

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

April 18, 2018

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Mr. Sam Garrison, Clay County
Ms. Denise M. Bramlitt, Putnam County
Mr. Brian Keith, Putnam County

MEMBERS ABSENT:

Ms. Marlene Lagassé, Putnam County

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 Hancock called the meeting to order and asked for corrections or additions to the minutes of the February 21, 2018 Workshop. Mr. Davis moved approval of the minutes and Mr. Garrison seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Minutes of
February 21, 2018
Workshop

Chairperson Hancock asked for corrections or additions to the minutes of the February 21, 2018 meeting. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Minutes of
February 21, 2018
Minutes

Dr. Anna Lebesch welcomed Jim Rogers, Student Activities Director of the Orange Park Campus. President Pickens spoke about the Rise Against Hunger project. He wants to replicate the project on the Palatka Campus only to stay local. The students raised the funds to purchase the items. The various student club presidents gave an update on student and club activities.

Orange Park Campus
Update

There were no public comments.

Public Comment

VP Tingle explained three (3) sisters graduated from SJR State, but were not available to attend today due to work obligations.

Alumni Spotlight

VP Tingle shared the Resolutions by the House, Senate, and three district School Boards proclaiming February 25 as SJR State Day. President Pickens expressed appreciation to Senator Bradley and Representative Cummings for being instrumental in obtaining the Resolutions.

Board Attorney Ron Brown discussed “Electronically Stored Information (ESI), the Internet of Things (IOT), the Evidence Code and Public Records”.

Attorney’s Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of a Resolution to Establish a Special Purpose Center in Palatka, Florida. The Facility is to be leased from the Putnam County School District. President Pickens explained the site also has to be approved by SACS. SVP Miller reviewed and requested approval of plans for the St. Augustine Campus Library Reroof. SVP Miller reviewed for information only Facilities Usage for March/April 2018.

Mr. Davis moved, seconded by Mr. Garrison, 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 (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Senior Vice President Items 1-2

V.P. Lynn Powers reviewed and requested approval of the President’s Evaluation. Chairperson Hancock distributed a document from Florida Gateway College containing information on aspirational goals which are shared with their Board members. Some of the data is used on the Presidential Evaluation. She requested the information be provided in this format to the Board next year. Ms. Hancock also discussed the Board conducting a self-evaluation. Dr. Humerick stated SACs is requiring this now.

Mr. Davis moved, seconded by Mr. Garrison, 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 (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Finance and Administration Item 1

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report – March 2018, Budget Amendments for FY 2017-2018 (note correction to

cover memo and agenda from FY 2018-2019) (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, Plant Fund 7), Write-Off of Tangible Personal Property, Personnel Matters, and 2019-2020 College Calendar.

Mr. Garrison moved, seconded by Mr. Keith, to approve Finance and Administration Items 2-6, 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, Davis, Garrison, Hancock, Keith — Yes).

Approved Finance and Administration Items 2-6

V.P. Lynn Powers reviewed and requested approval of the Annual Equity Report. Trustee Garrison noted the number of males is declining, which is a trend nationwide. Discussion followed.

Mr. Davis moved, seconded by Mr. Garrison, to approve Finance and Administration Item 7, 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, Davis, Garrison, Hancock, Keith — Yes).

Approved Finance and Administration Item 7

Dr. Powers presented for information only the FY 2016-2017 Financial Audit Report and the FY 2016-2017 Federal Audit Report.

Dr. Melanie Brown reviewed and requested approval of following Curriculum Revisions Effective Fall 2018 for Department of Arts and Sciences: a. Revised Courses - Change in Prerequisite: *Rationale:* These revisions are changing or removing the prerequisite courses. MGF 1106, MGF 1107, and AST 1002 will no longer have a prerequisite course. The prerequisite for CHM1020 was changed from MAT0028 to any developmental math course. The prerequisite for CHM1045 and CHM1045 Honors was changed from MAC1105 or MAC1147 to simply MAC1105, and the prerequisite for PHY1053 Honors was changed from MAC1147 to MAC1105 to align with the non-honors course. The faculty who teach these courses came to these decisions. (MGF 1106 Mathematics for Liberal Arts I, MGF 1107 Mathematics for Liberal Arts II, AST 1002 Introduction to Astronomy, CHM 1020 Introduction to Chemistry, CHM 1045 General Chemistry I, CHM 1045 Honors General Chemistry II, PHY 1053 Honors General Physics. Change in Credit Hour: *Rationale:* This revision changes the credit hours of BOT 2010/BOT 2010L from 4 credits lecture/0 credits lab to 3 credits lecture/1 credit lab. This will be consistent

with all other science courses at SJR State (BOT 2010 Botany, BOT 2010L Laboratory for Botany). Change in Course Description and Outline: *Rationale*: The Florida Department of Education has designated AMH 2020 and POS 1041 as being courses that meet the post-secondary Civics Literacy AA graduation requirement. The course description has been changed, and the course outline includes these Civics Literacy competencies as well (AMH 2020 United States History since 1877, AMH 2020 Honors United States History since 1877, POS 1041 United States Federal Government, POS 1041 Honors United States Federal Government). b. New Courses: *Rationale*: ENL 2330 Introduction to Shakespeare is currently taught at nine state colleges in Florida and one SUS (UF). This course will provide students with an additional option in meeting the General Education Communications requirement (ENL 2330 Introduction to Shakespeare, ENL 2330 Honors Introduction to Shakespeare). c. General Education Revision: Add the new course ENL 2330 Introduction to Shakespeare to the list of courses that meet the General Education Communications requirement.

