

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

April 17, 2019

MEMBERS PRESENT:

Mr. Sam Garrison, Chairperson
Mr. Wendell Davis, Vice-Chairperson
Rev. Bobby Crum
Ms. Leslie Dougher
Mr. Brian Keith
Mr. Jim Reid

OTHERS PRESENT:

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

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

Chairperson Garrison called the meeting to order and asked for corrections or additions to the minutes of the February 20, 2019 Board Workshop and the minutes of the February 20, 2019 Board Meeting. Mr. Keith moved approval of the minutes and Mr. Reid seconded the motion. Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Minutes of
February 20, 2019
Board Workshop and
Board Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown presented information on "Policy and Process".

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of Plans/Specifications for College-wide Fiber Optics Upgrades and Plans/Specifications for Roof Replacement for the A and C Buildings on the St. Augustine Campus and the A Building on the Palatka Campus.

Mr. Davis moved, seconded by Mr. Keith, to approve Senior Vice President Items 1-2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice
President Items 1-2

Chairperson Garrison called a public hearing for Amendment to 3.04 (R1) College Direct Support

Public Hearing

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

SVP Melissa Miller reviewed and requested approval of Amendment to SJR Board Rule 3.04 (R1) College Direct Support Organizations.

Mr. Davis moved, seconded by Ms. Dougher, to approve Senior Vice President Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid— Yes).

Approved Senior Vice President Item 4

Chairperson Garrison called a public hearing for Amendment to SJR Board Rule 7.22 (R9) Limited Access Programs. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Public Hearing

SVP Melissa Miller reviewed and requested approval of Amendment to SJR Board Rule 7.22 (R9) Limited Access Programs.

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

Approved Senior Vice President Item 6

SVP Miller reviewed for information only Additive Change Orders #001-BB1 and #001-BB2 for Renovation with Addition to Building D and Renovation of Building V, Orange Park Campus. She also reviewed for information only Facilities Usage for February and March 2019.

Senior Vice President Items 7-9

Dr. Powers introduced Keith Martin, the new Purchasing Director.

Dr. Powers reviewed and requested approval of the Presidential Evaluation.

Mr. Davis moved, seconded by Mr. Keith, to approve Finance and Administration Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes). Note: Attorney Brown

Approved Finance and Administration Item 1

stated all Board members were to vote on this item, even though the three (3) Trustees appointed at the end of 2018 did not complete an evaluation.

Dr. Powers reviewed and requested approval of the Monthly Financial Report – March 2019, Budget Amendments for FY 18-19 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters.

Mr. Crum moved, seconded by Mr. Keith, to approve Finance and Administration Items 2-5, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Items 2-5

Dr. Powers reviewed for information only the Annual Equity Report (Part 1 of 2), FY 2017-2018 Financial Audit Report, and FY 2017-2018 Federal Audit Report.

Finance and Administration Items 6-8

Dr. Melanie Brown reviewed and requested approval of the St. Johns River State College Library Collection Development Policy (Revised). She also reviewed and requested approval of the Following Curriculum Revisions Effective Fall 2019 for the Department of Computer Education: a. Revised & New Computer Education AS Degrees and Certificates - Computer Information Technology AS Degree, Network Systems Technology AS Degree (0194) (Revised and Renamed) [Network Infrastructure – CISCO College Credit Certificate (Revised), Network Security College Credit Certificate (Revised), and Network Server Administration College Credit Certificate (NEW)], Computer Programming and Analysis AS Degree (Revised) [Computer Programming Specialist College Credit Certificate (Revised) and Computer Programmer College Credit Certificate (Revised)], and Internet Services Technology AS Degree (Revised) [Information Technology Administration (Revised) and Web Development Specialist College Credit Certificate (Revised)].

Dr. Melanie Brown reviewed and requested approval of the following College Credit Certificates: Digital Forensics College Credit Certificate, Network Enterprise Administration College Credit Certificate, Office Management College Credit Certificate, Office Specialist College Credit Certificate (last appeared in

Catalog 2015-16), and Office Support College Credit Certificate (last appeared in Catalog 2015-16).

Mr. Davis moved, seconded by Mr. Keith, to approve Academic Affairs Items 2-3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Academic
Affairs Items 2-3

Dr. Melanie Brown welcomed Jack Hall who gave a Distance Learning Update for information only. A Distance Learning Task Force has been formed to insure quality in the online classes.

President Pickens asked Dr. Brown to discuss her meetings with the President of Flagler College, Dr. Joyner, regarding a potential articulation agreement. She also discussed the visit to the Cummer Museum, which was part of the activities for the 400th Year of Commemoration of African-American History. President Pickens noted another Museum visit will be held on April 26th in Lincolnton. Dr. Brown noted two visits are also scheduled for the fall.

Chairperson Garrison called a public hearing for approval of the Admission Criteria for the Medical Assisting Program. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of the Admission Criteria for the Medical Assisting Program.

Mr. Keith moved, seconded by Mr. Davis, 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 (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Workforce
Development Item 2

Dr. Anna Lebesch reviewed and requested approval of the Medical Assisting Program and Curriculum, Elimination of Phlebotomist (0210) Certificate Program and the Articulated Nursing Assistant (0207) Certificate Program, and Nursing Curriculum Changes (Change Parent Child Nursing (NUR2460C) from 5 credit hours to 4 credit hours and Change Adult Health I (NUR1210C) from 4 credit hours to 5 credit hours).

Mr. Crum moved, seconded by Ms. Dougher, to approve Workforce Development Items 3-5, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Workforce
Development Items 3-
5

Dr. Lebesch then gave an update on Workforce Development. She discussed the re-accreditation by CoARCs and expressed thanks to Dr. Coulliette and the faculty. She gave an update on the new Engineering Program. She discussed the meeting that she and President Pickens had with Northrup Grumman last week.

Workforce
Development Item 6

Dr. Ros Humerick presented follow-up for information only on Data Regarding Fall FTE and Headcount for Dual Enrollment and Non-Dual Enrollment by Campus.

Assessment,
Research and
Technology Item 1

There was no report from Faculty Senate.

Faculty Report

President Pickens thanked the Trustees for the results of his evaluation.

President's Report

President Pickens reminded the Trustees that graduation is on May 3. Clay County Commissioner and Chairman Mike Cella is the guest speaker.

Trustee comments were made.

Trustee Comments

President Pickens reiterated the offer to meet individually with Trustees regarding the budget.

Chairperson Garrison adjourned the meeting at 4:30 p.m.

Adjournment