

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

April 17, 2023

MEMBERS PRESENT:

Mr. Wendell Davis, Chairperson
Mr. Rich Komando, Vice-Chairperson
Ms. Makayla Buchanan
Ms. Jan Conrad
Mr. Jim Reid
Mr. Jud Sapp

OTHERS PRESENT:

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

Chairperson Davis called the meeting to order at 2:00 pm.

Meeting Call to Order

There were no public comments.

Public Comment

Dr. Melanie Brown introduced Michelle Sjogren, Executive Director of Strategic Communications, who gave an update on Marketing and Public Relations, Web Strategies, Digital Marketing and Social Media, and Student Recruitment.

Viking Spotlight

There was no Old Business.

Old Business

Chairperson Davis requested approval of the Consent Agenda Items A.1-2:

Consent Agenda Items

1.a: Minutes of March 22, 2023, Board Meeting

2.a-e – Senior V.P./Chief Business Officer: Facilities Usage Report for March 2023; Write-offs of Tangible Personal Property; Monthly Financial Report – March 2023; Budget Amendments - Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Capital Outlay / Plant Fund 7; and Personnel Matters.

Mr. Komando moved approval of the Consent Agenda Items and Ms. Buchanan seconded the motion. Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Consent Agenda Items A.1-2

On behalf of Dr. Lynn Powers, Randy Peterson reviewed and requested approval of Facilities Item to Accept St. Augustine Campus Chiller Replacement Project as complete and approve final pay application.

Mr. Komando moved, seconded by Ms. Conrad, to approve Chief Business Officer Facilities Item B.1.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Facilities Item
B.1.a

On behalf of Dr. Lynn Powers, Randy Peterson reviewed and requested approval of Facilities Item to Award the Bid for the Thrasher-Horne Center Interior Refurbishment Project. He explained that due to various reasons the bid is higher than expected. He requested approval to move forward with the project, pending a change order that will be brought to the next Board meeting reducing the amount for textured wall panels that will not be replaced as originally thought. President Pickens stated that the additional costs will be paid from the Auxiliary Fund 3, which includes revenues produced by the Thrasher-Horne Center. Discussion followed.

Mr. Komando moved approval for the difference to be paid from the Auxiliary fund and to award the bid to contractor Thomas May Construction, without the change order, in the amount of \$718K. The motion was seconded by Ms. Conrad (a detailed listing is contained in the material submitted by the Office of the Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Facilities Item
B.1.b

On behalf of Dr. Lynn Powers, Chuck Romer reviewed and requested approval of Personnel Item Annual Equity Update Report 2022-2023.

Mr. Komando moved, seconded by Ms. Buchanan, to approve Chief Business Officer Personnel Item B.2.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Business Officer). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Chief
Business Officer
Personnel Item
B.2.a

President Pickens reviewed and requested approval of the Ground Lease Agreement to the Student Housing DSO. He recapped that contemporaneously with the independent construction of the housing facility by the tenant, the college will relocate and improve the service/emergency vehicle access road which extends to the baseball field and softball field, including stabilizing and paving. The college will also replace the old makeshift parking area that was converted from the old tennis courts with a new parking area to the east of

the housing project and south of the gymnasium and locker rooms which will be available to all students. The college will also need to provide the engineering and ground work for the ground water changes, which will impact the entire College and are being done with a vision of a more campus wide stormwater management plan. \$2.5m is being allocated for these campus improvements/enhancements.

Mr. Komando asked will the housing be ready by August 2024. President Pickens explained that that is the current plan/schedule but that the lease may need to be amended to provide for opening in July 2025 instead of 2024 if circumstances dictate pushing the opening date back a year. If the structural engineering to start the foundation is not completed by May 15, the project will have to be postponed for a year. Discussion followed. Trustee Komando discussed the length of the sublease and the value of the contract.

Mr. Komando moved, seconded by Ms. Conrad, to approve President's Report Item A.1, as submitted (a detailed listing is contained in the material submitted by the President). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved President's
Report Item A.1

President Pickens then reviewed and requested approval of the Ground SubLease Agreement from the Student Housing DSO to the Developer.

Ron Brown informed the Board that Trustee Reid had questioned Article 2, Section 2.2 Renewal. He recommended amending this by adding the word "Commencing" at the beginning of the sentence "On the fifth anniversary...".

Mr. Reid moved and Mr. Komando seconded the motion to approve the Ground SubLease Agreement with the amendment.

Trustee Conrad asked if the tenant breaks a covenant with its lender do they have to notify the College. Discussion followed on another amendment to the SubLease. Trustee Komando recommended the wording "Sublease requires sublessor to ensure that the Board of Trustees has the opportunity to review and approve any lending agreement related to the lease or to the property".

The original motion by Mr. Reid, seconded by Mr. Komando was withdrawn.

Mr. Reid then moved approval of the first amendment to add the word “Commencing” at the beginning of the sentence “On the fifth anniversary” in Article 2, Section 2.2. Mr. Komando seconded the motion to amend. Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

First Amendment to Item A.2

Mr. Komando moved approval of the second amendment to add the wording “Sublease requires sublessor to ensure that the Board of Trustees has the opportunity to review and approve any lending agreement related to the lease or to the property.” to the SubLease. Ms. Conrad seconded the motion to amend. Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Second Amendment to Item A.2

Mr. Reid moved to approve the SubLease as amended, seconded by Mr. Komando, to approve President’s Report Item A.2, as amended (a detailed listing is contained in the material submitted by the President). Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved President’s Report Item A.2

President Pickens noted that Graduation will be held on May 5 and Van Royal is the guest speaker.

Chair Davis led the discussion on the results of the Board Self-Evaluation. He recommended approval. Mr. Komando recommended conducting an external evaluation also.

Mr. Komando moved, seconded by Mr. Reid, to approve the Results of the Board Self-Evaluation, as submitted. Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved District Board of Trustees Self-Evaluation

Chairperson Wendell Davis referred Trustees to the proposed 2023-2024 District Board of Trustees Meeting schedule.

Mr. Komando moved, seconded by Mr. Reid, to set the Date, Time, and Place for fiscal year 2023–2024 District Board of Trustees meetings as the third Wednesday of each month at 2:00 p.m., Palatka Campus, with the following exceptions:

Approved Date, Time, and Place of Board Meetings for 2023-2024

- July 2023 and November 2023 - No Meeting
- August 9, 2023 (second Wednesday)
- December 6, 2023 (first Monday)

- March 27, 2024 (fourth Wednesday)
- October 2023, March 2024, and May 2024, Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- September 2023, January 2024, and April 2024, Viking Center, Room V-112, St. Augustine Campus

Motion carried (Buchanan, Conrad, Davis, Komando, Reid, Sapp - Yes).

Trustee comments were made.

Chairperson Davis adjourned the meeting at 3:20 p.m.

Trustees' Comments

Adjournment