

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

February 18, 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
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

OTHERS PRESENT:

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

The meeting was held in the Criminal Justice
Multipurpose Room J-149, St. Augustine Campus.

Chairperson Mary Ellen Hancock called for corrections
or additions to the minutes of the previous meeting.
Mr. Davis moved approval of the minutes of January
21, 2015, and Mr. Keith seconded the motion. Motion
carried (Bramlitt, Coleman, Davis, Duren, Hancock,
Keith, Lagassé — Yes).

Approved Minutes of
January 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

E.V.P. Melissa Miller gave a facilities update. Bids on
the Palatka LED sign project were opened yesterday
and Armstrong Contracting is the apparent low bid.
She then reviewed and requested approval to accept
Palatka Campus interior renovations to Student
Services Building V Project and authorization to make
final payment to CC Borden Construction, Inc.

E.V.P. Miller reviewed and requested approval of
Plans/Specifications for repair of St. Augustine Campus
S Building (Physics Lab Restoration). She recognized

Mr. Bob Goodwin who presented the drawings and documents. This will involve a complete renovation of the physics lab that was damaged during the fire, new interior finishes for the rest of the building, and complete painting of all interior walls. The estimate is \$177,000, and will be sent to pre-qualified contractors. The lab is projected to be back in service by fall of the next academic year and the bid should be in the threshold in which President Pickens can approve.

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

Approved Executive
Vice President Item 2

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

Approved Executive
Vice President Item 3

E.V.P. Miller discussed a proposed new Board Rule, SJR 3.37 Child Protection and Reporting of Child Abuse Policy, for information only.

E.V.P. Miller then discussed the following proposed amended rules: SJR 3.11 (R2) Policy Statement on Discriminatory Harassment, SJR 3.12 (R4) Policy Statement on Equality of Opportunity and Non-discrimination, SJR 3.15 (R2) Policy Statement on Discriminatory Harassment and Free Expression, SJR 4.16 (R1) Institutional Membership, and SJR 5.23 (R3) Employee Grievance Policy and Procedures. President Pickens stated that all of these changes are recommended by the Institutional Planning Committee.

E.V.P. Miller also reported on Facilities Usage for January, 2015.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Statement for January 2015, Write-Off of Tangible Personal Property, Personnel Matters and 2015-16 and 2016-17 College Calendars.

Mr. Keith moved, seconded by Mr. Coleman, to

Approved Finance

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, Duren, Hancock, Keith, Lagassé — Yes).

and Administration
Items 1 – 4

V.P. Lynn Powers then presented a preliminary outlook of the fiscal year 2015-16 operating budget. It was developed under the assumption there will be no new money. President Pickens explained that the Governor's proposed budget takes \$30M out of the base of the Florida College System fund, then redirects \$30M to it for a total of \$60M to be distributed as performance funding.

V.P. Powers overviewed the budget timeline, operating revenues by percentages, and a revenue analysis. The last time the College raised tuition was 2011-12. She discussed revenue per student FTE. She also discussed performance funding, including required measures and additional measures. Preliminarily our College is ranked #10 out of 28 and is at risk of losing \$318K. President Pickens informed the Board that he was on a panel discussing the student default loan rate at a Senate Education Appropriations Meeting last week. Our College needs additional revenue as operating expenses keep going up. Dr. Powers discussed the significant expense drivers, including data software, electricity, and insurance and retirement benefits, which have equated to a \$1.7M increase over the past three (3) years.

President Pickens noted that security expenses are included in the other services category and that our College does spend a higher percentage on security than other colleges. However, it is a risk not worth taking. He informed the Board that a bill has been filed that would allow those with concealed carry licenses to carry a weapon on campus. It has been opposed as it currently exists, however there is support for a version by law enforcement; this could have a significant impact. Mr. Davis suggested listing security as a line item expense instead of grouping it into other services.

Ms. Hancock remarked on the increase in retirement benefits as a result of the legislature raising contribution rates significantly.

Dr. Powers discussed the benchmarks of expenditure percentages including personnel, operating, capital and transfers out expenditures. President Pickens stated that a breakdown of the items in each category can be provided. Mr. Davis stated the College needs to continue doing required maintenance and not cut expenses there. President Pickens stated the maintenance personnel costs are in the operating category and other maintenance expenses are in the capital category. President Pickens stated that when the Board meets in April more information will be available.

