

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

May 15, 2019

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mr. Wendell Davis, Vice-Chairperson

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 at the St. Augustine Campus.

Chairperson Garrison called the meeting to order and asked for corrections or additions to the minutes of the April 17, 2019 Board Workshop and the minutes of the April 17, 2019 Board Meeting. Mr. Crum moved approval of the minutes and Ms. Dougher seconded the motion. Motion carried (Crum, Dougher, Garrison, Keith, Reid - Yes).

Approved Minutes of
April 17, 2019 Board
Workshop and Board
Meeting

There were no public comments.

Public Comment

Due to Trustee Keith needing to leave early, Chairman Garrison changed the order of the agenda.

Dr. Powers reviewed and requested approval of the Monthly Financial Report – April 2019, Personnel Matters, Write-Off of Tangible Personal Property, and Course/Laboratory Fee Changes.

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

Approved Finance
and Administration
Items 1-4

Chairman Garrison added an agenda item "Discussion on Budget Board Workshop." He asked President Pickens to speak. President Pickens discussed using

the \$3M nonrecurring legislative appropriation with fidelity. He received approval from Senator Bradley last year to use \$1.5M to balance budget operational costs. Staff have worked diligently on cutting costs and there will be about \$600-700K not used. Since that money was specifically authorized to use for non-workforce purposes, one way to utilize the funding would be to give a nonrecurring bonus to eligible employees (not bargaining unit).

Chairperson Garrison discussed utilizing the \$3M recurring workforce funding received for FY 19-20. The College has additional responsibilities for workforce in Clay and Putnam Counties.

Chairperson Garrison discussed the possibility of a recurring raise for eligible employees (not bargaining unit). The workforce funding will be spent on workforce initiatives. He suggested making adjustments in how health insurance benefits are structured and move from a PPO to an HSA plan. The savings could be used for raises.

Chairperson Garrison summed up the decision points:

1. Use funds not spent from nonrecurring appropriation for a bonus to eligible employees
2. Commit to using recurring Workforce \$3M appropriation funding, commit that stays for Workforce
3. Potentially change health insurance benefit structure and use cost savings for salary increases

Ms. Dougher asked when the results of the Salary Study will be available as that may have impact on the FY 19-20 budget. Dr. Powers stated sometime in June.

Mr. Crum asked how does this effect the union bargaining. Chairperson Garrison stated salary and benefits will be bargained.

Mr. Keith asked what would be the timeline for making decisions. President Pickens stated the Administration needs the Trustees' opinions on the above points in order to finalize a budget proposal for approval at the June Board meeting. He discussed using the remaining \$950K of the \$1.5M nonrecurring workforce appropriation for FY 18-19. He suggested transferring it to Fund 7 to use for workforce capital outlay since the College did not get PECO funding to finish the Orange Park Campus renovation/remodel for the workforce building. President Pickens clarified the change in

health insurance would occur in January; thus, savings would be realized in two fiscal years. It was noted that faculty salaries' will be status quo during the bargaining process.

Discussion followed as the Trustees shared their thoughts. Jim Reid discussed the law of diminishing returns with health insurance cost savings, so how would the College continue to pay for salary increases. President Pickens explained that the College has always absorbed the increases in health insurance, so if health insurance plans remain the same, the College would have that continued expense.

Jim Reid noted the bargaining unit is an unknown cost.

Chairperson Garrison stated there would not be an Attorney's Report due to time constraints.

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval to Reject All Bids Received for BID-SJR-06-2018 for the Renovation with Addition to Bldg. V, St. Augustine Campus.

Mr. Keith moved, seconded by Mr. Reid, to approve Senior Vice President Item 1, 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, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice President Item 1

Chairperson Garrison called a public hearing for Amendment to SJR Board Rule 7.22 (R10) Limited Access Programs. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval of Amendment to SJR Board Rule 7.22 (R10) Limited Access Programs.

Mr. Crum moved, seconded by Ms. Dougher, to approve Senior Vice President Item 3, 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, Dougher, Garrison, Keith, Reid— Yes).

Approved Senior Vice President Item 3

SVP Miller reviewed Additive Change Order #002-BB2 for Renovation with Addition to Building D and Renovation of Building V, Orange Park Campus to F&G Construction General Contractors. She reported that a low bid was received from Tietjen Technologies for the College-wide Fiber Optics Upgrades. The bid value was within limits of President Pickens' Authorization to Award. She also reviewed facilities usage for April and May 2019.

