

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

April 19, 2017

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mr. Mickey Duren, St. Johns 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 for the Arts, Suites C & D, Orange Park Campus.

Chairperson Mary Ellen Hancock called the meeting to order and called for corrections or additions to the minutes of the February 15, 2017 Board Workshop. Ms. Lagassé moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
February 15, 2017  
Board Workshop

Chairperson Hancock called for corrections or additions to the minutes of the February 15, 2017 meeting. Ms. Lagassé moved approval of the minutes and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
February 15, 2017  
Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed information he received at the ACCT Congress Legal Academy, "Confidentiality and Privacy Inside and Outside the Boardroom" by Saul Ewing LEP.

Attorney's Report

Dr. Anna Lebesch reported the Paramedic Programmatic Accreditation site visit was held earlier this week. She recognized Ricky Webb for his hard work.

Orange Park Campus  
Student Clubs/  
Organizations Update

Dr. Lebesch welcomed Student Activities Coordinator Jim Rogers. Students from Student Government and Rotaract reported on their service projects.

There was no old business.

Old Business

Chairperson Hancock called a public hearing for an amendment to SJR 7.22 (R7) Limited Access Programs. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR 7.22 (R7) Limited Access Programs.

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

Approved Senior Vice President Item 2

SVP Miller reviewed for information only Additive Change Order #2 to Nooney Construction, Inc. for Renovations/Additions to Building A, Orange Park Campus (March) and Additive Change Order #3 to Nooney Construction, Inc. for Renovations/Additions to Building A, Orange Park Campus (April). She reviewed for information only SJR State Board Rules (proposed changes): SJR Board Rule 3.05 (R1) Electronic Mail, Internet Use, and Use of College Computers by College Employees – Title Change to Acceptable Use of Technology Resources, SJR Board Rule 3.08 Webpage Policy – Title Change to Website Policy, SJR Board Rule 5.06 Misuse of Computer and Telecommunication Resources – Title Change to Misuse of College Technology Communication Resources, SJR Board Rule 5.10 (R1) Educational Supplements, SJR Board Rule 6.03 (R3) Standards of Conduct, SJR Board Rule 6.06 Student Communications Media – Title Change to Student Online Communication Resources, and SJR Board Rule 7.19 (R1) Policies Concerning the College Library. She reviewed for information only SJR State Operating Guidelines and Procedures Manual (as adopted by Institutional Planning Committee): Procedure #2.9 Educational Supplements and Certifications, Procedure #2.11 Faculty Employment and Termination of Employment, Procedure #3.1.5.3 Vacation Leave,

Senior Vice President Items 3-7

Procedure #3.5 Educational Opportunities, Procedure #3.7 Employment of Spouses or Children – Title Change to Nepotism, Procedure #3.11 Technology – Title Change to Acceptable Use of Technology Resources, Procedure #3.12 Misuse of Computer and Telecommunications Resources – Title Change to College Website Procedure, Procedure #3.13 Library Services, and Procedure #4.5 Student Travel Procedures. SVP Miller also reported on Facilities Usage for March/April 2017.

V.P. Lynn Powers reviewed and requested approval of the President's Evaluation.

Ms. Lagassé 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 (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Item 1

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for March 2017, Budget Amendments for Fiscal Year 2016-2017 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, Personnel Matters, and the 2017-2018 and 2018-2019 College Calendars.

Ms. Lagassé 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, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Items 2-6

V.P. Powers reviewed the FY 2015-2016 Financial and Federal Audit Reports (information only). She reported on the Operational Audit Finding (information only).

Dr. Powers reviewed and requested approval of the Annual Equity Report. Discussion followed regarding College programs targeting information to students at the elementary, middle, and high school levels. Discussion followed regarding new programs being implemented as well.

Mr. Coleman moved, seconded by Mr. Keith, to approve Finance and Administration Item 10, as

Approved Finance and Administration

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, Hancock, Keith, Lagassé — Yes).