V.P. Melanie Brown reviewed and requested approval to revise SJR State's General Education requirements effective fall 2015, revise Associate in Arts Degree effective fall 2015, revise Florida Schools of the Arts Associate in Science Degrees effective fall 2015 [Studio Art (2506), Graphic Design/New Media (0151), Acting (0155), Dance Studies/Dance Performance (2513), Musical Theater (0159), Theater Technology (0161), Stage Management (2510)], approve new courses effective fall 2015 [Arts & Sciences - ARH 2051 Honors Art History II, ART 1000 Art Appreciation, HUM 2020 Introduction to Humanities, HUM 2220 Greek and Roman Humanities, HUM 2223 Late Roman and Medieval Humanities, HUM 2232 Renaissance and Baroque Humanities, HUM 2234 Enlightenment and Romanticism Humanities, HUM 2250 20th Century Humanities, MAT 1930 Games for Analytical Reasoning, ESC 1000L Lab for Earth and Space Science, PHY 1020 Introduction to Physics, PHY 1020L Lab for Introduction to Physics, ECO 1931 Financial Literacy; Florida School of the Arts - DIG 2130C Special Topics in New Media Design, DAA 2750 Dance Conditioning, DAA 2393C World Dance; Teacher Education – EDF 3604 Social and Historical Foundations of Education], revise courses effective fall 2015 [Arts & Sciences - ENC 1101 Composition I, ENC 1101 Honors Composition I, ARH 2050 Art History I, ARH 2050 Honors Art History I, ARH 2051 Art History II, HUM 2512 Architectural Reflection of Culture, MUH 2112 Music History, MUL 1010 Music Appreciation, PHI 2010 Introduction to Philosophy, PHI 2630 Contemporary Ethics, PHI 2630 Honors Contemporary Ethics, ESC 1000 Earth and Space

Science; Teacher Education Courses - EDG 4419
 Building Classroom Management and Discipline, EPI
 0001 Classroom Management, EPI 0003 Technology,
 EPI 0940 Field Experience for Professional
 Foundations, EPI 0945 Field Experience for Diversity;
 Florida School of the Arts - ART 2930C Special Topics
 in Art, DIG 1000 Introduction to Digital Media, PGY
 1800 Photographic Techniques, DIG 1115C Digital
 Imaging, DIG 2100 Web Design, GRA 2195C
 Advertising Design, PGY 1201C Media Lighting
 Techniques, PGY 2107C Large Format Photography,
 PGY 2220C Commercial Photography, PGY 2905C
 Special Problems in Photography, DAA 1204 Ballet I,
 DAA 1205 Ballet II, DAA 2006 Ballet III, DAA 2207
 Ballet IV, DAA 2250 Partnering, DAA 2670 Ballet
 Repertory, DAA 1104 Contemporary Dance I, DAA
 1105 Contemporary Dance II, DAA 2106
 Contemporary Dance III, DAA 2107 Contemporary
 Dance IV, DAA 2505 Jazz Dance II, DAA 2544
 Musical Theatre Dance Styles, DAA 2570 Musical
 Theatre Jazz, DAA 1680 Dance Ensemble I, DAA
 1681 Dance Ensemble II, MUS 1010 Student Recital,
 MUT 1001 Fundamentals of Music Theory, MUT 1111
 Music Theory I, MVV 1871 Beginning Voice, MVV
 1874L Beginning Voice Lab, MVV 1875L Intermediate
 Voice Lab, MVV 2872 Intermediate Voice, TPA 1274
 Stage Properties, TPA 2000 Theatre Design Basics,
 TPA 2220 Lighting Design, TPA 2290L Theatre
 Production Laboratory], terminate courses and delete
 from College Catalog effective fall 2015 [Arts &
 Sciences - ARH 2500 Non-Western Art History, HUM
 2210 The Humanities I, HUM 2210 Honors The
 Humanities I, HUM 2230 The Humanities II, HUM 2230
 Honors The Humanities II, LIT 2000L Honors
 Introduction to Literature, LAT 1120 Beginning Latin I,
 LAT 1121 Beginning Latin II, CHI 1120 Elementary
 Chinese I, CHI 1121 Elementary Chinese II; Florida
 School of the Arts - ART 2450C Printmaking, Special
 Problems In, ART 2276 Ceramics, Special Topics In,
 ART 2905C Applied Drawing, Special Problems In,
 ART 2931 Sculpture, Special Topics In, GRA 2811C
 Drawing Techniques for Illustration, GRA 2812C
 Illustration Concepts and Techniques, GRA 2952C
 Graphic Design/New Media Portfolio, DAA 2506 Jazz
 Dance III, DAA 2507 Jazz Dance IV, DAA 2650
 Dance Audition, MUT 1011 Music Fundamentals, MUT
 1112 Music Theory I, MUT 1222 Sight Singing II, MVK
 1112 Class Piano II, TPA 2332 Costume Construction

II].