Dr. Melanie Brown reviewed and requested approval of following Curriculum Revisions Effective Fall 2018 for Department of Teacher Education: a. Revised Course: *Rationale*: The course description for EDF 2005 has been revised to reflect the inclusion of an online test preparatory program for the Florida Teacher Certification Exam and to otherwise provide clarity in the course description (EDF 2005 Introduction to the Teaching Profession). b. New Course: *Rationale*: This course will be added to the menu of teacher recertification courses available for current teachers to take as part of the Florida Department of Education teacher recertification process (TSL 3081 ESOL Issues and Strategies).

Dr. Melanie Brown reviewed and requested approval of following Curriculum Revisions Effective Fall 2018 for the Florida School of the Arts: a. Revised Degree Requirements: AS Degree 0152 – Visual Art - *Rationale*: NASAD accreditation standards require a percentage of studio to art history credits for each degree. By reducing the number of credits in the specialization from 13 to 12 credits and increasing the number of elective hours from 8 to 9 for all three tracks of this degree, this degree will meet this NASAD standard. AS Degree 0161 – Theater Technology - *Rationale*: Art History I is not offered every semester at

the Palatka Campus, so broadening this requirement to Art History I or Art History II will provide students more flexibility in scheduling their courses.

Dr. Melanie Brown reviewed and requested approval of following Curriculum Revisions Effective Summer 2018 for the Department of Adult Education: a. Revised Courses: *Rationale*: The new Department of Education state reporting requirements require a separate course number for every section that has a variation in the number of instructional days and minutes. These revised course outlines include the new course numbers that will be required for Summer term (ABX Language Arts, ABX Mathematics, ABX Reading, GED Mathematics, GED Reading Language Arts, GED Science, GED Social Science).

Mr. Garrison moved, seconded by Mr. Davis, to approve Academic Affairs Items 1-4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Academic Affairs
Items 1-4

Chairperson Hancock called a public hearing on Admission Criteria Change for the Bachelor of Science in Nursing Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

Dr. Anna Lebesch reviewed and requested approval of Admission Criteria Change for the Bachelor of Science in Nursing Program.

Mr. Davis 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, Davis, Garrison, Hancock, Keith — Yes).

Approved Workforce
Development Item 2

Chairperson Hancock called a public hearing on Admission Criteria Change for the Associate in Science Degree in Nursing Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Admission Criteria Change for the Associate in Science Degree in Nursing Program.

Mr. Davis moved, seconded by Mr. Garrison, 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 (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Workforce
Development Item 4

Chairperson Hancock called a public hearing on Readmission and Cell Phone Policy for Limited Access Programs in Allied Health. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Readmission and Cell Phone Policy for Limited Access Programs in Allied Health.

Mr. Davis moved, seconded by Ms. Bramlitt, 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 (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Workforce
Development Item 6

Chairperson Hancock called a public hearing on Admission Application Process and Student Selection Criteria for the Practical Nursing Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Admission Application Process and Student Selection Criteria for the Practical Nursing Program.

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

Approved Workforce
Development Item 8

Dr. Anna Lebesch reviewed and requested approval of new course Strategies for Success and Performance (HSCXXXX).

Mr. Davis moved, seconded by Mr. Keith, to approve Workforce Development Item 9, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith — Yes).

Approved Workforce
Development Item 9

Dr. Gilbert Evans reviewed and requested approval of the 2019-2020 Academic Calendar.

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

Approved Student
Affairs Item 1

Dr. Humerick reviewed for information only the successful grants monitoring visit by the Florida Department of Education. There were no findings.

Dr. Aaron Knowles reported on behalf of Clay Moore for the Faculty Senate. He expressed appreciation for the raise received last year.

Faculty Senate

President Pickens reported that he attended a breakfast yesterday for the Clay County Chamber Foundation Quality of Life Progress Report, in which the College's Bachelor of Organizational Management students were involved in developing. He stated we will highlight Dr. Knowles' and Dr. Balconoff's program at a later meeting and he wants to replicate this program in Putnam County. Attendance for Thrasher-Horne events was documented in the report and President Pickens congratulated Denton Yockey on the increase.

President's Report

President Pickens informed the Trustees that the College's Foundation Donor Appreciation Event is tomorrow night in conjunction with the opening of the spring dance gala.

Trustee comments were made. Trustee Keith noted he is working a new job and is trying to attend more college functions.

Trustee Comments

Trustee Garrison requested that on publications in which Trustees' names are listed, that the counties be removed. Each Trustee represents the College as a whole, not for a specific county. He also recommended using the entire \$3M appropriation for workforce programs. Trustee Garrison discussed that the College needs the best online learning platform we can get. He discussed the level of health insurance benefits. He noted former Trustee Larry Lancaster passed away.

Trustee Bramlitt stated she appreciates the monthly update. She requested a salary comparison across the State.

Trustee Davis expressed appreciation to the staff. He expressed appreciation to Chairperson Hancock on working with the Governor. He also expressed congratulations to Denton Yockey.

Chairperson Hancock expressed appreciation to Dr. Powers for all she does in presenting the financial information in a comprehensive and easy format. She expressed congratulations on the audit results.

President Pickens reminded the Board that spring graduation is May 4. He also thanked Randy Peterson publicly for the additional work that he is doing without additional compensation. He expressed appreciation to the Board for his evaluation results.

Mr. Garrison moved to adjourn and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith — Yes) and Chairperson Hancock adjourned the meeting at 4:25 p.m.

Adjournment