IRS Determination Letter, IRS Return of Organization Exempt from Income Tax Form (Form 990), and Budget – college support of direct support organization’s operating expenses.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Development and External Affairs Items 1-2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Development and External Affairs). Motion carried (Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved  
Development and  
External Affairs Items  
1-2

V.P. Tingle introduced Penny Powell, new Communications Specialist.

V.P. Tingle discussed the presentation of the Association of Florida Colleges (AFC) LeRoy Collins Distinguished Alumni Award for Against the Odds, received by Florida School of the Arts alumnus Kristina Garcia-Santiago at the 2015 AFC Annual Convention. Susan Kessler then shared the video.

V.P. Ros Humerick reviewed and requested approval of the TD Bank Access to Success grant. Attorney Ron Brown explained that since Mary Ellen Hancock, an employee of TD Bank, would receive no financial benefit, there was no need to recuse herself from the vote.

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

Approved  
Assessment,  
Research and  
Technology Item 1

There was no report for the Faculty Senate.

Faculty Senate

President Pickens informed that the College has had breakfast with the high school counselors in each of the three (3) service counties to build relationships.

President’s Report

President Pickens thanked Mr. Keith for participating in the AFC Trustee Training in mid-November.



President Pickens invited the Board to participate in the soup luncheon on Friday in Valhalla Hall.

President Pickens reminded the Board that the Legislature will already be in session when we meet in January.

President Pickens stated that National Signing Day has occurred and every baseball sophomore was awarded a scholarship to a 4-year institution.

President Pickens invited the Board to attend the Criminal Justice Academy graduation tomorrow night at THCA.

President Pickens reminded the Board that fall graduation is on December 17<sup>th</sup> and informed them that the speaker is former Legislator Ed Jennings.

President Pickens informed the Board that College employees participate in Project Praise, purchasing Christmas gifts for homeless children.

Trustee Brian Keith informed the Board that performance funding was the focus of the AFC Trustee Training. The presentation to Kristina Garcia-Santiago was very moving. He has heard positive comments about the Lunchbox Café at the Palatka Campus.

Trustee Comments

Trustee Ron Coleman commended everyone for the great job.

Trustee Wendell Davis expressed appreciation for this professional meeting and to Dr. Powers for the well done PowerPoint presentation.

Trustee Mary Ellen Hancock expressed appreciation to the leaders and instructors.

Chairperson Hancock adjourned the meeting at 5:20 p.m.

Adjournment