Ms. Lagassé moved, seconded by Mr. Coleman, to approve Academic Affairs Items 1 - 6, 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, Duren, Hancock, Keith, Lagassé — Yes).

Approved Academic
Affairs Items 1 - 6

V.P. Brown informed the Board that SJR State will be hosting the Putnam County Chamber of Commerce After Hours event on Thursday, February 19th, from 5:30 to 7:00 p.m. at the Florida School of the Arts gallery. All attendees are invited to stay to see the production of *Fiddler on the Roof* which begins at 7:30 p.m. She invited the Board of Trustees to both. President Pickens stated that the Flo-Arts Open House will be held on February 21st.

Chairperson Hancock called a public hearing for changes to admission requirements for A.S. in Health Information Technology.

Public Hearing

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

V.P. Lebesch reviewed and requested approval of changes to admission requirements for A.S. in Health Information Technology.

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

Approved Workforce
Development Item 2

V.P. Lebesch reviewed and requested approval of curriculum changes to Allied Health Programs - Health Care Services Certificate (0134), Health Information Technology A.S. (0350), Health Services Management A.S. (0132), Medical Office A.S. (2148), and Medical Office Certificate (0433), and approval of General Education curriculum changes to Allied Health Programs Radiologic Technology (2155) and Respiratory Care (2125).

Ms. Lagassé moved, seconded by Ms. Bramlitt, to

Approved Workforce

approve Workforce Development Items 3 - 4, 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, Duren, Hancock, Keith, Lagassé — Yes).

Development Items 3
– 4

V.P. Evans reviewed and requested approval of the 2015-2016 and 2016-17 Academic Calendars. President Pickens stated the calendars reflect changes that affect faculty and they approve it. Classes will start a week later and a holiday was eliminated for staff and administrators. That day will be utilized for professional development. Additionally, a professional development day was added in the middle of each term.

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

Approved Student
Affairs Items 1 – 2

V.P. Humerick reviewed and requested approval of the reaffirmation of the College vision and goals for 2012-2015 Strategic Plan, Strategic Plan Performance Measures 2013-2014 update, and the Youth Business Bridge Grant. Discussion followed on the data used.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Research and Institutional Effectiveness Items 1 - 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Research and Institutional Effectiveness). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Research
and Institutional
Effectiveness Items 1
- 3

Faculty Senate was represented by Dr. Summer Garrett and Ingrid Wright. Dr. Garrett discussed the meetings held with Dr. Holcombe. The faculty was well represented and appreciated the opportunity to be part of the process for improvement, as there are many areas for improvement, not just salary increases.

Faculty Senate

President Pickens stated that Dr. Holcombe will be at the April Board meeting to discuss the written report which will be distributed prior. Ms. Hancock stated that in her conversation with Dr. Holcombe, he remarked

that generally overall our faculty was enthusiastic about participating in the process. He thinks we are very well positioned to make changes to improve student outcomes, organizational efficiency, and faculty satisfaction. The strategic planning consultant will meet with students during his visit in April.

President Pickens invited the Trustees to the reception tomorrow night.

President's Report

President Pickens informed the Board that for the first time in the history of our college, the baseball team is ranked #1 in the state. Also, the softball team is ranked #10 and is the first time it has been ranked. He stated that Coach Katie Brosky has done a good job reaching this big milestone.

President Pickens reminded the Board that there will not be a meeting in March. The first Budget Workshop will be held prior to the Board Meeting on April 15, beginning at 2:00 p.m. Additional iPad Training will be scheduled as needed.

President Pickens informed the Board that Senator Bradley filed a bill to change the make-up of this Board, with the only goal to create equal representation. It passed with no comment; however, there is not a House companion bill. Either two (2) Board members would be added – one each from Clay and St. Johns counties – or one (1) would be deleted from Putnam county.

Trustee Marlene Lagassé remarked that the Tallahassee trip was great.

Trustee Comments

Trustee Ron Coleman stated that he is looking forward to reviewing Dr. Holcombe's report. He expressed thanks for the strategic plan measuring report.

Trustee Denise Bramlitt stated that she had a good conversation with Dr. Holcombe and is interested to see what changes are suggested. She is looking forward to the budget workshop and expressed thanks for the budget information presented today. She suggested that the Trustees have workshops to follow-up on and discuss information received at trainings. President Pickens said we can make this happen if it something the Board wants.

Trustee Brian Keith stated he saw that volleyball is going to have a game on the beach. He has attended several baseball games. His discussion with Dr. Holcombe was good.

Trustee Duren asked for the President's evaluation electronically.

There being no further business, Chairperson Hancock adjourned the meeting at 4:55 p.m.

Adjournment