SVP Miller informed the Board that a realtor has approached the College about swapping the College's real estate holdings south of 4 Mile Road (72 acres) for 20 acres of frontage on Highway 16.

SVP Miller distributed pictures of a potential new sign at the entrance of the Orange Park Campus.

Dr. Melanie Brown reviewed and requested approval of a Curriculum Revision Effective Fall 2019 for Department of Computer Education: Information Technology Administration College Credit Certificate Program Revision. She reviewed and requested approval of Curriculum Revisions Effective Fall 2019 for Department of Organizational Management: a. Course Prerequisite/Corequisite Revisions - CGS4362 Organization and Information Technology Systems, GEB 4891 Strategic Management and Decision Making, ISM 4220 Networking Technology for information Management Professionals, MAN 4120 Leadership and Group Dynamics, MAN 4301 Human Resource Management, MAN 4504 Operational Decision Making, HSA 4383 Continuous Quality Improvement/Risk Management Systems, ISM 3212 Database Management for Information Management Professionals, and PAD 4232 Grant Administration and Resource Development; b. Course Description Revisions - FIN 3400 Financial Management, GEB 3212 Advanced Business Communications, HSA 3150 Health Care Policy, and MAN 4900 Capstone – Organizational Management; c. Course Prerequisite/Corequisite and Course Description Revisions - HSA 4170 Health Care Finance, HSA 4430 Health Care Economics, and ISM 4011 Information Systems Management; and d. Program Revision: Bachelor of Applied Science in Organizational Management Specializations - Supervision and Management (Revised), Health Care Administration (Revised), and Computer Information Systems (Revised).

Mr. Crum moved, seconded by Ms. Dougher, to approve Academic Affairs Items 1-2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Crum, Dougher, Garrison, Reid – Yes; note Trustee Keith had left the meeting).

Approved Academic
Affairs Items 1-2

Chairperson Garrison called a public hearing for approval of the Admission Criteria for the Nursing Assistant 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 Nursing Assistant Program.

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

Approved Workforce
Development Item 2

Dr. Anna Lebesch reviewed and requested approval of Curriculum Changes to the Engineering Technology Associate in Science Degree (4300): New Course – Mathematical Applications in Engineering Technology (ETI1091) Change in Elective Choices; Nursing Curriculum Change - Change LPN Transitions (NUR1005) from 3 credit hours to 4 credit hours; New Criminal Justice Advanced and Specialized Courses - School Resource Officer Fundamentals, Crisis Intervention for School Resource Officers, Single Officer Response to Active Threat & Shooter Incidents, Single Officer Response to Active Threat & Shooter Incidents – Instructor, and Crisis Intervention for School Resource Officers & Single Officer Response to Active Threat & Shooter Incidents; and 2019-2020 Handbooks - Allied Health, Criminal Justice, Nursing (ASN/LPN-RN Bridge), Nursing (CNA), Nursing (PN), and Nursing (RN to BSN).

Ms. Dougher moved, seconded by Mr. Reid, to approve Workforce Development Items 3-6, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Crum, Dougher, Garrison, Reid - Yes).

Approved Workforce
Development Items 3-
6

Clay Moore reported on behalf of the Faculty Senate.

Faculty Report

President Pickens recognized and thanked Dr. Anna Lebesch, who has a new job with JaxUSA as Vice President for Talent Development starting in June. President Pickens stated he is still working on the structure going forward.

President's Report

President Pickens discussed the status of the Trustees. In regards to the three (3) new Trustees, one rule is that if they are not confirmed by the Senate during session, they have forty-five (45) days to continue serving. The June Board Meeting is scheduled for June 19, which would be day forty-six (46). The Trustees agreed to change the date of the meeting to June 17. It was also agreed upon that another Budget Workshop will be scheduled that same day beginning at 2:00 p.m. for those who want to attend.

Trustee comments were made.

Trustee Comments

Chairperson Garrison noted the importance of the Orange Park Campus Executive Director position. It was noted that Mike Keller, following Dr. Lebesch's last day, will be responsible for on-campus items. President Pickens and VP Caroline Tingle will collectively handle more of the external responsibilities.

Chairperson Garrison adjourned the meeting at 5:05 p.m.

Adjournment