Item 10

V.P. Melanie Brown reviewed and requested approval of Curriculum Revisions effective Fall 2017 for Department of Arts and Sciences: Revised Courses: Change in Course Title - BSC 1005 Introduction to Biology, BSC 1005L Laboratory for Introduction to Biology, BSC 2010 General Biology I, BSC 2010 Honors General Biology I, BSC 2010L Laboratory for General Biology I, BSC 2010L Honors Laboratory for General Biology I, BSC 2011 General Biology II, BSC 2011 Honors General Biology II, BSC 2011L Laboratory for General Biology II, BSC 2011L Honors Laboratory for General Biology II; Change in Course Description - THE 1020 Introduction to Theatre History; Change in Credit Hour - MCB 2010 Microbiology, MCB 2010 Honors Microbiology, MCB 2010L Laboratory for Microbiology, MCB 2010L Honors Laboratory for Microbiology, ZOO 2010 Zoology, ZOO 2010L Laboratory for Zoology; New Courses: LIT 2380 Literature by Women, PSY 2014 General Psychology II; New Honors Courses - AML 2010 Honors American Literature I, AML 2020 Honors American Literature II, AML 2601 Honors African-American Literature I, ENL 2012 Honors English Literature I, ENL 2022 Honors English Literature II, LIT 2182 Honors Modern Irish Literature, LIT 2380 Honors Literature by Women, HUM 2220 Honors Greek and Roman Humanities, HUM 2223 Honors Late Roman and Medieval Humanities, HUM 2232 Honors Renaissance and Baroque Humanities, HUM 2234 Honors Enlightenment and Romanticism Humanities, HUM 2250 Honors 20<sup>th</sup> Century Humanities, HUM 2310 Honors Mythology in Art, Literature, and Music, MUH 2112 Honors Music History, MAC 2311 Honors Analytic Geometry and Calculus I, MAC 2312 Honors Analytic Geometry and Calculus II, MAC 2313 Honors Analytic Geometry and Calculus III, CHM 1046 Honors General Chemistry II, CHM 1046L Honors Laboratory for General Chemistry II, PHY 1053 Honors General Physics I, PHY 1053L Honors Laboratory for General Physics I, PHY 1054 Honors General Physics II, PHY 1054L Honors Laboratory for General Physics II, PHY 2048 Honors Physics I with Calculus, PHY 2048L Honors Laboratory for Physics I with Calculus, PHY 2049 Honors Physics II with Calculus, and PHY 2049L Honors Laboratory for

Physics II with Calculus; Terminated Course - MAC 1105 Honors College Algebra; and Change to General Education - add New Course LIT 2380 Literature by Women to list of courses that meet Communication General Education Requirement.

V.P. Melanie Brown reviewed and requested approval of Curriculum Revisions effective Fall 2017 for Department of Teacher Education: New Course - RED 4342 Foundations of Research Practice in Reading Education; Revised Degree Prerequisites - Bachelor of Science, Early Childhood Education; and Revised Courses - EDF 2005 Introduction to the Teaching Profession and EDF 2085 Introduction to Diversity for Educators.

V.P. Melanie Brown reviewed and requested approval of Curriculum Revisions effective Fall 2017 for the Florida School of the Arts: Revised Courses: Change in Course Number - ART 2401C Printmaking II; Change in Course Description – ART 1301C Drawing II, PGY 1800 Photographic Techniques, DIG 1115C Digital Imaging, PGY 1201C Media Lighting Techniques, DAA 2250 Partnering, MUN 1641 Musical Theater Vocal Company, MUS 1010 Student Recital, MUT 1001 Fundamentals of Music Theory, TPA 1603 Stage Management Preparation & Practice, TPA 2091 Advanced Design, THE 1925 Play Production, THE 2300 Dramatic Literature, TPP 1514 Stage Movement for the Actor, TPP 1120 Improvisation for the Theater, TPP 1811 Stage Speech II, TPP 2110 Acting I, TPP 2141 Acting in Shakespeare, TPP 2300 Play Directing; Change in Course Title - DAA 2220 Pointe Technique; New Courses - DAA 2230 Men's Technique, MVV 1011 Applied Voice Prep, MVV 1011L Applied Voice Prep Lab, MVV 1311 Applied Major Voice I, MVV 1311L Applied Major Voice I Lab, MVV 1312 Applied Major Voice II, MVV 1312L Applied Major Voice II Lab, MVV 2321 Applied Major Voice III, MVV 2321L Applied Major Voice III Lab, MVV 2322 Applied Major Voice IV, MVV 2322L Applied Major Voice IV Lab; Terminated Courses - MVV 1871 Beginning Voice, MVV 1874L Beginning Voice Lab, MVV 1875 Intermediate Voice Lab, MVV 2872 Intermediate Voice; Revised Degree Requirements - AS Degree 0155 – Acting, AS Degree 2513 – Dance Studies/Dance Performance, AS Degree 0159 – Musical Theater, AS Degree 0161 – Theater Technology, AS Degree 2510 – Stage Management; New Degree - AS Visual Art with specializations in

Studio Art, Graphic Design/ New Media, and Photography; and Terminated Degrees - AS Degree 2506 – Studio Art and AS Degree 0151 – Graphic Design/New Media.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to approve Academic Affairs Items 1-3, 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, Hancock, Keith, Lagassé — Yes).

Approved Academic  
Affairs Items 1-3

Chairperson Hancock called a public hearing for change to Admission Criteria for the Law Enforcement/Corrections Basic Recruit Training Programs. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

V.P. Anna Lebesch reviewed and requested approval of change to Admission Criteria for the Law Enforcement/Corrections Basic Recruit Training Programs.

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

Approved Workforce  
Development Item 2

V.P. Lebesch reviewed and requested approval of Changes to Courses in Health Information Technology AS Degree: HIM2800 – change in clinical hours and course description; HIM2820 – change in course description; Curriculum Changes to AS in Computer Information Technology and Information Technology Support Specialist College Credit Certificate; New College Credit Certificates: Information Technology Analysis and Mobile Device Technology; New Courses: Information Technology Project Management (CTS1142) and Mobile Device Concepts (CTS2514), Inactivate Courses: Managing Technical Projects (DIG2561) and Data Forensics (CET2880C); Suspend Enrollment in Geographic Information System College Credit Certificate; Carl D. Perkins Postsecondary, Section 132 Entitlement, Grant; and Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical Education Programs, Grant.

Ms. Lagassé moved, seconded by Ms. Bramlitt, to approve Workforce Development Items 3-10, 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, Hancock, Keith, Lagassé — Yes).

Approved Workforce  
Development Items 3-  
10

Next, V.P. Lebesch overviewed the Strategic Analysis for New Program Development Report (for information only). The next steps involve stakeholder meetings in our communities.

Workforce  
Development Item 11

V.P. Gilbert Evans reviewed and requested approval of Special Exception to St. Johns River State College's Admissions Policy Rule SJR 7.12 (R2).

Ms. Lagassé 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, Coleman, Davis, Hancock, Keith, Lagassé — Yes).

Approved Student  
Affairs Item 1

Dr. Evans reminded the Trustees that Spring Graduation is scheduled on May 5 at 10:00 a.m.

There was no report from the Faculty Senate.

Faculty Senate

President Pickens reported on his meeting with Chairperson Ahern regarding funding for the College to provide post-secondary vocational training in Clay and Putnam Counties.

President's Report

President Pickens stated six College staff are attending the AACC 97<sup>th</sup> Annual Convention this weekend. He is attending a pre-conference workshop on Friday hosted by EAB on "Best Practices in Community College Leadership".

President Pickens informed the Board that he was the speaker at the Clay County Chamber Foundation Scholarship luncheon today.

Trustee Lagassé discussed the letter from the Governor requesting information. President Pickens stated the information for the response will be compiled.

Trustee Comments

Trustee Davis complimented President Pickens on the speech at the luncheon today.

Trustee Bramlitt expressed appreciation to President Pickens for his Board updates the past two (2) months. Mr. Pickens reported he is sharing the update with the entire College now.

Trustee Keith reported on his trip with CareerSource to Washington, D.C. He expressed appreciation to Dr. Lebesch for meeting with him regarding this information. He noted the baseball season is winding down.

Chairperson Mary Ellen Hancock thanked everyone for the information provided each month. She thanked Dr. Powers for her efforts.

Mr. Coleman moved to adjourn and Mr. Davis seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:30 p.m.

Adjournment